



# Grants and Sponsorship Guidelines

Shire of EAST  
**Pilbara**  
THE HEART OF THE PILBARA

## **ACKNOWLEDGEMENT OF COUNTRY**

The Shire of East Pilbara acknowledges the Traditional Owners throughout this vast region and their continuing connection to land, waters and community. We pay our respects to the members of these Aboriginal communities, their cultures, and to their Elders past, present and emerging.







## THE SHIRE OF EAST PILBARA, THROUGH THE PROVISION OF GRANTS AND SPONSORSHIPS, AIMS TO:

- Strengthen the community by supporting a diverse range of activities, projects and initiatives that are responsive and representative of community needs;
- Build the capacity of individuals, community groups and local organisations to develop and implement sustainable solutions at a local level
- Create community connections which drive activities that achieve strategic priorities as identified in the Shire's Strategic Community Plan;
- Recognise and celebrate the Shire's diversity, history, lifestyle, environment and uniqueness; and
- Support projects that deliver an economic benefit for the Shire's local businesses.

## KEY RESULT AREAS AND OUTCOMES

It is important when considering to submit an application that you familiarise yourself with the Shire's Strategic Community Plan 2022-2032 and Access and Inclusion Plan 2020-2025.

### Strategic Community Plan 2022-2023

**ECONOMIC-** A diverse and sustainable economy, with a balanced population, providing equal opportunities and prosperity for all, and a fair share of the returns from our resources.

**SOCIAL:** Safe, connected and family-friendly communities where all people thrive and have their needs met at all ages and stages of life.

**BUILT ENVIRONMENT:** Distinctive places, with safe, easy and affordable travel, reliable communications, housing choice, and capacity for residential, industrial and commercial expansion.

**NATURAL ENVIRONMENT:** Clean, green towns, using resources sustainably, and preserving landscapes and cultural places for current and future generations.

**GOVERNANCE:** Vibrant local democracy, forward-thinking civic leadership, and transparent stewardship of the community's assets and resources.

More information of both these documents can be found on the Shire's website:  
[www.eastpilbara.wa.gov.au](http://www.eastpilbara.wa.gov.au)

### The Shire's Access and Inclusion Plan

**2020-2025** identified the following areas to ensure accessible and inclusive places, services and programs for all community members:

**OUTCOME 1:** People with disability have the same opportunities as other people to access the services of, and any events organised by the Shire of East Pilbara

**OUTCOME 2:** People with disability have the same opportunities as other people to access the buildings and facilities of a public authority

**OUTCOME 3:** People with disability receive information from the Shire of East Pilbara in a format that enables them to access the information as readily as other people are able to access

**OUTCOME 4:** People with disability have the same opportunities as other people to make complaints to the Shire of East Pilbara

**OUTCOME 5:** People with disability have the same opportunities as other people to participate in public consultations conducted by or for the Shire of East Pilbara

**OUTCOME 6:** People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of East Pilbara

**OUTCOME 7:** Shire advocates for a more inclusive community





FUNDING AVAILABLE

Program	Value	Applications Open	Who Can Apply
Small Grant	Up to \$1,000	All year	Organisations
Events & Activations Grant	Up to \$1,000	All year	Organisations
Participation Grant	Teams Travel: Up to \$1,500  State Travel: Up to \$300  Natioal Travel: Up to \$500  International Travel: Up to \$700	All year	Individuals, Clubs and Associations
In-kind Support Grant	Up to \$6,000	All year	Organisations (once per year)
Community Grant	Up to \$10,000	1st week of March (2023/24 Financial year)	Organisations
Sponsorship	More than \$5,000	1st week of March (2023/24 Financial year)	Organisations





## ELIGIBILITY

### Applicants must meet the following criteria:

- Reside, operate or provide a service that directly benefits people within the Shire of East Pilbara
- Have no outstanding debts or acquittals with the Shire
- Be registered as a not-for-profit body or registered charity within the Australian Charities and not-for-profit Commission (excluding Participation Grants applicants)
- Use funding solely for the purposes outlined by the Shire in the agreement
- Must be able to provide a current Australian Business Number (ABN) and current Public Liability Insurance for duration of the funding term (excluding Participation Grants)
- Submit their application within the timeframes

### An eligible applicant may include:

- Community groups
- Sporting clubs, groups and associations
- Arts and Culture organisations
- Not-for-profit and charitable organisations
- Individuals residing within the Shire of East Pilbara seeking Professional Development opportunities
- Organisations providing a direct benefit to the Shire of East Pilbara community
- Youth groups
- Schools
- Organisations or groups that can demonstrate in-kind contribution or contribution from other services or organisations
- Businesses

### The Shire will not consider applications where:

- Activities that have already commenced or have been completed (retrospective funding)
- Cash prizes, gifts or fundraising activities
- Recurrent operating expenses eg. Administration costs, staff wages and utilities
- Activities that promote racism, violence, discrimination or segregation
- To service outstanding debts or loans
- Activities or events that are the responsibility of State or Federal Government
- Purchasing or provision of alcohol, or the costs associated with meeting Liquor Licensing requirements
- An individual's personal expenses eg. Living and medical
- Political activities
- Religious activities
- Activities or events that conflict with planned Shire events
- Activities or events that duplicate what another organisation is already delivering
- State or Federal Government Departments, Agencies and Organisations (excludes Schools)
- Activities that generate income which is not used for the purposes of the project
- An applicant who has already received funding or in-kind support within the same financial year

\*Canvassing of or lobbying of councillors and/or Shire of East Pilbara employees will disqualify applicants.





## SMALL GRANT

The Small Grant program is designed to assist in the delivery of small scale initiatives that provide a direct benefit to our community. The purpose of the Small Grants is to provide applicants with the opportunity to deliver initiatives that cater to specific cohorts or address an identified need within the community.

Grants of up to \$1,000 are available to eligible applicants and must be applied for at least 3 weeks prior to the commencement of the initiative start date.

Once applications have been submitted, applicants will be notified of the outcome within 14 days.

### Selection Criteria

Applications will be assessed according to the following criteria:

- Meets all eligibility criteria
- Clearly defined and measurable aims, objectives and outcomes
- Well-planned and achievable with clear and detailed timelines
- Demonstrated alignment to the Shire’s Strategic Community Plan
- Demonstrated alignment to the Shire’s Access and Inclusion Plan
- Demonstrated in-kind support or other external funding
- Demonstrated collaboration with other community stakeholders
- Applicants capacity to meet and deliver the requirements of the initiative

What may be covered?

- Facilitator fees including travel and accommodation
- Equipment hire
- Purchase of materials for activity
- Upgrades to digital equipment
- Venue hire and associated costs
- Equipment or uniforms for teams or clubs use and ownership (not for personal use or for specific players)

Examples of projects supported:

- School holiday programs
- Weekend or evening activities for children and young people
- Sporting activities
- Art and culture exhibitions
- Weekend community program
- Establishment of new community groups and/or initiatives that meet a demonstrated need in the community



## EVENT AND ACTIVATION

The Event and Activation Grant program is designed to assist applicants to deliver an event and/or activation initiatives to help promote vibrant, connected communities. The purpose of the Event and Activation Grants is to provide eligible applicants with the financial assistance to deliver initiatives that are family-friendly, promote connection, inclusion and celebrate the diversity of the Shire.

Grants of up to \$1,000 are available to eligible applicants and must be applied for at least 3 weeks prior to the commencement of the initiative start date.

Once applications have been submitted, applicants will be notified of the outcome within 14 days.

### Selection Criteria

Applications will be assessed according to the following criteria:

- Meets all the required eligibility criteria
- Demonstrated alignment to the Shire’s Strategic Community Plan
- Demonstrated alignment to the Shire’s Access and Inclusion Plan
- Demonstrated in-kind support or other external funding
- Demonstrated collaboration with other community stakeholders
- Applicants capacity to meet and deliver the requirements of the initiative
- Demonstrated opportunities for local economy growth and engagement with local businesses
- Targets a specific public space, underutilised or vacant retail space and delivered during the evening or weekend day-time

What may be covered?

- Hire of venue
- Facilitator, artist and/or special guest costs including fees, accommodation and travel
- Equipment hire
- Purchase of materials
- Entertainment costs

Examples of projects supported:

- Multi-cultural events
- Mass participation events
- Carnivals
- Live music events
- Markets
- Arts and cultural activity- visual arts, exhibitions and/or dance performances
- Fashion event





## PARTICIPATION GRANT

The Participation Grant is designed to provide opportunities for community members to develop professionally in the areas of art, culture, sport education, social development or inclusion at a Regional, State, National or International level. The purpose of the Participation Grant is to engage and develop our community members to strengthen sustainability and enhance skills development.

Grants of between \$100 to \$700 are available to eligible applicants and must be applied for at least 3 weeks prior to the commencement of the training/competition start date.

If more than 3 members of one club or association are applying for a Participation Grant then the maximum allocation is \$1,500 for the activity.

Eligible applicants can apply for a maximum of one Participation Grant per financial year.

Once applications have been submitted, applicants will be notified of the outcome within 14 days.

### Selection Criteria

Applications will be assessed according to the following criteria:

- Meets all the required eligibility criteria
- Provides professional development and training or learning opportunities for volunteers, officials, participants and committee members
- Facilitates increased capacity of local community members
- Demonstrated excellence or a proven commitment to applicants area of endeavor/interest
- Presented compelling case towards the professional development/ training opportunity
- Demonstrated that the professional development, training or competition is being delivered by a registered and accredited organisation

What may be covered?

- Registration fees, travel, accommodation and uniforms
- Purchase of required equipment

Examples of projects supported:

- Activities at Country Week
- Invitation to attend a State, National or International competition and/or training
- Invitation to trial for a State team and competition
- Training course to develop as an artist



## IN-KIND SUPPORT GRANT

The In-kind Support Grant program is designed to provide opportunities for applicants to deliver initiatives that encourage identified target groups to thrive and have their needs met at all ages and stages of life. The purpose is to increase the capacity of local community groups to provide free or low cost initiatives to community members.

In-kind support is considered the use of Shire facilities, equipment or services where there is a cost associated.

Grants of up to \$6,000 are available to eligible applicants per financial year and must be applied for at least 2 months prior to the commencement of the initiative start date.

When submitting an In-kind Support Grant, applicants are required to submit with their application booking requests.

Please note that costs associated with facility or equipment bond requirements will not be covered under the In-kind Support Grant.

Once applications have been submitted, applicants will be notified of the outcome within 60 days.

### Selection Criteria

Applications will be assessed according to the following criteria:

- Meets all the required eligibility criteria
- Clearly defined and measurable aims, objectives and outcomes
- Well-planned and achievable with clear and detailed timelines
- Demonstrated alignment to the Shire’s Strategic Community Plan
- Demonstrated alignment to the Shire’s Access and Inclusion Plan
- Demonstrated in-kind support or other external funding
- Applicants capacity to meet and deliver the requirements of the initiative

What may be covered?

- Permit and food permits fees
- Costs to hire Shire owned facilities including

Newman Recreation Centre, Sporting Ovals and Pavilions, East Pilbara Arts Centre, Gallop Hall, Civic Centre

- Equipment hire
- Waste rubbish bin collection
- Use of Shire Community fleet vehicles (ie. Youth Centre Funky Bus, Variety Bus)

Examples of projects supported:

- Sporting venue hire to host the North West Regional Championship
- Youth Development program to provide weekend activities
- Host a Professional Development course for volunteers and/or committee members
- Free all-inclusive community event
- Art Exhibition





## COMMUNITY GRANT

The Community Grant program is designed to provide applicants with funding to deliver initiatives that foster collaboration, target specific cohorts within the community, address an identified gap and create opportunities for applicants to become sustainable. The purpose of the Community Grant is fund initiatives that directly link to the Shire’s Strategic Community Plan, providing a great benefit to the community.

Grants of up to \$10,000 are available to eligible applicants once per year opening on the 1st week of March for initiatives that will be delivered in the 2023/24 Financial Year.

Once applications have been submitted, applicants will be notified of the outcome within 2 months.

**Key Dates:**

Applications Open: 1st Week of March 2023

Applications Close: 30th April 2023

**Selection Criteria**

**Applications will be assessed according to the following criteria:**

- Meets all the required eligibility criteria
- Demonstrated alignment to the Shire’s Strategic Community Plan
- Demonstrated alignment to the Shire’s Access and Inclusion Plan
- Demonstrated in-kind support or other external funding
- Demonstrated support and collaboration with other community stakeholders
- Applicants capacity to meet and deliver the requirements of the initiative
- Demonstrated opportunities for local economy growth and engagement with local businesses
- Increase the capacity of local community groups to deliver free inclusive initiatives to target cohorts
- Demonstrated need within the community

- Demonstrated ability to improve livability of the Shire of East Pilbara

**What may be covered?**

- Upgrades in equipment
- Facilitator, artist or special guest fees including travel and accommodation
- Materials to deliver specific activities
- Marketing and brand promotion

**Examples of projects supported:**

- Youth Leadership programs
- Community public art projects
- Community Garden
- Markets or fetes open to the whole community
- Annual events
- Regional sporting events



## SPONSORSHIP

The Sponsorship program is designed to provide applicants with financial assistance that have a direct economic impact on the Shire of East Pilbara and will attract increased numbers of people to the Shire. The purpose of the Sponsorship program is to increase the dwell time visitors spend within the region and increase capacity and production of local businesses.

Sponsorship for amount over \$5,000 are available all year round to eligible applicants once per year opening on the 1st week of March for initiatives that will be delivered in the 2023/24 Financial Year.

Once applications have been submitted, applicants will be notified of the outcome within 2 months from adoption of new financial year budget.

**Key Dates:**

Applications Open: 1st week of March 2023

Applications Close: 30th April 2023

**Selection Criteria**

**Applications will be assessed according to the following criteria:**

- Meets all the required eligibility criteria
- Demonstrated alignment to the Shire’s Strategic Community Plan
- Demonstrated alignment to the Shire’s Access and Inclusion Plan
- Demonstrated in-kind support or other external funding
- Demonstrated support and collaboration with other community stakeholders
- Applicants capacity to meet and deliver the requirements of the initiative
- Demonstrated opportunities and benefits for local economy growth and engagement with local businesses
- Explanation and plan to attract a large number of people to the Shire and average dwell time of visitors
- Increase the capacity of local community groups to deliver free inclusive initiatives to target cohorts

- Demonstrated opportunities for the Shire to receive an agreed reciprocal benefit beyond a modest acknowledgement

**What may be covered?**

- Bands, musicians, artist fees including travel and accommodation
- Hire of equipment
- Materials needed for project
- Special guest’s such as Event MC fees including travel and accommodation
- Sponsor of a particular race, award or competition

**Examples of projects supported:**

- Large scale Event
- Festival or Celebration weekend, Community project
- Award Nights
- Major sporting event
- Major economic or tourism project
- Public art and culture project





## ADDITIONAL INFORMATION

### Documents

#### The Shire may request the following documents:

- Quotes for items over \$200;
- Confirmation of attendance or invitation (Participation Grants only);
- Copy of current Certificate of Incorporation (excluding Participation Grants);
- Confirmation of other funding sourced (if any); and
- Confirmation of collaboration with other organisations/community groups

### Assessment

All eligible applications for grants and sponsorships will be assessed against the selection criteria identified in these guidelines.

Applications will be prioritised in accordance with the Shire's Strategic Community Outcomes and Objectives and the allocated budget for grants and sponsorship.

Applications that do not require Council approval will be assessed and approved by the Chief Executive Officer or authorised sub-delegate. The decision maker will not be involved in the assessment of applications.

An internal Assessment Panel will be established and will meet to discuss and assess applications requiring Council approval. The panel will make recommendations to the Chief Executive Officer to report to Council for approval.

Applications may only be approved subject to the availability of funds in the approved Annual Budget.

### Decision Making

Funding applications are assessed independently of the decision maker (Council, delegate or sub-delegate.)

Applications up to a value not exceeding \$3,000 may be made by the Chief Executive Officer or sub-delegate.

The Chief Executive Officer may determine certain categories of grant, and set Council approval thresholds below \$3,000.

### Funding Agreement

All successful applicants will be required to enter into a formal written funding agreement which will set out:

- Purpose;
- Term of funding;
- Shire contribution and approved activities;
- Confirmation of any co-contributions;
- Grant and sponsorship terms and conditions including requirement for successful applicant to complete an acquittal within 28 days of the project completion; termination of agreement and repayment of funds;
- Expected Shire benefits;
- Shire branding requirements;
- Media, communications and other promotional opportunities; and
- Declaration of behalf of recipient

### Acquittal

An acquittal must be provided to the Shire within 28 days of the conclusion of approved grant or sponsorship initiative.

#### The acquittal must include:

- Financial statements including receipts;
- Details of the project including how many people attended, benefit to the community, outcomes;
- Evidence of how the Shire was acknowledged; and
- Photos, survey results or feedback provided from attendees

Acquittals are to be submitted through the SmartyGrants portal.

### Confidentiality

Grants and Sponsorship requests are required to be submitted for approval by Council at an Ordinary Council meeting. It is important to note that Agendas and Minutes for Council meetings are public record, thus submissions will be made available to the public.

### How to Apply

Prior to submitting an application to the Shire, applicants are required to contact the Coordinator Grants and Advocacy on 9175 8000 to discuss their application.

To apply for a Community Grant or Sponsorship please visit the Shire's website: [www.eastpilbara.wa.gov.au/our-community/grants-funding](http://www.eastpilbara.wa.gov.au/our-community/grants-funding)

All applications are submitted through the Shire's SmartyGrants online system.





## FREQUENTLY ASKED QUESTIONS

**If our office isn't located within the Shire of East Pilbara but we provide a service to the towns can we still apply?**

Yes, provided the project, activity or event is carried out within the Shire of East Pilbara, and meets an identified need/gap.

**Does our group need to be incorporated to be eligible to apply for grant?**

No, your group does not need to be incorporated but you will need to apply through an incorporated group under an auspice arrangement.

**Do applicants have to contact the Shire to discuss their application prior to submitting?**

Yes, this will assist to ensure you apply for the appropriate category.

**Can an auspicing organisation also apply for a grant at the same time?**

Yes, as long as it meets the eligibility and criteria.

**Can I use grant or sponsorship funding to purchase equipment?**

Yes, equipment is only eligible under the Community Grants.

**Can an organisation apply for funding from another funding body?**

Yes, the Shire encourages applicants to seek funding from other sources as seeking other funding opportunities can improve your chances of receiving funding from the Shire.

**Can organisations apply for multiple grants?**

Organisations can only apply for several projects but only one initiative will be funded with the exception of the In-kind Support Grant.

**Should the budget include GST?**

No, the GST will be added to the funding amount by the Shire.

**If my initiative was previously funded by the Shire, does this guarantee me further funding?**

No, applicants being funded are not guaranteed and will be assessed on a case by case basis.

**Once I've been approved for a grant, how long does it take to get the money?**

For most grants it can take up to 14 days for the money to be deposited into the nominated bank account.

Grants and Sponsorship money, may take longer to be deposited into the nominated bank account as they are pending Budget approvals.

For more information on any of the Shire's Grants and Sponsorship program please contact the Coordinator Grants and Advocacy on **9175 8000** or [grants@eastpilbara.wa.gov.au](mailto:grants@eastpilbara.wa.gov.au)



# Grants and Sponsorship Guidelines

Corner Kalgan & Newman Drives,  
Newman WA 6753

8:30am - 4:30pm, Monday to Friday  
(08) 9175 8000