

COMMUNITY GRANT PROGRAM GUIDELINES POLICY (CGP)

Revised December 2025

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1. INTRODUCTION

Thank you for enquiring about financial assistance from the Shire of Plantagenet.

The Shire's Mission Statement is:

“To enhance the quality of life for the people of Plantagenet and the region, through the provision of leadership, services and infrastructure.”

One key method to assist in achieving this mission is through our commitment to recognising the value of all volunteers and assisting community groups, via this Community Grant Program (CGP).

Each year the Shire of Plantagenet allocates funds within the Annual Budget specifically for providing financial support to the community organisations that meet the objectives of the Community Grants Program.

Four (4) CGP categories are on offer:

- 1. CEO Donation (up to \$1,000)**
- 2. Quick Response Grant (less than \$3,000)**
- 3. Community Grant (more than \$3,000)**
- 4. Industry Support (Triennium Community Grants)**

The table on pages 4 & 5 of these guidelines demonstrates how to apply, when applications are open and eligible items for each of these four grant categories. The complexity of the application and the information required, along with the subsequent approval process, increases with each of the four categories listed above.

One key consideration of the CGP process is that it be as simple as possible, whilst balancing the responsible use of public money, to enable our community volunteers to get on with what they are most passionate about. We encourage you to make contact with the Community Development Officer at the Shire (contact details on the last page of these guidelines) and discuss your idea at the earliest possible time.

2. OBJECTIVES OF THE CGP

The CGP aims to support projects that improve community capacity, promote social participation and inclusion as well as enhance community harmony.

The Shire of Plantagenet 's CGP provides funding to assist community groups and not-for-profit organisations with their vital work and programs to:

- Enhance community capacity, foster harmony, and promote social cohesion within the community.
- Motivate individuals and organizations to take initiative in supporting their own growth and development.
- Ensure equitable distribution of activities and services across the Shire; and
- Promote resident involvement in activities that enhance living in the community.

3. TYPES OF GRANTS AVAILABLE

GRANT CATEGORY	HOW TO APPLY	OPEN DATE	ELIGIBLE APPLICANTS	NON-ELIGIBLE ITEMS	ASSESSMENT PROCESS
<p>1. CEO Donation Up to \$1,000</p>	<p>Detailed requests to be sent in a letter to the CEO with supporting documents</p>	<p>Open anytime</p>	<ul style="list-style-type: none"> Local community organisations (unincorporated) Incorporated community and sporting organisations for local benefit Non-profit organisations from within Plantagenet 	<ul style="list-style-type: none"> Alcohol Items directly benefiting an individual Assistance towards operating costs of the applicant (eg rent, wages, utility costs. Excludes Shire fees and charges such as hall hire and waste fees) Projects not based in Plantagenet Political activities 	<p>CEO consideration</p>
<p>2. Quick Response Grant \$1,000 to \$3,000</p>	<p>Detailed requests to be sent in a letter to the CEO with supporting documents</p>	<p>Open anytime</p>	<ul style="list-style-type: none"> Incorporated, not for profit organisations and charities Unincorporated not-for-profit organisations applying through the auspice of an incorporated body 	<ul style="list-style-type: none"> Alcohol Items directly benefiting an individual Assistance towards operating costs of the applicant (eg rent, wages, utility costs. Excludes Shire fees and charges such as hall hire and waste fees) Projects not based in Plantagenet Political activities 	<p>Community Grants Program Working Group recommendation to CEO</p>

GRANT CATEGORY	HOW TO APPLY	OPEN DATE	ELIGIBLE APPLICANTS	NON-ELIGIBLE ITEMS	ASSESSMENT PROCESS
3. Community Grants \$3,000 +	Formal application with supporting documents	Round 1: August – September Round 2: February - March	<ul style="list-style-type: none"> • Incorporated, not for profit organisations and charities • Unincorporated not-for-profit organisations applying through the auspice of an incorporated body 	<ul style="list-style-type: none"> • Alcohol • Items directly benefiting an individual • Assistance towards operating costs of the applicant (eg rent, wages, utility costs. Excludes Shire fees and charges such as hall hire and waste fees) • Political activities 	Community Grants Program Working Group recommendation to Council
4. Industry Support 3yr (Triennium) Grants	Formal application with supporting documents Presentation to the Council	February - March	<ul style="list-style-type: none"> • Incorporated, not for profit organisations and charities • Unincorporated not-for-profit organisations applying through the auspice of an incorporated body 	<ul style="list-style-type: none"> • Alcohol • Items directly benefiting an individual • Political activities 	CEO / Executive recommendation to Council

4. HOW DO I FIND OUT ABOUT THE CGP?

Category 1 & 2 grants are always open and you can submit your application now. Before and during each category 3 & 4 funding round, advertising of the CGP will be placed in:

- Local newsletter 'The Plantagenet News.'
- As a Latest News item on the Shire of Plantagenet website.
- the Shire of Plantagenet Facebook page; and
- Shire information notice boards.

More information is available on the Shire's website [here](#).

5. WHO CAN APPLY?

Please refer to the 'eligible applicants' column in the table on pages 4 & 5 of these guidelines.

6. WHO CANNOT APPLY?

The following applicants are ineligible:

- Unincorporated organisations without an auspice arrangement (Categories 2 – 4);
- Individuals;
- Commercial for-profit organisations; or
- Government Agencies (including education, health, transport).

7. ELIGIBLE PROJECT COSTS MAY INCLUDE

- Costs associated with public events or functions held in the Shire of Plantagenet.
- Purchase of equipment required for the ongoing operations of the club/group, e.g. shade tent, tables, chairs etc.
- Construction/purchase costs for facility upgrades;
- Printing of marketing materials (posters/flyers).
- Advertising and promotions.
- Assistance towards workshops/projects that benefit the Plantagenet community.
- Entertainment at an event.

8. ITEMS THAT WILL NOT BE FUNDED

In addition to those items listed in the table on pages 4 & 5 for each CGP category:

- Projects that do not benefit the Plantagenet community.
- Assistance towards Council rates or standard user agreements.
- Conference attendances.
- Projects that have already commenced or been finalised.
- Political activities.
- Projects that are a duplicate of an existing or similar project/service within the community.
- An item directly benefiting an individual; or
- Any item that may cause offence to others or cause the Shire's name to be in disrepute.

9. SELECTION CRITERIA

Collaborative community wide projects are encouraged.

Applications will be assessed against the following:

- Does the project meet a broader community need?
- Does the project benefit a sufficiently broad, or diverse, target group?
- Does the applicant organisation have the capacity to undertake and manage the project successfully?
- Does the application represent value for money?
- Does the applicant propose to contribute to the project / activity, such as an in-kind or cash contribution?

The level of assistance available is limited by the Council's budget allocation and its priorities. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

10. PUBLIC LIABILITY INSURANCE & AUSPICING

Not-for-profit organisations must have Public Liability Insurance and provide a Certificate of Currency in order to be eligible for the CGP.

If your application is under auspice by another organization, you are required to provide the Public Liability Certificate of Currency of your auspice organisation.

11. ABN & GST

To comply with the requirements of the Federal Government's Goods and Services Tax (GST) you must advise on your application if your organisation is registered for GST. If you do not have an ABN or are not registered for GST, you are required to complete a Statement by a Supplier form and include it with your application.

The Shire of Plantagenet cannot release funds to successful applicants without an ABN or signed Statement by a Supplier form.

Statement by a Supplier forms are available on the ATO website [here](#).

12. SHIRE VALUES AND COMMITMENT

All applicants must demonstrate that the organisation or community group has a vision that is consistent with the Shire of Plantagenet's. Organisations or community groups who apply to the CGP that engage in negative public comments that disparage the Shire, Councillors and/or staff may have their application denied on this basis.

The Shire's values and long-term vision can be found [here](#).

13. HOW TO APPLY

Please refer to the table on pages 4 & 5 for details on each CGP category:

Category 1 & 2 - Detailed requests to be sent in a letter to the CEO with sufficient supporting documents (e.g. quotes, photos, plans, etc). Applications are always open.

Category 3 - Formal application using the application form with supporting documents. Round 1 is open August – September each year, Round 2 is open February – March. The application must address the selection criteria provided within the application guidelines and include all required attachments such as budgets, receipts, quotes and letters of support.

Category 4 - Formal application using the application form with supporting documents, along with a presentation to the Council. Industry support is set for a three (3) year period and applications are open February – March each year.

Tips for your application:

- Projects that can demonstrate benefits to the wider community are preferred.
- Projects that can demonstrate contributions from the community or community groups will be preferred.
- Applications that are contributing to their proposal (in-kind or cash) or have multiple funding sources/financial contributors will be preferred.
- Applications for major and minor grants received from individuals will not be accepted.
- Projects requesting funding for salary costs, administration support and recurring expenditure are ineligible for support (Category 1 – 3 only).

Late applications will not be considered.

All applicants will be advised of the outcome of their application in writing.

14. APPLICATION PROCESS

Step 1

Contact the Community Development Officer at the Shire of Plantagenet to discuss your project idea and confirm that it falls within these guidelines & familiarise yourself with the guidelines.

Step 2

Write a letter of request containing sufficient information (category 1 & 2) or download and complete the application form (category 3 & 4).

Step 3

Collate all supporting documents and attachments listed on the Application Checklist or in these guidelines and submit the application before the closing date. Late applications will not be accepted (category 3 & 4).

Applicants will receive a confirmation email from the Community Development Officer within 5 working days of receiving applications. If no confirmation is received after this time, please call the Shire on 9892 1111 as soon as possible.

Step 4

Category 4 applicants will be invited to present their project to the Council.

Step 5

Recommendations from applications received (Category 3 & 4) are considered at the October or April Ordinary Council Meeting. Council Meeting commences at 5pm and is held in the Council Chambers at the Shire of Plantagenet Administration Centre.

Step 6

Applicants are notified of outcome via written correspondence.

Step 7

Grant Agreement between the Shire of Plantagenet and successful applicant to be signed.

Step 8

Project is completed.

Step 9

Successful applicant completes evaluation and acquittal report within 30 days of completion/delivery of project. Submit report and receipts to the Shire of Plantagenet Community Development Officer. (Please ensure all supporting documentation and receipts are included – refer to the acquittal form for details).

Step 10

Invoice to be raised and sent to Shire of Plantagenet. Upon receipt and processing of invoice, payment of acquitted funds will be made to the recipient organization.

15. ASSESSMENT COMMITTEE

The Community Grants Program Working Group that assesses category 2 and 3 applications shall consist of:

- Executive Manager – Corporate & Community Services
- Manager Community & Recreation Services; and
- Community Development Officer

16. CONFLICT OF INTEREST

Councillors and Shire employees involved in assessing applications for funding must declare any financial interest, proximity interest or impartiality interest before the relevant application is considered and follow the necessary procedure regarding such declaration.

17. SHIRE ACKNOWLEDGEMENT

Approved recipients are required to publicly acknowledge the Shire of Plantagenet's contribution to their project or equipment. This will entail incorporating the Shire of Plantagenet logo into all promotional and marketing materials. Recipients must provide supporting evidence of this.

All items purchased with grant funds must clearly display a "Proudly sponsored by the Shire of Plantagenet" inscription or an acknowledgment sticker, which will be supplied by the Shire. Notifications of successful applications will be shared on the Shire of Plantagenet's Facebook page, as also should be shared on recipient's social media platforms.

Recipients must liaise with the Shire's Community Development Officer to acquire the Shire's logo for project promotion purposes. Additionally, it is mandatory for recipients to submit any promotional materials featuring the logo to the Community Development Officer for approval **BEFORE** any public release. This procedure guarantees the proper use of the Shire's logo and ensures the Shire is accurately represented in all communications.

The Shire may request highlights of the project's success and positive impact for promotional purposes. We require your cooperation to showcase these achievements, aiming to inspire and motivate other community groups to participate in the Community Grants Program (CGP).

Shire President and Councillors should be extended an invitation to any events, launches, or initial uses of the funded equipment or project outcomes.

18. ACQUITTAL PROCESS & OUTCOMES

Completion of the acquittal process is a crucial part of the CGP process. Grant recipients are required to submit both receipts and a completed acquittal report form to the Shire of Plantagenet within 30 days following the completion of their project. The necessary acquittal form will be provided to applicants upon the approval of their funding applications.

The disbursement of CGP funds to successful community organisations will occur following the receipt of the completed acquittal report form along with the necessary supporting evidence.

Advance payments may be requested in writing and are subject to the CEO's approval. Requests for deadline extensions must also be submitted in writing and can only be approved by the Shire's CEO.

Failure to complete and submit all acquittal requirements within 6 months following the application's approval, will result in the allocated funds being forfeited, regardless of whether they have been expended or committed by the

organisation. Incomplete acquittals may also disqualify the organisation from future CGP funding rounds until acquittals have been satisfactorily completed.

Additionally, the activities and outcomes of the Community Grants Program will be detailed in the Shire's Annual Report.

19. APPLICATION ASSISTANCE AND SUBMISSION

For further information or assistance with your application contact:

Community Development Officer
 Email: info@sop.wa.gov.au
 Phone: 9892 1111

Completed applications are to be submitted via one of the below options and addressed to:

SHIRE OF PLANTAGENET COMMUNITY GRANTS PROGRAM
 ATTN: Community Development Officer
 Email: info@sop.wa.gov.au
 Post: PO Box 48 MOUNT BARKER WA 6324
 In person: 22-24 Lowood Road, MOUNT BARKER

Document Control			
Document Responsibilities			
Owner	Chief Executive Officer	Business Unit	Corporate & Community Services
Reviewer	Executive Manager	Approval	Council
Document Compliance			
Legislation			
Document Management			
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