

Community Project Grant Guidelines

These guidelines apply to the group and organisation stream only.

1. Purpose

Community Project Grants support not-for-profit community groups and organisations to deliver projects, events, activities, equipment and capacity-building initiatives that provide a clear public benefit to the Shire of Coolgardie community and align with one or more of the Shire's aspirations.

2. Funding Available

- The annual Community Project Grant allocation is subject to Council adoption of the annual budget.
- Groups and organisations may apply for up to \$2,000.
- The Shire may approve full funding, partial funding or decline funding. Eligibility does not guarantee funding.
- An applicant may only receive one Community Project Grant each financial year.

3. Funding Rounds

Round	Open date	Closing date	Decision timing
Round 1	1 October	5.00pm last Friday in November	December
Round 2	1 March	5.00pm last Friday in April	May

4. Eligible Applicants

- Not-for-profit community groups, clubs and organisations that operate in, or deliver a clear benefit to, the Shire of Coolgardie community.
- Incorporated organisations.
- Unincorporated groups auspiced by an eligible incorporated organisation.
- Applicants that hold appropriate insurance for the project, including public liability insurance where relevant.
- Applicants that have no outstanding Shire debts, unresolved lease/insurance requirements or overdue grant acquittals.
- Applicants with a valid lease, licence, booking or written approval where the project relates to a building, facility or reserve vested in or managed by Shire.
- Applicants must complete the form electronically; handwritten applications will not be accepted.

5. Eligible Costs

- Community events, activities and projects that are open, inclusive and beneficial to the Shire community.
- Small equipment, materials, venue costs, training, project costs or other one-off costs directly related to the approved project.
- Projects that build community capacity, encourage participation, support volunteers, improve access and inclusion, celebrate local identity or improve community wellbeing.
- Projects that can be completed and acquitted within 12 months of receiving funding.

6. Ineligible Applications / Projects

- Applications submitted after the advertised closing date and time.
- Applications received outside the advertised rounds.
- Applications for retrospective funding, including projects or expenses that have already commenced or been completed.
- Applications from state or federal government agencies, political parties or commercial for-profit organisations.
- Projects that primarily provide private benefit to an individual, organisation or business.
- Fundraising donations, gifts, prize money, trophies, alcohol, tobacco, gambling, illegal activities or political activities.
- Projects that promote intolerance, unlawful discrimination, violence or activities inconsistent with Shire values and community expectations.
- Applicants who have already received a community project grant in the same financial year.
- Applicants with outstanding shire debts, unresolved lease/insurance requirements or overdue grant acquittals.

7. Ineligible Costs

- Normal operating costs, debt repayment, ongoing wages, salaries, rent, routine administration or recurrent costs that are not directly linked to the approved project.

8. Assessment Criteria

Weight	Criterion	What assessors should look for
Pass/fail	Eligibility	Applicant is eligible; application is complete; project is not retrospective; required attachments are provided.
30%	Community benefit and demonstrated need	Clear benefit for Shire residents; evidence of need; realistic participation or benefit; inclusive and accessible wherever possible.

Weight	Criterion	What assessors should look for
20%	Alignment with Shire aspirations	Clear alignment with one or more Shire aspirations.
20%	Budget and value for money	Clear budget; quotes supplied; reasonable costs; applicant contribution or other funding where possible.
15%	Capacity and readiness to deliver	Realistic timeline, approvals, insurance, volunteers, venue and delivery plan.
15%	Sustainability and lasting benefit	Benefits continue beyond the grant where relevant; project builds skills, participation, assets or local pride.

8. Accountability

- Successful applicants must follow funding guidelines before funds are released.
- Grant funds must only be used for the approved project and approved expenditure.
- Written approval must be sought before making any material change to the project, timing, budget or approved expenditure.
- The Shire contribution must be acknowledged in promotional material, social media, signage, media releases or other appropriate communication.
- Unspent funds or funds spent outside the approved purpose must be returned.
- An Accountability Report must be submitted within 60 days of project completion.