



SHIRE OF DERBY / WEST KIMBERLEY

COMMUNITY FUNDING SCHEME

GUIDELINES

The Shire of Derby / West Kimberley offers the community financial assistance in two ways. These guidelines outline the two different types of funding and how you can access them.

Quick Grants	These are small \$500 grants that are quick and easy to access at any time of the year, subject to allocated funding.
Community Grant Program	These are larger grants that require more information from the applicant. Applications of up to \$10,000 will be considered.

Who can apply for the Community Funding Scheme?

Applications for the Community Funding Scheme may be made by any not-for-profit community, sporting, cultural, service groups or associations.

The organisation must be based within the Shire of Derby/West Kimberley. Events being held outside of the Shire that will include the involvement of Shire of Derby/West Kimberley community members, and events which promote the Shire on a regional basis will also be considered.

Groups which have not received funding through the Community Funding Scheme in the preceding financial year will be given priority.

Applications which can demonstrate the involvement of volunteers will be given priority.

All applicants must include their ABN on their application or complete a Statement by Supplier form if they do not have an ABN.

Who is not eligible?

- Community organisations or events where the primary purpose is to promote political beliefs;
- Community organisations or events where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds;
- Individuals (or sponsorship of cash prizes for individuals or teams);
- Activities or events that are the responsibility of a state or federal government department.

Where do I submit my application?

You can submit your application by post, email, fax or in person. Please contact the Community Development Officer on (08) 9191 0999 to discuss your application prior to submission. An annual workshop is held to assist community groups complete their applications.

Please address your application to:

Chief Executive Officer
Shire of Derby / West Kimberley
PO Box 94, Derby WA 672

Please fax your application with a cover letter to:

(08) 9191 0998

Please deliver your application to:

Stanley Square Administration Building
30 Loch Street
Derby WA 6728

Fitzroy Crossing Administration Centre
Cnr Forrest Road and Great Northern Highway
Fitzroy Crossing WA 6765

Who decides if we get a grant?

Recommendations about which applications should receive a Quick Grant are made by the Chief Executive Officer.

Initial recommendations about which applications should receive a Community Grant are made by the Shire of Derby/West Kimberley's Funding Advisory Group. These recommendations are then decided on by Council.

The Funding Advisory Group consists of:

- Executive Manager, Community Development [or Community Development Officer]

- Chief Executive Officer
- 3 Councillors

How does Council decide which applications are funded?

Council sets an amount for the Community Funding Scheme in the Annual Budget. It is possible that Council will be asked for more funding than it is able to provide in any one year. In this case some applications may not be successful or may not receive the full amount they applied for.

When the Funding Advisory Group meet they consider which applications best meet Council's current priorities and principles.

Priorities

- Events, projects and services that contribute towards the general betterment of the community in the areas of art and culture, education, sport and recreation, youth, seniors, and health and welfare.
- Those services are accessible and affordable for all residents.
- That community cultural activities are encouraged to assist in building identity within the Shire
- That the grant money is distributed across a wide range of projects to ensure diversity of activities across the Shire.

Principles

- Equity - all residents should have a fair share of resources and equal opportunity to participate in the life of our community regardless of socio-economic status, gender, race, age, marital status, religion, political affiliation, social networks or ability. To ensure disadvantaged groups enjoy equal access, special programs targeting their needs may be required.
- Community Development – the performance of the Community Funding Scheme will be informed by Community Development principles and strategic planning.

What if the Shire doesn't give us a grant?

The Shire of Derby/West Kimberley will provide you with feedback about why your application was unsuccessful. The Shire's Community Development Officer can offer guidance and assistance to link you in with other funding opportunities or improve your application.

What happens if we don't claim or spend the money?

All grants and sponsorships must be claimed and expended within twelve (12) months from the date they were awarded. If grants are not utilised within the given time, all grant funds allocated will be forfeited. All successful Community Grant applicants are required to submit a funding acquittal within 12 months of the date their funding was awarded.

Do you have a question or need help?

If you need help to fill out the forms or if you have questions about the Community Funding Scheme please don't hesitate to contact:

Community Development Officer
PO Box 94
Derby WA 6728
Email - cdo@sdwk.wa.gov.au

Phone 9191 0999
Fax 9191 0998