

2023-24 Organisation Operating Grant Guidelines



File No: FIN/381

Applications due by 5pm Tuesday 19 September 2023

Applications must be submitted by completing a 2023-24 Organisation Operating Grant Application Form.

Electronic copies are preferred however hard copy applications will be accepted.

No late applications will be accepted.

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

Application assistance

Applicants **must** contact the Shire to discuss their application before submitting.

For assistance contact:

Community Category

Katie Taylor

Phone: (08) 9780 5233

Email: ktaylor@amrshire.wa.gov.au

Environment and Sustainability

Kay Lehman

Phone: (08) 9780 5221

Email: klehman@amrshire.wa.gov.au

Sustainable Economy Category

Saul Cresswell

Phone: (08) 9780 5250

Email: scresswell@amrshire.wa.gov.au

Submitting your application

Completed applications must be submitted to the Shire by

Email	amrshire@amrshire.wa.gov.au	
Post	Chief Executive Officer 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	OR Shire Offices - Reception 66 Allnutt Terrace, Augusta 9.00am - noon, 1.00pm - 4.00pm

Purpose

To provide a financial contribution towards the operation and administration costs of incorporated community-based, not-for-profit organisations who provide long term, strategic services within the Shire of Augusta Margaret River, that build community wellbeing, capacity and resilience.

Priorities

Eligible organisations must deliver services that align with one or more of the [Shire's Community Strategic Plan 2040, Focus Areas \(pages 26-31\)](#).

In addition, organisations must deliver services that address at least **one** priority area within the Community Category **OR one** priority area in the Environment and Sustainability Category **OR one** priority area in the Economy Category, as follows:

Community – Focus Area: People

- Mental health and wellbeing
- Community and social capacity building, information and support
- Arts and cultural development programs that foster artistic development and community engagement

Environment and Sustainability – Focus Area: Environment

- Biodiversity protection and improvement
- Waterway health
- Coastal management and protection
- Environmental sustainability
- Environmental education and capacity building

Sustainable Economy – Focus Area: Place

- Business or industry capacity building, information, and support
- Industry sustainability or circular economy initiatives

Eligibility

Organisations will be considered if they:

- Are an incorporated community-based, not-for-profit organisation;
- Are located and deliver services within the boundaries of the Shire of Augusta Margaret River;
- Can address one of the key priority areas within one of the categories;
- 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;
- Staff i.e. staff salaries, insurance, professional development and work-related travel costs;
- Volunteer 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, registered businesses, educational institutions and unincorporated community-based, not-for-profit organisations;
- Organisations that are already funded by the Shire to support their operational and/or administration costs by an existing service agreement except for periods following the expiry of these agreements;
- Vehicle purchases;
- Capital maintenance costs i.e. buildings and equipment;
- Events, programs and services that may be eligible for alternative sources of funding.

Funding amount

Applicants can apply for a maximum of 25% of the organisation's annual operating budget, per annum. Where organisations work across multiple LGA boundaries funding approvals will be conditional upon attracting matched funding from relevant local governments.

A **maximum** amount will be considered per organisation of:

Community:	\$30,000 (inc GST) per annum.
Environment & Sustainability:	\$45,000 (inc GST) per annum.
Sustainable Economy:	\$30,000 (inc GST) per annum.

Funding rounds

The funding round will close at 5pm Tuesday 19 September 2023.

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.

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 in the same priority area.

Applicants must demonstrate the following:

- The organisation's experience and capacity to deliver services within the selected priority area;
- Why the organisation requires a financial contribution from the Shire and how will it benefit the local community (proposed outcomes);
- Evidence of the organisation's annual operating budget and how it provides value for money in the delivery of its services;
- A detailed budget that specifies how the funds will be spent;

- Details on how the organisation would sustain service levels beyond an agreed funding period;
- Details of how the organisation incorporates sustainability into its operations and goods/services e.g. environmentally by minimising negative environmental impacts through its operations and/or services, socially through adopting and demonstrating socially inclusive practices, and economically by using local businesses and resources.

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 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 Team.
- 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.