



COMMUNITY GRANT PROGRAM

GENERAL FUNDING GUIDELINES

1.0 Eligibility

- Only Shire of Cranbrook 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 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 objectives, strategies, and outcomes of the Shire of Cranbrook Strategic Community Plan.
- The applicant should not have any outstanding acquittals with the Shire of Cranbrook.
- The applicant is eligible to apply for public events on private property, however the applicant must have their own public liability insurance and comply with all public health requirements; and
- The applicant must discuss their application with the Shire's Community Services Manager prior to submitting their application.

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.
- Community organisations or events that fail to acknowledge the Shire's contribution to previous projects will not be considered for funding; and
- Applications for infrastructure on private property will not be considered.



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 four 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 funding agreement documents must be signed by both parties prior to any funds being spent.
- Retrospective funding will not be considered.
- The successful applicants must spend their funds within 12 months; and
- The acquittal is due 4 weeks after the program, project or event has been completed.
- Please see the table below detailing the level of recognition required for the amount of funding being applied for.



AMOUNT	REQUIREMENTS
Under \$2,000	<ul style="list-style-type: none"> - Minimum of 2 Social Media posts with the following “The XXXXX would like to thank the Shire of Cranbrook whom without, this project, program or event would not have been possible”; and - Shire of Cranbrook logo on all promotional material; and - An article in the Local Newsletter showcasing the project, program or event and thanking the Shire of Cranbrook.
\$2,000 - \$6,000	<ul style="list-style-type: none"> - Minimum of 3 Social Media posts with the following “The XXXXX would like to thank the Shire of Cranbrook whom without, this project, program or event would not have been possible”; and - Shire of Cranbrook logo on all promotional material; and - An article in the Local Newsletter showcasing the project, program or event and thanking the Shire of Cranbrook.
Over \$6,000	<ul style="list-style-type: none"> - Minimum of 5 Social Media posts with the following “The XXXXX would like to thank the Shire of Cranbrook whom without, this project, program or event would not have been possible”; and - Shire of Cranbrook logo on all promotional material; and - A minimum of two articles in the Local Newsletter showcasing the project, program or event and thanking the Shire of Cranbrook.

Note: for all social media posts the Shire of Cranbrook must be tagged, so they are able to re share the project, program, or event.