



# Northampton Community Grant Fund

## Application and Guidelines



## Community Grant Fund Guidelines

The Community Grant program will be available twice a year for funding requests up to \$5,000.00, depending on category.

	Round 1	Round 2
Applications Open	July	January
Application Closes	August	March
Assessment	September	April
Outcome	October	May

The Community Grants Advisory Committee will consider applications. The award of funding for each round is at the Council's absolute discretion.

### Who can Apply?

Community groups and not-for-profit organisations may apply for funding for projects and events which benefits communities within the Shire of Northampton.

Prospective applicants should approach the Shire of Northampton Community Development Officers initially to discuss eligibility for funding an event or project.

### Criteria

- To support the community to improve liveability, support, connectedness and participation by evolving the sense of community.
- General community projects and financial hardship support for Community groups.
- Youth initiatives.
- Events that benefit the district.
- Skills and capacity building in the community.

### Eligible

- Not-for-Profit organisations.
- Incorporated associations / or an incorporated auspicing group.
- Have spent and acquitted any existing funds from the previous grant round.

### Ineligible

- Government agencies: Generally, Government Departments such as schools are not eligible for funding under this program, however proposed school-based projects which have a strong broader community benefit may be considered.
- Businesses and individuals who intend to gain a personal advantage from the grant.
- Projects that are deemed to be of benefit to a business, person or other profit-making ventures. Including tourist-based other that events

### **Funding cannot be used for**

- Maintenance or upgrades to Shire building infrastructure,
- Retrospective cost for activities, or activities which will start before the applicant is notified of the outcome.
- Ordinary Shire business will be considered as part of Council's normal annual budget process.
- Recurrent operational or staffing costs.
- Gifts or the purchase of alcohol or tobacco.
- Equipment not directly related to the project.
- Projects that are the core responsibility of government agencies.

### **What if I am Successful**

You will be notified of Council's decision. You may be required to do additional steps to fulfil the grant requirements, these will be highlighted on your official letter from the Shire of Northampton.

### **What if I am Unsuccessful**

You will be notified of Council's decision. If you would like feedback, please contact your local Community Development Officer.

### **Grant Payment**

Payment of grant funds will be paid prior to the event/ project commencing. Successful applicants are required to present a Tax Invoice to the Shire of Northampton, with the following information

- Name of the group applying for the grant
- Name and year of the grant awarded to the applicant
- Descriptive Name of your project
- GST status, including your ABN
- Bank Details

### **Acquittal Requirements**

Acquittal of all granted monies must be completed and submitted using an acquittal process provided by the Shire by no later than twelve months from the notification of grant success.

- Acquittal forms will be provided to recipients.
- Recipients are required to fill out and provide a completed copy of the "Itemised Statement of Expenditure".
- Recipients are required to provide copies of a tax invoice with a zero balance as proof expenditure as per the amount granted as a funded item by the Community Grant fund.
- Must demonstrate how the Shire of Northampton is appropriately acknowledged.

Grant Category	Description	Examples of past Community Funding Project /Events
1a. General Community Group Project	Community groups and not-for-profit funding aimed at projects and activities that actively benefit the communities within the Shire of Northampton.	Kalbarri Cricket Club \$2000.00 resurfacing the cricket pitch  Northampton Tourist Association \$3000.00 Development for QR codes for interactive walks
2 Youth and Community youth groups	Recognises the strategic importance of supporting youth activity and development throughout the Shire.	JK Foundation \$3000.00 Kalbarri Beach Football – school holidays project  Kalbarri Netball Association \$1600.00 Airborne coaching clinics
3a Events with a broader target area	Social benefits of endorsing events that promote specific themes or activities to audiences both within the Shire and throughout the Mid-West region.	Kalbarri Offshore & Angling Club \$4000.00 38 <sup>th</sup> Kalbarri Sporting Fishing Classic
3b Events with a more limited target area	supporting events that will promote a particular theme or activity to a target audience	Horrocks Community Centre \$4000.00 Community New Years Eve Party 2024/25
3c Events which are new and emerging	The Council sees the value in supporting new and emerging events that aim to establish themselves on the Shire's annual events calendar, increasing social and economic opportunities.	Kalbarri Development Association \$3000.00 Twilight Christmas Laneway Markets and children's Fun Day  Northampton Motor & Machinery Museum \$3000.00 Museum Open day
4 Community Skill and capacity building projects	The Council promotes initiatives that enhance community skills and capabilities. This category allows for a diverse array of projects	Northampton Creative Obsession \$3300.00 Workshops to build creative skills  Kalbarri Development Association \$4000.00 Funding for the concept phase of developing a youth space for local youths

## Feedback process



We want to hear what you have to say about our grants process, your feedback will let us know what is important to you, as we continuously try to improve our services.

If you are unsatisfied with the outcome of your grant application, we encourage you to contact us, this can be done in person, via phone call or email.

The Shire of Northampton is committed to effective complaint handling and values the feedback you provide. All feedback and complaints will be taken seriously, and we will do everything within our ability to resolve them.

For us to effectively handle your complaint we require you to fill out a Notice of Complaint/Issue/ Grievance form, which can be obtained of the Shire of Northampton web page or from the Shire of Northampton Office.

### **When we receive your complaint, we will**

- Formally acknowledge receipt of your complaint within 10 working days.
- Ensure details of the complaint are kept confidential and that they will only be discussed with the relevant people.
- Consider your complaint carefully with confidence and protect your privacy.
- Treat you fairly, impartially and with courtesy and respect.
- Keep you informed about the progress of your complaint.
- Explain to you the reason for any decisions we make.
- Tell you about any actions we have taken.
- Use your complaint to help improve our products and services.
- Provide you with a remedy if the complaint is upheld.
- If you are not satisfied with the outcome or handling of the complaint, please contact the ombudsman office.

## Community Grant Fund Application Form

Please indicate which funding category you are applying for (if applying for more than one funding category, each category will require its own separate application from)

	Application Category	Amount Ex GST	
<b>Category 1</b>	Category 1a: General community group projects	\$4,000	<input type="checkbox"/>
	Category 1b: Community group financial hardship	\$2,000	<input type="checkbox"/>
<b>Category 2</b>	Category 2: Youth program and community youth groups	\$3,000	<input type="checkbox"/>
<b>Category 3</b>	Category 3a: Events with broader target area	\$5,000	<input type="checkbox"/>
	Category 3b: Events with a more limited target area	\$4,000	<input type="checkbox"/>
	Category 3c: Events which are new and emerging	\$3,000	<input type="checkbox"/>
	Category 3d: One-off events celebrating a significant anniversary	\$3,000	<input type="checkbox"/>
<b>Category 4</b>	Category 4: Skills and capacity building in the community	\$4,000	<input type="checkbox"/>

Project and Applicant information			
Project / Event Title:			
Name of Organisation:			
Date of Event / Project:	Start date:	Finish date:	
Name Primary Contact:			
Email:	Phone:		
Postal Address:			

Organisation Information			
Are you run solely by volunteers or a combination of paid and volunteer staff?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Both <input type="checkbox"/>
How many financial members does your organisation have?			

**Please provide a copy of your organisation membership/fee overview**

Are you saving for a larger project for the future? – if yes please provide details:

What category best describes your organisation

<input type="checkbox"/> Sporting Group	<input type="checkbox"/> Creative – arts
<input type="checkbox"/> Community Group	<input type="checkbox"/> Not-for Profit organisation
<input type="checkbox"/> Tourism	<input type="checkbox"/> Cultural interest
<input type="checkbox"/> Historical	<input type="checkbox"/> Other

**Taxation Details**

Is your organisation registered for GST?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide your ABN Number		
Is your organisation not-for-profit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your organisation Incorporated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide your Incorporation Number		
Please Provide your annual audited financial statements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
For organisations that do not have audited financials: Attach the most recent income and expenditure statement, including current assets (Bank balances minus any debts, Shares and Term Deposit accounts)		

**If not incorporated, please provide details of the auspicing organisation**

Name of Organisation:	
Contact Person:	
Contact Email/phone:	
Incorporation number:	
Organisation ABN:	

**Project / Event information**

Who is your target audience/ participants? (youth, families, people with disabilities, aged, indigenous groups, industry representatives, etc) and how many people do you expect to benefit/ attend?

How will this project/event benefit the community: Outline a minimum of one objective.

- 1. Economic – Progressive, resilient and diverse economy.
- 2. Social – Enhance belonging and pride, welcoming and inclusive community.
- 3. Health and wellbeing – more people are mentally and physically healthy

How will this project/ event evaluate its success? E.g. Number of attendances, outcomes achieved.

### **Funding Details**

**Will any of your expenditure items be spent locally within the Northampton Shire?**

Yes

No

Unsure

**Has your organisation previously received funds from the Shire of Northampton? If yes, please complete the following.**

Yes

No

Unsure

Year	Purpose of the funding	Amount received	Acquitted

Income			
Contribution from	Cash	In-Kind (volunteer labour @ \$37 p/h)	Confirmed Funds
Clubs' contribution			
Shire of Northampton			
Sponsorship			
Other grants			
Fees & charges eg stalls			
Gate/Door entry fees			
Other			
<b>Total</b>			

Expenditure			
Item	Amount Ex. GST	Amount Inc. GST	Quote
<b>Total</b>			

## APPLICATION CHECKLIST

- The budget page has been completed, with your income and expenditure.
- ABN has been supplied or a Statement by a Supplier form completed.
- A copy of your Incorporation Certificate has been attached.  
If you are not incorporated, please provide a copy of your
  - Incorporation Certificate of your auspicing organisation.
  - Umbrella Organisation copy of Charity Registration.
- Confirmation from auspicing organisation has been supplied (if applicable).
- Copies of the last two annual financial statements have been attached (for incorporated bodies).  
For organisations that do not have audited financials or are not incorporated:  
Attach the most recent income and expenditure statement, including current assets (Bank balances minus any debts, Shares and Term Deposit Accounts)
- Supporting documents (quotes, letters of support, etc.) have been attached.
- Organisation's membership fee/overview has been attached.
- A complete copy of the application has been retained for your records.
- All questions have been responded to. Incomplete applications may not be considered.

If you are applying for more than one Shire Community Grant:

- A separate application form has been completed for each grant request.
- Indicate which grant request has the highest priority:

## DECLARATION

I, the undersigned, certify that I have been authorised to submit this application and that the information contained herein and attached is to the best of my knowledge true and correct. I have noted the above requirements and agree to abide by them.

Name:		
Position Held:		
Signature:	Date:	

Forward your completed application by **4 pm on the advertised closing date** to:

**Community Development Officer**      or by email to: [council@northampton.wa.gov.au](mailto:council@northampton.wa.gov.au)  
**Shire of Northampton**  
**PO Box 61, NORTHAMPTON WA 6535**