

## Process





1. Organisations are encouraged to contact the Community Development Officer to discuss the eligibility of their application for the Community Facility Fund.
2. Complete the Community Facility Fund Application Form available on the Shire of Boddington's website from 1 March.
3. Completed Application Forms are to be submitted to [shire@boddington.wa.gov.au](mailto:shire@boddington.wa.gov.au) by 4pm on 28 April.
4. Notification of the application outcome will be known three months from the closing date.
5. Submit an invoice to enable payment of the grant funds.
6. Deliver project outlined in grant application within 12 months of receiving the funding.
7. Complete the Acquittal Form within 30 days of the conclusion of the project.



## Shire of Boddington Community Facility Fund Guidelines

To provide assistance to upgrade, extend or construct well planned sport, recreation and community facilities that contribute to a vibrant, inclusive and healthy community.



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# Funding Rounds 2023-24

<b>Applications Open</b>	15 March 2023
<b>Applications Close</b>	28 April 2023
<b>Notification of Outcome</b>	1 September 2023

## Who can apply?

Eligible applicants must meet the following criteria:

- Be an incorporated not-for-profit sport, recreation or community organisation;
- The organisation is based within the Shire of Boddington;
- No outstanding acquittals from any other Shire-facilitated funding program.

## What can I apply for?

Applicants are eligible to submit one application each year with the funding providing support for up to 33% (one third) of total project costs. In-kind services and volunteer labour are eligible components of the total project costs.

Funding shall not be provided for:

- Recurrent/maintenance or operational works.



## How are applications assessed?

Applications will be assessed according to:

- the extent to which the project will result in increased community benefit and/or participation in physical activity;
- the extent to which the project will improve the standard of the facility or services to local residents;
- demonstration of total project funding capacity and ongoing ability to sustain or maintain the facility (where appropriate); and
- ability to fund two thirds of the project cash cost (this may include additional funding sources).

## Submitting

For applications to proceed to assessment they must:

- be lodged on time;
- be submitted on the appropriate form;
- include the required information, including insurance and financial details;
- include agreement from the applicant to acknowledge the Shire if funding is successful;
- ensure the applicant demonstrates its ability to manage the project;
- not be due to commence until after the notification date.

## Acquittal

As part of the acquittal process grant recipients will be required to provide supporting documentation (receipts or invoices) and a brief evaluation report to the Shire of Boddington, within 30 days of project completion. Failure to complete the acquittal will disqualify the applicant from future funding.