Council Policy
Community Grant Program

Purpose

To provide financial assistance to incorporated bodies to support projects and programs that benefit the local community and economy by building an engaged, vibrant, inclusive and healthy community.

Scope

This Policy applies to Shire of Boddington (Shire) officers and members of the general public.

Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Community Grant Program".
Community	People that live, work, or visit the Shire of Boddington.
Eligible Organisation	Incorporated not-for-profit organisation, or one auspiced by an incorporated body with written confirmation. The organisation should not have an outstanding grant acquittal.
Council Plan	A document that outlines the Shire's strategic vision and key outcomes for the future.
Recipient	An applicant approved for funding under the Community Grant Program.
Shire Platforms	Refers to official Shire communication channels, including the Shire website, Facebook page, and the Community Connect e-Newsletter.
Application Form	The Community Grant Application Form and its attachments. This may include a separate income and expenditure statement relevant to the project or program.
Funding Agreement	A formal agreement outlining the terms and conditions of the grant, confirming the recipient's intention to use Shire funding for the approved purpose.
Acquittal Form	The Community Grant Program Acquittal Form and its required attachments.
Council	Refers to elected members of the shire.

Policy Statement

Applications are accepted throughout the year and advertised across Shire platforms. The total funding pool is set through the Shire's annual budget process. Eligible organisations can apply for up to $3,000 in any single financial year.

Funding is available for up to 75% of the total project cost. In-kind contributions, including volunteer labour, are recognised as eligible components of the total project cost at $50.55 per hour. Successful projects are expected to align with at least one outcome identified in the Council Plan.

Applications are assessed prior to being considered by Council. Multi-year funding agreements may be considered for projects or programs that have previously received funding and have been

successfully acquitted.

Eligibility Criteria

To be eligible for funding, applicants are to meet the following criteria:

- Be an incorporated not for profit organisation, or be auspiced 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 Parents and Citizens'(P&C) Associations are eligible to apply where the project or program aligns with an outcome in the Shire's Council Plan and demonstrates evidence of broader community benefit.

Acceptance Criteria

For applications to be accepted and proceed to assessment, they are to:

- 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.

Assessment Criteria

Applications accepted for assessment are evaluated against the following criteria:

- Community Benefit: Evidence of the social or economic need the project or program addresses, how this need was identified and how the project responds it.
- Alignment with Council Plan: Evidence that the project or program aligns with and supports an outcome within the Shire's Council Plan.
- 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

Recipients are to enter into a formal agreement committing to the operational terms and conditions determined by the Shire. These conditions are intended to minimise risk, comply with Shire protocols, and safeguard project outcomes.

Written quotes are 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 twelve 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 apply depending on the specific nature of the approved project or program.

Additional Information

Applicants are encouraged to seek guidance from the Community and Economic Development team prior to submitting their application. As the assessment process is based solely on the information provided, applications are to be clear, concise and complete.

Responsible Officer	Coordinator Community and Economic Development
History	Adopted 15 December 2015 (Resolution 129/15) Amended 16 December 2021 (Resolution 139/21) Amended 23 March 2023 (Resolution 25/23) Amended 25 June 2025 (Resolution 54/25)
Delegation	
Relevant Legislation	Local Government Act 1995 Section 6.12 Associations Incorporation Act 2015 Section 4 Financial Management Regulations 1996 Privacy Act 1988
Related Documentation	Forms & Templates: Community Grant Program Application Form