

## WHAT CAN I APPLY FOR?

- Applications must be from an eligible organisation and be for no more than \$3,000 in any single financial year.
- The funding will support up to 75% of the total project costs. The applicant is required to source 25% of the total project.
- In-kind services, including volunteer labour, are eligible components of the applicant's 25% contribution and rated at \$50.55 per hour.
- Successful projects must meet at least one outcome outlined in the Shire of Boddington's Council Plan 2024-34, available from the Shire's website.

## PROCESS

1. Potential applicants are encouraged to contact the Community and Economic Development team to discuss the eligibility of their application for the Community Grants Program.
2. Complete the Community Grants Program Application Form available from the Shire of Boddington's website.
3. Submit the completed Application Form and attachments to the Shire of Boddington by email to [shire@boddington.wa.gov.au](mailto:shire@boddington.wa.gov.au)
4. The Application is then considered at the subsequent Ordinary Council Meeting.
5. The outcome is advised within one week of the Ordinary Council Meeting, and if approved, the applicant submits an invoice to enable payment of the funding, as well as signs a Funding Agreement.
6. Deliver project outlined in grant application within 12 months of receiving the funding.
7. Complete the Acquittal Form within 12 week of delivering the project.

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# Community Grants Program Guidelines

2026/27

The Community Grant Program provides funding to incorporated bodies to deliver projects and programs that build an engaged, vibrant, inclusive and healthy community.

## FUNDING ROUNDS 2026-27

Applications are accepted throughout the year and considered at the subsequent Ordinary Council Meeting.

Applicants are encouraged to seek guidance from the Community and Economic Development team prior to submitting an application. This can assist to determine an indicative timeframe for an outcome, as well as soundboard your approach prior to making a formal submission.

The assessment process is based solely on the information provided, so this is a great opportunity to check in.

## ELIGIBILITY

- Be an incorporated, not for profit organisation, or be auspice by one;
- Hold current public liability insurance;
- Have no outstanding acquittals or debts with the Shire;
- Not have received the maximum allocation of funding within the same financial year;
- Not be engaged in a multiyear funding agreement with the Shire; and
- Not be an individual, political party, State or Federal Government organisation or school.

School P&C Associations are eligible providing the application demonstrates whole of community benefit.

## ACCEPTANCE CRITERIA

For applications to proceed to assessment they must:

- Meet the eligibility criteria;
- Be submitted on the official form by the closing date and completed in full;
- Include relevant attachments, such as evidence of insurance, financial information and quotes;
- Be for projects or programs delivered within the Shire;
- Not be retrospective, or commence before the notification date;
- Not be for maintenance, or operating costs;
- Not be for political or fundraising purposes; and
- Demonstrate the capacity to deliver the project or program.

## HOW ARE APPLICATIONS ASSESSED?

Applications will be assessed according to:

- **Community Benefit** Evidence of the social or economic need the project or program addresses, how this need was identified, and how the application responds to it.
- **Alignment with Council Plan** Evidence that the project or program aligns with and supports an outcome within the Shire of Boddington's Council Plan 2024-34.
- **Community Support and Partnerships** Evidence of local support from community members and partnerships with local organisations, businesses or other funding providers.
- **Organisational Capacity** Evidence of planning, budgeting and capability to successfully manage and deliver the project or program.

## Funding Conditions

Written quotes are required to be provided with the application for individual budget items over \$1,000. Any budget item exceeding \$1,000 without a supporting quote is considered ineligible for funding.

A signed Funding Agreement is to be returned to the Shire within four weeks of notification of the grant outcome. If the agreement is not received within this period, the grant is considered cancelled, and the funds may be reallocated to the next funding round.

Recipients are to deliver their project or program within 12 months of the approval date, and acknowledge the Shire's support in all promotional materials, media releases and public documentation relating to the funding project or program.

Acquittal documentation is to be submitted within 12 weeks of project or program completion. This is to include copies of receipts confirming the total cost and any publications acknowledging the Shire's contribution.

Additional funding conditions may be set where specific to the approved project or program.