



COMMUNITY GRANT PROGRAM

GENERAL FUNDING GUIDELINES

1.0 Eligibility

- Only community organisations and groups are eligible to apply for this community funding;
- Applications must be submitted by incorporated organisations and or groups. If the organisation or group is not incorporated they may auspice the application through a related incorporated body, this cannot be the Shire of Cranbrook;
- The organisation must be based within the Shire of Cranbrook;
- The applicant should not have any outstanding debts with the Shire of Cranbrook;
- This application should not be for a direct profit or financial gain for the applicant;
- The application should support the values and objectives, outcomes and values of the Shire of Cranbrook Strategic Community Plan; and
- The applicant should not have any outstanding acquittals with the Shire of Cranbrook.

2.0 Ineligible Applications

- Applicants may not apply for funding that has already been budgeted for in the current Shire of Cranbrook budget;
- Applications for recurring expenditure – e.g. wages and ongoing costs such as electricity or water;
- Capital equipment or works over \$10,000 – these should be considered by the organisation or group as a part of the Council's Interest Free Loans for Community Organisations Policy;
- Applications for retrospective funding – project or programs that have already taken place;
- Applications for deficit funding – for groups or organisations experiencing a shortfall in revenue;
- Individuals will not be eligible;
- Community organisations or events where the grant funds are to promote political parties/causes, unethical activities or profit making;
- Community organisations or events where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds;
- Applicants that fail to address the criteria in their application;
- Applications that are received after the closing date; and
- Community organisations or events that fail to acknowledge the Shire's contribution to previous projects will not be considered for funding.

3.0 Applying for the grant

- Grants will be promoted through advertisements in the local newsletters and via the Shire of Cranbrook's website and Facebook page; and
- Community Grant applications are invited once a year for submission and assessment. Please refer to the advertised opening and closing dates before completing your application form. A minimum of five weeks will be available from advertising to closing in order to complete the application.



4.0 Funding Criteria

- Provide a detailed description of the project, program or event;
- Demonstrate the commitment to fulfil the key criteria listed in the guidelines;
- Demonstrate the capacity to manage the project, program or event;
- Demonstrate the capacity to manage the funding of the project, program or event.
- Aligns with the Shire of Cranbrook Strategic Community Plan Outcomes; and
- Recipients must recognise and promote the Shire of Cranbrook's financial contribution to the event, project or program.

5.0 Funding Assessments

- Recipients must recognise and promote the Shire of Cranbrook's financial contribution to the event, project or program.
- Initial recommendations about which applications should receive a Community Grant are made by using a Multi-Criterion Analysis Tool. Results of this process are then presented to Council along with copies of each application; and
- Shire of Cranbrook Council will then assess and award the grants accordingly

6.0 Unsuccessful Applications

- The Shire of Cranbrook will provide you with feedback about why your application was unsuccessful and provide information on how to improve future applications or link you with alternative funding sources.

7.0 General

- The successful applicants must spend their funds within 12 months;
- The acquittal is due 4 weeks after the program, project or event has been completed; and
- All applications should be discussed with the Shire of Cranbrook Community Development Officer prior to submission.