

# Community Support Services Grant Guidelines



File No: FIN/303

## Community Support Services Grant

### Purpose

To provide a financial contribution to support the delivery of direct social support services within the Shire of Augusta Margaret River, building community wellbeing, capacity and resilience.

This grant stream aims to:

- Provide assistance with operational and service costs to support the delivery of local community support services.
- Sustain ongoing services and programs that build community wellbeing, capacity and resilience.
- Support the capacity of community not-for-profits in delivering place-based programs, services and advocacy that deliver meaningful outcomes, responding to local need.
- Assist local community not-for-profits in leveraging external funding streams.

### Definitions

- **Community Support Service:** A community support service refers to a range of services and resources designed to help individuals cope with life challenges, improve their wellbeing and maintain or enhance their quality of life. These services can provide emotional support (i.e. counselling, peer support groups), informational support (i.e. legal, healthcare or financial advice, advocacy services), practical support (i.e. transportation, housing, home maintenance) and/or tangible support (i.e. material assistance such as food, clothing or financial aid).
- **Place-based services:** Are community-led, strengths-based responses to address social, economic and ecological disadvantage that empower local people to respond to complex, interrelated issues in a local place.

### Application process

1. Find the dates for current grant funding rounds on the Shire website, [www.amrshire.wa.gov.au/CommunitySupportServicesGrant](http://www.amrshire.wa.gov.au/CommunitySupportServicesGrant).
2. Applicants **must** contact the Shire to discuss their application before submitting.

For assistance contact:

Community Development Support Officer, Shannon Walker

Phone: (08) 9780 5276

Email: [swalker@amrshire.wa.gov.au](mailto:swalker@amrshire.wa.gov.au)

3. Applications are to be submitted using the grant application form. Electronic copies are preferred, although hard copy applications will be accepted.
4. Completed applications must be submitted to the Shire by:

Email:	<a href="mailto:communitydevelopment@amrshire.wa.gov.au">communitydevelopment@amrshire.wa.gov.au</a>	
	Chief Executive Officer	
Post	Shire of Augusta Margaret River	
	PO Box 61	
	Margaret River WA 6285	
Hand delivery:	Shire Offices - Reception 41 Wallcliffe Road, Margaret River 9.00am – 4.00pm	Shire Offices - Reception 66 Allnutt Terrace, Augusta 9.00am - noon, 1.00pm - 4.00pm

5. Applicants will be notified of the outcome of their application within 6 weeks of the grant closing date.

## Strategic Alignment

This grant aims to support the 2040 Community Vision for Augusta Margaret River.

Eligible organisations must deliver services that align with one or more of the outcomes in the [Shire's Community Strategic Plan 2040 Focus Area: People \(page 28\)](#)

Outcome PE.1: Diverse cultural values are respected and adopted

Outcome PE.2: Equal opportunities for all

Outcome PE.3: Active, healthy and fulfilling lifestyles

Outcome PE.4: Safe and resilient communities

## Eligibility

### Organisations will be considered if they:

- Deliver community social support within the boundaries of the Shire of Augusta Margaret River;
- Align with one or more outcomes in the Shire's Community Strategic Plan 2040 Focus Area: People (page 28);
- Have no outstanding, overdue grant acquittals or unspent funds owing to the Shire.

### Grants will be considered for costs that include:

- Office supplies e.g. stationary;
- Purchase of capital i.e. equipment and office furniture to a max \$2,000 per item;
- Utilities;
- Rent;
- Insurance i.e. building, contents and public liability;

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- Staff i.e. staff salaries, insurance, professional development and work-related travel costs;
- Volunteers i.e. insurance, professional development and work-related travel costs;
- Vehicle costs i.e. leases, insurance, petrol and maintenance;
- Advertising, publicity and promotional costs.

#### **Grants will not be considered for:**

- Individuals and unincorporated entities;
- Organisations that are already funded by the Shire to support their operational costs by an existing service or partnership agreement except for periods following the expiry of these agreements;
- Vehicle purchases;
- Capital maintenance costs i.e. buildings and equipment.

## **Funding amount**

A **maximum** amount will be considered per organisation of \$20,000 (excl GST) per annum. The total funding pool is \$100,000 (excl GST) per annum.

## **Funding rounds**

You can find dates and information on the current grant rounds on the Shire of Augusta Margaret River website, [www.amrshire.wa.gov.au/CommunitySupportServicesGrant](http://www.amrshire.wa.gov.au/CommunitySupportServicesGrant)

## **Multi-year funding**

Applications for multi-year funding up to three years will be considered and will be subject to the Shire receiving a satisfactory grant acquittal for each financial year's funding.

## **Assessment criteria**

The Shire is committed to an assessment process that is fair, equitable and transparent. Applications will be assessed in a competitive environment against all applications received against the following criteria:

1. **Alignment of Strategic goals:** How well does the organisation's service/s support the goals in the Community Strategic Plan Focus Area: People?
2. **Community need:** To what extent will the organisation's service/s address current local needs or priority issues? How well do they engage with community to ensure their services meet these needs?
3. **Community impact:** Will the organisation deliver meaningful outcomes that build community wellbeing, capacity and resilience? Are their outcomes clearly defined and measurable?
4. **Capacity building:** To what extent will this funding support the capacity and development of local community not-for-profits in delivering place-based services?
5. **Capacity to deliver:** How well does the organisations structure, delivery method (i.e. place based vs DIDO), previous experience and relevant community networks support effective service delivery?

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6. **Financial sustainability:** Is there a detailed budget that specifies how the funds will be spent? Have they attached evidence of their annual operating budget and how it provides value for money in the delivery of its services?

## Conditions of Funding

### Successful organisations will be required to:

- Only use the funds for the purpose indicated in the application;
- Adhere to all Shire compliance requirements (as directed);
- Adhere to all reporting requirements stipulated by the Shire, which may include submitting annual reports/acquittals and meeting with Shire Officers; and
- Acknowledge the Shire in any advertising, promotion and media related to the funding.

## Application and Acquittal Process

- Applications will be reviewed in line with these guidelines by a Shire Grant Assessment Panel.
- The Shire of Augusta Margaret River reserves the right to move the applicants grant application to an alternative funding stream/grant program.
- All applicants will receive an email notifying them of the outcome of their application.
- Successful applicants will receive grant funding following approval, subject to a signed agreement and invoice being submitted, meeting any conditions and receipt of an acceptable acquittal from any previous Shire funding.
- Successful applicants will be required to complete all reporting requirements within the required timeframe and as directed by the Shire. This will include demonstrating funding outcomes, submitting evidence of how the funds were spent and how the Shire has been acknowledged.