



Shire of EAST
Pilbara

COMMUNITY GRANTS PROGRAM GUIDELINES

ACKNOWLEDGEMENT OF COUNTRY

The Shire of East Pilbara would like to acknowledge and pay our respects to the Traditional Owners of the land and waters on which we reside and operate.

We respect and recognise their Elders past and present and we are grateful for the privilege of living and working on this Country. We recognise and respect their unbroken connection to the lands, waters, and songlines.

We acknowledge the contributions of Aboriginal and Torres Strait Islander people that have helped shape the community and the Shire of East Pilbara.

This always was and always will be Aboriginal land.



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Marble Bar Race Club
Marble Bar Cup



COMMUNITY GRANTS PROGRAM

OVERVIEW



Why Community Grants matter

Local community groups, clubs and other not-for-profit organisations and services play an important role in the Shire of East Pilbara and support the development of a vibrant, healthy and inclusive community.

In fact, these organisations are an important part of the social fabric of any strong

community, providing events, support programs, sporting options, volunteering, playgroups, youth initiatives, community capacity building, and many more initiatives that benefit local people, places and communities.

The Shire of East Pilbara recognises the importance of the not-for-profit sector and grass roots organisations and the Community Grants Program is designed to enable these organisations to do even more great work in the community!

Through the Community Grants Program, the Shire 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;
- Enable community organisations to deliver events and activities that contribute to the objectives of the Shire's Strategic Community Plan;
- Encourage increased opportunities for community to come together and celebrate local people, places, cultures, histories and lifestyles;
- Support projects that deliver social and economic benefits for the local community; and
- Promote healthy living, wellbeing and life-long learning for community members of all ages, backgrounds and abilities.



THE SHIRE OF EAST PILBARA COMMUNITY GRANTS PROGRAM

COMMUNITY GRANT – Small & Large

Aim	\$ Amount	Who can apply	Available
Support for community activities and initiatives that contribute to the Shire's Strategic Community Plan	Two tiers: • Up to \$6,000 • Up to \$12,000	Incorporated not-for-profit associations & registered charities	2 rounds per year – March & September

IN-KIND SUPPORT GRANT

Aim	\$ Amount	Who can apply	Available
Support with Shire facilities, equipment, or services for initiatives that contribute to the Strategic Community Plan	• Up to \$6,000 (in-kind)	Incorporated not-for-profit associations & registered charities	2 rounds per year – March & September

PARTICIPATION GRANT

Aim	\$ Amount	Who can apply	Available
Support for individuals representing at development opportunities out of the region	\$700/\$1,000/\$1,500 (WA/National/International)	Individuals or clubs to benefit individual members/participants	All year round

For detailed information on each grant, go straight to page 11



PROGRAM OUTCOMES FRAMEWORK

SUPPORTING WHAT MATTERS TO OUR COMMUNITY

The Outcomes Framework ensures that projects funded through the Shire's Community Grants Program support the objectives of the Shire and the community.

The Shire's Strategic Community Plan is based on extensive community feedback and engagement, which helped us to define exactly what matters to our community.

The plan's focus areas, themes and key objectives identify a path to achieve the community's priorities and long-term vision. The Community Grants Program is designed to support community initiatives that contribute to the plan's strategic objectives.

Other Shire Plans support us to achieve the objectives of the Strategic Community Plan at an operational level, including but not limited to the Social Inclusion Plan (SIP), Reconciliation Action Plan (RAP), Youth Plan, Arts and Culture Strategy, Public Health Plan and more.

Theory of Change

A Theory of Change is a strategic planning and evaluation method that maps out how and why a desired long-term goal is expected to happen. It works backward from a final goal to identify all the necessary conditions and causal steps required to achieve it.

A Theory of Change, sometimes called a program logic, follows a standard format: If we invest ____ resources and deliver ____, we will enable positive change such as ____, leading to ____.



THE COMMUNITY GRANTS PROGRAM THEORY OF CHANGE

1 Informed by our community...

Informing Feedback

Community feedback and engagement to define what matters to our community and our long-term vision for the East Pilbara

Informing Strategies

The Strategic Community Plan, Corporate Business Plan, and many operational plans and strategies

2 The Community Grants Program...

Program Inputs

Annual grant budgets, Shire staff, resources and promotion, and Shire governance frameworks

Program Activities

Community Grants, In-Kind Support Grants, Participation Grants, grant workshops and supports

Program Outputs

Funding allocated to target organisations to enable events, activities and programs

3 Supports community groups & initiatives...

Community Inputs

Community volunteers, sector staff, resources and expertise, community knowledge, skills and passion

Community Activities

Grassroots clubs and groups, charities social services, schools and P&Cs, sporting clubs, and First Nations organisations

Community Outputs

Events, activities and celebrations, services and supports, workshops, training and programs, sporting programs, and arts & culture activities

4 ... Leading to positive community change.

Outcomes Short-term

Increased opportunities and experiences, skills and learning, networks, collaboration and connection, and support for local needs and challenges.

Outcomes Medium-term

Thriving people and communities, sustainable clubs and programs, and a connected community – supported by place-based solutions and services

Impact Long-term

The Shire is a great place to live
There's plenty to do and be part of
We're a place to be proud of

OUR VISION: Vast spaces, connected communities – liveable and thriving in the heart of the Pilbara.

What we look for

We look for initiatives delivered by grassroots clubs and groups, charities, and other not-for-profit organisations that support one or more Strategic Objectives in the Strategic Community Plan.

THE PLAN HAS

42

STRATEGIC
OBJECTIVES
that fall under

3

PRIORITY
AREAS and

13

KEY
THEMES

OUR 3 PRIORITY AREAS



1. **Liveability** is at the heart of our advocacy and planning



2. There's **plenty to do** and be a part of



3. We're a **place to be proud of**

Some funded initiatives will contribute directly to a Strategic Objective; others will contribute indirectly or to enabling conditions. Both are valid and important contributions to the Strategic Community Plan.

OUR 13 KEY THEMES



Housing



Transport



Safety & crime prevention



Children, youth & families



Libraries



Festivals & markets



Parks, playgrounds & reserves



Health services



Sport & recreation



Community connection



Economy & business



Waste management



Arts & culture

Some Strategic Objectives will be supported by Shire grants more than others – activities such as festivals and events, sports and recreation, and services for young people and families, are heavily delivered by the community and not-for-profit sector. Other activities like waste services, transport and housing, are typically led by the Shire, other government agencies and industry.

Ngurra Kujungka Inc Martu Festival

Photo credit: Wangkinyapali Pty Ltd



What this may look like

PROJECT EXAMPLES	KEY THEME AREA	STRATEGIC PRIORITIES
Annual community event	Festivals & markets	1. Liveability is at the heart of our advocacy and planning
Composting workshops	Waste management	
Community arts project	Arts & culture	
Playgroup equipment upgrades	Children, youth & families	2. There's plenty to do and be a part of
Business network forum	Economy & business	
Sports club come & try day	Sport & recreation	
Walk to school safety program	Safety & crime prevention	3. We're a place to be proud of
Multicultural cooking workshops	Community connection	

This list is not exhaustive – we encourage you to be creative and reach out with innovative ideas to support your community!

Newman Makers Club
Weekly Makers
Club Sessions



ELIGIBILITY

Who can apply?

To be eligible for Shire grant funding applicants must:

- Reside, operate or provide a service that directly benefits people within the Shire of East Pilbara;
- Have no outstanding debts to, or grant 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 Grant applicants);
- Have a valid ABN and Public Liability Insurance Policy (excluding Participation Grant applicants);
- Have not been approved to receive funding within the same financial year;
- Submit the funding request during the timeframes indicated in grant guidelines;
- Be requesting funding for eligible activity and expenditure items; and
- Provide suitable information to support assessment as detailed in the application form.

What DO we fund?

The following activities may be considered for grant funding:

Community Grants

- Facilitator, artist or guest speaker fees including travel and accommodation;
- Venue or equipment hire;
- Materials to deliver activities;
- Upgrades to essential equipment;
- Entertainment or costs, including travel and accommodation;
- Marketing and promotion;
- Catering to support activities or events; and
- Equipment or uniforms for teams or clubs use and ownership (not for personal use, specific players, or on-selling).

In-Kind Support Grants

- Cost to hire Shire facilities or equipment, event or food permits, waste collection, or other Shire charges and fees for hire or services.

Participation Grants

- Registration fees, travel, accommodation and uniforms.

**Please note this list is not exhaustive and we recommend you speak to us if you are unsure if your proposed expenses are eligible.*

What DON'T we fund?

The following activities and expenses are NOT eligible for Shire grant funding:

- Activities that have already commenced or have been completed (retrospective funding);
- Cash prizes, gifts or fundraising activities;
- Recurrent operating expenses e.g. Administration costs, staff wages and utilities;
- Activities that promote racism, violence, discrimination or segregation;
- Servicing outstanding debts or loans;
- Activities or events that are the responsibility of State or Federal Government;
- Purchasing or provision of alcohol, or costs associated with Liquor Licensing requirements;
- An individual's personal expenses e.g. 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 or revenue which is not used for the purposes of the project.



CATEGORY 1:

COMMUNITY GRANT

Small – up to \$6,000

Large – up to \$12,000

The Community Grant is designed to support clubs, groups, charities and other not-for-profit organisations, to deliver events, activities and programs that provide positive benefits for the East Pilbara community.

There are two funding tiers, the Small tier of \$6,000 and Large tier of \$12,000, to ensure funding is allocated based on a project's size, capability and potential for impact, while maintaining a single streamlined application and assessment process.

The program aims allow for a broad range of initiatives to be supported, reflecting the diverse nature of our local community and encouraging creative, place-based solutions to local needs.

The detailed Assessment Matrix is available on page 17.

Through the Community Grants Program, the Shire 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;
- Enable community organisations to deliver events and activities that contribute to the objectives of the Shire's Strategic Community Plan;
- Encourage increased opportunities for community to come together and celebrate local people, places, cultures, histories and lifestyles;
- Support projects that deliver social and economic benefits for the local community;
- Promote healthy living, wellbeing and life-long learning for community members of all ages, backgrounds and abilities.

Application timeline

The Community Grant has two funding rounds per year, in March and September. Applications take approximately three months to assess after the round closes. It is important to apply early and follow the timelines indicated.



Small Community Grant – up to \$6,000

Suitable for not-for-profit organisations to deliver small events, programs or projects, that contribute to the sustainability of community organisations, and support their volunteers, members and or participants.

Application requirements

Applicants must demonstrate alignment to the Program Aims and the Shire's Strategic Community Plan. However, there is a lower requirement than with the Large tier option.

The Small tier features a simplified application process in comparison with the Large tier. Co-funding is favourable but not essential, and the requirements for project planning and quoting are reflective of the lower funding cap.

- Simplified application
- Alignment to at least one Strategic Objective
- Applicant contribution or co-funding favourable but not essential
- Simple budget & quotes for funded items > \$500
- Public Liability Insurance, valid ABN & incorporation certificate
- Simplified acquittal

Large Community Grant – up to \$12,000

Suitable for not-for-profit organisations to deliver major events, programs or projects, that contribute to the sustainability of community organisations, support their volunteers, members and/or participants, and can demonstrate wider community impact through strong alignment to the Strategic Community Plan.

Application requirements

Applicants must demonstrate strong alignment to the Program Aims and the Shire's Strategic Community Plan to show how your project supports the East Pilbara community. The Large tier has an increased requirement to ensure that Shire funding is supporting projects and initiatives that have the greatest potential to positively impact our community.

The Large tier features a more detailed application process in comparison with the Small tier, co-funding of at least 50% is essential, and the requirements for project planning and quoting are reflective of the increased funding cap.

- Detailed application
- Strong alignment to at least 2 Strategic Objectives
- Minimum 50% cash contribution or co-funding essential
- Project plan, detailed budget & supporting evidence, with quotes for all funded items
- Public Liability Insurance, valid ABN & incorporation certificate
- Detailed acquittal

For more information, see the detailed Assessment Matrix available on page 17.



CATEGORY 2:

IN-KIND SUPPORT GRANT

Up to **\$6,000**

Suitable for not-for-profit organisations requiring financial support to cover the cost of Shire facility use, equipment hire or services, for the delivery of low-cost community programs and events that align with the objectives of the Strategic Community Plan.

The In-Kind Support Grant contributes to the sustainability of clubs and community organisations, and supports a range of community events and programs.

Grants can be used for:

- Organisations delivering one-off or annual events; or
- Start-up organisations requiring initial support; or
- Organisations that require ongoing Shire facility use to deliver their programs and face temporary or long-term financial barriers with covering the costs incurred; or
- Organisations with costs for Shire services associated with a temporary or short-term initiative. e.g., waste services.

Application requirements

Applicants must show alignment with the Program Aims and the Shire's Strategic Community Plan.

Applications for facility, equipment or lighting hire must include evidence of a current Shire facility booking at the time of application.

Applicants requesting funding for facility hire that is an ongoing operating expense, must provide suitable evidence of financial need. e.g., audited financial report.

Co-funding is favourable, but not essential for In-Kind Support Grants.

- Alignment to at least one Strategic Objective
- Applicant contribution or co-funding favourable but not essential
- Current booking statement for facility hire funding requests
- Evidence of financial need for requests related to ongoing facility hire
- Public Liability Insurance, valid ABN & incorporation certificate.

Application timeline

The In-Kind Support Grant is available through two annual grant rounds. It is important to apply early and follow the timelines indicated!



For more information, see the detailed Assessment Matrix available on page 17.



CATEGORY 3:

PARTICIPATION GRANT

Up to **\$700, \$1,000** or **\$1,500** (WA, national or international travel)

Suitable for individual community members who have been invited to attend and represent their local community in a competition, development opportunity or other activity taking place outside of the Pilbara region.

Grants of between \$300 to \$1,500 are available to eligible applicants dependent on the destination of your activity as follows:

- Statewide participation opportunities – Up to \$700
- Interstate participation opportunities – Up to \$1,000
- International participation opportunities – Up to \$1,500

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

Participation Grants may be used towards travel, registration and other participation costs for competitions or development opportunities in areas of:

- Sports
- Arts
- Culture
- Education
- Youth leadership
- Diversity & Inclusion

Application requirements

The proposed activity must show alignment with the Shire's Strategic Community Plan.

Applications must be received in full at least 1 month before the activity commences.

A contact person or referee must be provided for the organisation you are participating with for the proposed activity.

Co-funding is favourable, but not essential for Participation Grants.

- Simplified application
- Apply 1 month before activity date
- Local organisation or competition contact person
- Documented evidence of participation or invitation
- Simplified acquittal

Application timeline

The Participation Grant is available all year round. It is important to apply early and follow the timelines indicated!

Apply all year round

ASSESSMENT PERIOD

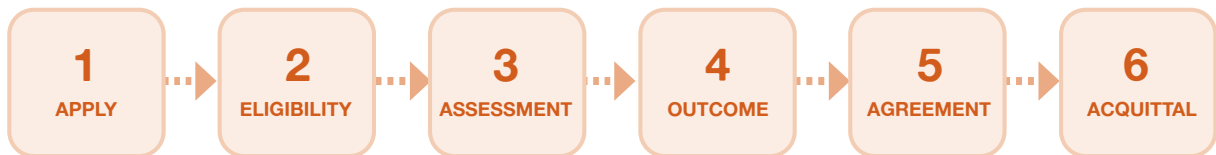


For projects commencing at least **1 month later**



APPLICATION PROCESS

APPLYING FOR A SHIRE GRANT IS EASY



1 APPLY

Always reach out to the Shire for a quick chat before submitting your application to ensure you are eligible and to get the right support and advice for your grant – see page 19 for contact details.

Before applying make sure you thoroughly read the grant guidelines and Assessment Matrix and get all of your key documents in order using the check list on page 18.

If the grant round has opened, you can download a copy of the application in SmartyGrants to check you have everything needed before starting your application.

All Shire grant applications are available through the Shire's SmartyGrants online profile, and we advertise all open and upcoming rounds on the Shire's social media channels and website at www.eastpilbara.wa.gov.au/our-community/grants-funding

2 ELIGIBILITY

Before your application can progress to assessment stage it must first pass an eligibility check. Ensure you have read the eligibility requirements on page 17.

If your application is found to be not eligible, we will get in touch to give you feedback and where possible support you to achieve eligibility. Where applicants are not satisfied with the officer's decision, the applicant may submit a request for review to the CEO.

3 ASSESSMENT

All eligible applications for Shire grants will be assessed against the Assessment Matrix (page 17) by the Shire's grants assessment panel.

All applications undergo a competitive merit-based assessment process and are prioritised in accordance with the Shire's Strategic Objectives and subject to the availability of funds in the Community Grants budget.

For Community Grants, In-Kind Grants and any grant over \$3,000, the assessment panel will make a recommendation for funding and seek Council approval at the next Ordinary Council Meeting.

For Participation Grants, and any grant that is both outside of a round and under \$3,000, a request for approval is made to the Chief Executive Officer or an authorised sub-delegate.

4 OUTCOME

After a decision has been made about your grant, you will be notified in writing to advise if it was successful or declined for funding.

Applicants who are declined for funding or received a lower amount than what was requested, will be provided with feedback about the funding decision and where possible supported to strengthen their application in future funding rounds.

Successful applications will be advised of next steps.

5 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 terms and conditions including acquittal requirements, termination of agreement and repayment of funds;
- Expected Shire benefits;
- Shire Branding requirements;
- Media, communications and other promotional opportunities; and
- Declaration on behalf of recipient.

You will also be required to provide an invoice for the payment of your approved grant funds (not applicable for In-Kind Support Grants).

6 ACQUITTAL REPORT

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

The acquittal must include:

- Evidence of the expenditure of your grant funds, including receipts or invoices;
- Details of the project including how many people attended, what worked well and what was challenging;
- Benefits that you observed, including feedback or other evidence captured;
- Evidence of how the Shire was acknowledged; and
- Photos, videos or media showing your project in action.

Acquittal forms will be added to your application profile in the Shire's SmartyGrants portal.



West Coast Eagles
Warlawuurrur Cup

ASSESSMENT MATRIX

HOW WE ASSESS GRANT APPLICATIONS

The Assessment Matrix is used by the Shire's Community Grants Panel when assessing your grant application for funding.

The Assessment Matrix directly aligns to the application questions and requirements and ensures that Shire funding is directed to quality applications that best support East Pilbara people and communities by contributing to the objectives of the Strategic Community Plan.

You can use the Assessment Matrix when preparing for your grant application. Ensure that you have addressed all the required criteria and provided the necessary information about your project to give it the best chance of success.

#	TO BE ELIGIBLE FOR SHIRE FUNDING	✓
1	Eligibility	8/8
	- The applicant resides, operates or provides a service that directly benefits people within the Shire - The applicant is registered as an incorporated not-for-profit or registered charity (excluding Participation Grants) - The applicant has no outstanding debts or grant acquittals with the Shire - The applicant has a valid ABN and Public Liability Insurance Policy (excluding Participation Grant applicants) - The applicant has not been approved to receive funding or in-kind support within the same financial year - The applicant has submitted the request within the indicated assessment timeframes - The applicant is requesting funding for eligible activities and expenditure items - The applicant has provided all the required information to support assessment	
#	ASSESSMENT CRITERIA USED BY PANEL	%
2	Community Objectives	40%
	The request clearly demonstrates how the activity supports the Shire's Strategic Community Plan, including the Key Themes and Objectives it contributes to (1-3 areas dependent on grant type)	15%
	The request clearly identifies how it will benefit local people and community needs, including expected beneficiary numbers and target cohorts	15%
	Details how the initiative and/or event is inclusive and accessible to the Shire's diverse community (with consideration to SIP, RAP etc.)	10%
3	Financial Value & Viability	30%
	The application includes sufficient quotes and a detailed budget	10%
	The applicant has explained specifically what the Shire grant funds will be used for	5%
	The budgeted dollar amounts are justified with evidence and appear to be reasonable and value for money	5%
	The applicant contribution/co-funding amount is reasonable for the request amount, organisation type and project value	5%
	Where possible the project utilises and benefits local businesses	5%
4	Project Support & Capacity	30%
	The applicant has demonstrated strong project planning and capacity to deliver, including a clear project rationale and objectives, and achievable project activities and delivery timeline	10%
	The applicant has demonstrated that the project has local support and/or collaboration with local community or organisations	10%
	The program, event or activity does not conflict or duplicate what another local organisation is already delivering	10%



PREPARING TO APPLY

CHECKLIST

PREPARATION STEP	✓
• Visit the Community Grants page on the Shire's website – check the application dates, assessment timeframes and other details.	
• Read the Community Grant Guidelines – make sure your organisation and proposed funding request are eligible for Shire grants.	
• Speak to the Shire's Grants Officer – get support and advice for your grant.	
• Gather your budget evidence and other project documents – quotes, co-contributions, letters of support (if required).	
• Gather your organisation's key documents – insurance policies, ABN, key contacts and Certificate of Incorporation.	
• Go deep on project planning – being able to explain your project delivery plan, why it matters and who it will benefit is critical.	
• Read the Strategic Community Plan – consider which Strategic Objectives your project contributes and how you will demonstrate this.	
• Consider ways to strengthen your application – a letter of support, project partner or supporting data shows your project is needed and supported.	
• Review the Assessment Matrix – do you meet the requirements? How would you score yourself?	
• Attend a Community Grants Workshop – the Shire runs workshops before each funding round. Look out for upcoming dates on Shire socials or contact us to express your interest.	

For more information:

HOW TO GET SUPPORT

Reach out to the Shire Grants Officer to discuss your project or grant idea, or for any questions about the grant process:

Email grants@eastpilbara.wa.gov.au or call **(08) 9175 8000**

HOW TO GIVE FEEDBACK

We welcome community feedback about the Community Grants Program. This supports us to make improvements and ensure we are meeting the needs of our community.

To provide feedback about the Community Grants Program or to raise concerns about a decision related to your grant, please submit your concerns in writing to:

Shire of East Pilbara
Corner Kalgan & Newman Drives
Newman WA 6753

or use the feedback form at:

www.eastpilbara.wa.gov.au/forms/online-service-request/4



Newman Community Centre
Pilbara Pride Events Program



Shire of EAST Pilbara

eastpilbara.wa.gov.au
admin@eastpilbara.wa.gov.au

NEWMAN

Corner Kalgan & Newman Drives,
Newman WA 6753
PMB 22, Newman WA 6753
(08) 9175 8000

MARBLE BAR

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(08) 9176 1008