

COVID-19 Community Grants Guidelines

The COVID-19 Community grant is designed to provide funding relief to address the immediate needs of small business, community groups as well as sporting clubs. A total of \$150,000 is available as part of the Shire of East Pilbara "Regenerate Together" relief package. Applicants can apply for 1 grant per organisation.

OBJECTIVE OF THE GRANTS

To assist small business, community groups and sporting clubs within the Shire of East Pilbara that have been impacted by COVID-19, implement initiatives to boost their organisation in the short term. The grant will provide relief, to those impacted from COVID 19 and help organisations and community recover together. This grant provides a support to address the local economic impact from COVID-19.

The grants are non-prescriptive and can be used for a variety of initiatives to boost your organisation or business.

Where it is relevant to your grant application, organisations should consider, does the application meet the following:

- Meet an identified need for your business / organisation which was created by COVID
- Provide a benefit to the local community and/or businesses
- Provide an increase in economic opportunity, or brand for the affected organisation / business or to the community of the Shire of East Pilbara.
- Must reflect well, and be an appropriate activity to be considered for funding by Local Government.

If you are proposing an activity or event, also consider:

- The application should not duplicate an activity already available in the local area
- The application should not run an event on the same date and in the same town locality as another event in the Shire of East Pilbara
- Recognising the Shire of East Pilbara support in some way.

WHO IS ELIGIBLE?

3 categories of eligible organisations are small business, community groups (not for profits) as well as clubs and events.

- Applicant will need a registered ABN
- Primary address has to be in the East Pilbara and servicing local residents
- Applicant must hold a certificate of currency

FUNDS AVAILABLE:

A total of \$150,000 is available, and offers eligible applicants up to \$7,500 in funding per application, per applicant. The project being funded by the grant can be 100% funded by the COVID-19 funds you apply for.

FINANCIAL GUIDELINES

The grant request must be for an activity or service to be provided within the calendar year for which it is approved.

Council will only approve one COVID-19 Grant to any organisation.

All applicants will be notified, in writing, of the outcome of their application no later than 31st July 2020.

HOW TO APPLY

To apply for funding under the COVID-19 Community Grants, the following steps must be taken:

1. Contact the Community Development Officer or Community Wellbeing at the Shire to discuss your project and eligibility.
2. Applications must be completed in full and signed by an office holder of the organisation.
3. Applications must be lodged at the Shire of East Pilbara by hand or post to PMB 22, Newman, WA 6753 or by emailing it to cdo@eastpilbara.wa.gov.au.
4. Organisations may provide additional relevant material where they feel that this will aid in the decision making process.
5. Applications for a COVID-19 Community Grants must be submitted by 4pm Friday 10th July 2020.

WHO IS ELIGIBLE FOR COVID-19 Community Grants?

Applicants can apply as one of three categories and should satisfy the criteria allocated as follows:

	1. Small Business	2. Community Group	3. Club or Event
Eligibility	<ul style="list-style-type: none"> • Employ less than 20 full-time equivalent employees (not including casual staff, subcontractors, trainees, or apprentices) • Have a significant physical presence in the Shire of East Pilbara* • Provide goods or services within the Shire of East Pilbara 	<ul style="list-style-type: none"> • Not-for-profit organisations, (incorporated or non-incorporated) providing services or undertaking activities in the Shire of East Pilbara 	<ul style="list-style-type: none"> • Sporting clubs (football, netball, go kart, golf, swimming, athletics etc) • Events inclusive of sporting, community, artistic or otherwise
Examples <i>(Supported initiatives are not limited to this list. They are provided as examples only, and all eligible applications will be considered.)</i>	<ul style="list-style-type: none"> • Establish an online platform • Marketing costs • Professional training or education for employees to upskill • Assist to facilitate a reopening sale, event or initiative • Purchase equipment • Extension of services • Bring performers to town • Create a more affordable event for community to attend 	<ul style="list-style-type: none"> • Increase service delivery • Provision of content or services not financially possible prior • Reconnection and re-education for community • Professional training or education for employees and/or volunteers to upskill • Disability access and inclusion • Events and festivals • Arts • Training and service delivery 	<ul style="list-style-type: none"> • Fund an open day to increase membership • Club development • Purchase equipment • Increase accessibility e.g. physical universal access • Provide a visiting trainer to upskill volunteers • Extension of services • Disability access and inclusion • Events and festivals • Arts • Training and service delivery

- *Not eligible: perishables, personal equipment, trophies and other consumables.*
- **Significant physical presence must meet all of the following conditions:*
 - *Operate from a permanent address or establishment within the Shire of East Pilbara*
 - *Employees at the business are resident to the local area within the Shire of East Pilbara*

TERMS AND CONDITIONS OF FUNDING

To be successful, applicants must meet the following terms and conditions:

- Funds must be used for the purpose for which they were approved. Unspent funds are to be returned to the Shire at the conclusion of the activity / program.
- Funds must be utilised solely for the provision of benefits to residents and/or businesses within the Shire of East Pilbara.
- Initiatives should address an issue created by COVID – either direct or indirect.
- Shire of East Pilbara must be acknowledged during the course of the event and in any publications or publicity that arise as a result of the event/activities/ programs.
- Funds are to be acquitted within 28 days of the completion of the event/project.
- All grant and sponsorship thresholds are exclusive of GST
- All applications will be formally assessed and prioritised in accordance with the needs of the community and budget.
- All funded initiatives are to be smoke free and funded initiatives are encouraged to promote alcohol free events.
- All applications will be considered on merit and compliance with the selection criteria outlined above.
- The Shire of East Pilbara's decision on applications shall be final and no appeals will be considered.
- Identification of programs that provide a valuable service or benefit for which there are no alternate funding sources.

WHO IS INELIGIBLE?

Assistance will not be approved to:

- Government Agencies
- An individual without an Australian Business Number
- Projects that do not meet the category criteria and intended outcomes
- For an initiative that duplicates existing available services to an identical target group within the same geographic location
- Activities that are the primary responsibility of other funding agencies or government departments
- Where the project is to raise funds for other organisations and confirming documentation has not been provided from the recipient organisation
- Retrospective activities that have already occurred
- Applicants who are in a position to self-fund their project
- Applicants that cannot demonstrate an impact from COVID-19 (eg closure, inability to run programs, impact on turnover ect)
- Businesses that has an adverse effect on public health, safety, the environment or heritage
- An applicant that conducts themselves in a way considered to be injurious or prejudicial to the character or interests of the Shire of East Pilbara

UNAUTHORISED COMMUNICATION

- Groups and organisations submitting an application are required to direct all communications through the Council contact person named in the application documentation, unless advised otherwise. Unauthorised communication with other staff may lead to disqualification.
- Individual letters of support from Councillors or Council staff will not be accepted.

ACQUITTAL REQUIREMENTS

Once an organisation has completed the activity associated with the COVID-19 Grant, the organisation must complete the Acquittal Form within 28 days.