



2024/2025 Community Budget Submission Guidelines

Each financial year, the Shire of Moora awards up to \$60,000 in funding to assist community groups with projects, facility upkeep or events.

Applications are now open for the 2024/2025 round of funding, and Council invites all interested community groups to apply.

Community Budget Submission Process

Community groups are:

1. Required to contact Gina Rainbird, Manager Community Development & Stakeholder Services, to discuss the eligibility of their submission.
2. Complete the Community Budget Submission form; available from the Shire's website, at the Shire administration office, or by emailing Gina Rainbird on mcd@moora.wa.gov.au.
3. Return the completed form and supporting documents to the Shire of Moora administration office or via email to Amy Watts on mcd@moora.wa.gov.au by **4pm Friday 19 April 2024**.
4. Note Community Budget Submissions are reviewed by Council as part of the annual budget adoption in July/August. Each group applying for funding will be notified of the outcome of their application once determined by Council.
5. Deliver the project outlined in Community Budget Submission, or as varied by agreement, within the funding financial year. Formally acknowledge that funding was provided by the Shire of Moora.
6. Complete the acquittal documentation available from Gina Rainbird on mcd@moora.wa.gov.au at the conclusion of the project.

Eligibility Criteria

All community groups who undertake projects for the benefit of the community in the Shire of Moora will be considered. Submissions must be discussed with the Shire's Manager Community Development & Stakeholder Services prior to lodgement; applications that are not discussed *may not* be considered by Council.

Funding submissions must meet the following criteria to be considered:

- Applications must be from eligible organisations within the Shire of Moora.
- The funding will not cover 100% of the total project cost; it will support a proportion of the total project cost with the community group expected to contribute between 20% and 30% of the project cost.
- In-kind services and volunteer labour are eligible components of the total project costs.
- The submission must provide a detailed budget outlining the amount of financial assistance required and the amount of the contribution by the organising body/others.
- A higher priority will be given to those submissions which are associated with capital improvements, programme expansion or the development of new programmes; applications for funding that are solely for the purpose of offsetting recurrent operational expenditure will not be considered.
- Compliance with appropriate local laws, policies, acts, regulations, and standards.

The Shire of Moora will:

- Only consider applications submitted by the published closing time and on the official Community budget Submission form, together with all the required supporting documentation.
- Not accept a verbal approach for assistance through a Shire staff member or Councillor.
- Only allocate funds for the purpose/s for which funding is applied and expenditure estimates provided.
- Only fund proposals that support the values and strategic direction of the Shire of Moora.
- Canvassing of Councillors is not permitted and will result in applications being rejected.

What can be applied for?

Eligible submissions

- ✓ Capital projects.
- ✓ Community Events
- ✓ Repairs and maintenance to Council owned / managed facilities.
- ✓ Improvements to community facilities.
- ✓ Donations, sponsorship and waivers of fees and charges for Council owned/ managed facilities.
- ✓ Shire in-kind support. This is an in-kind allocation, not a cash payment.

Ineligible submissions

- × Operational expenditure.
- × Deficit funding or retrospective funding.
- × Fundraising or political activities.
- × Alcohol.
- × Development or improvement to school facilities, or costs associated in delivering the normal curriculum.
- × Funding programmes that are the primary responsibility of another agency or organisation.
- × Projects not delivered in the Shire of Moora.
- × Projects that have already commenced.
- × Projects that duplicate an existing or similar project / service within the community.
- × Items benefiting an individual.
- × A project that may cause offence to others or cause the Shire's name to be in disrepute.

Submitting your Community Budget Submission

Return completed form and supporting documents to the Shire of Moora administration office or via email to Gina Rainbird on mcd@moora.wa.gov.au by **4pm Friday 19 April 2024**.

Acquittal

As part of the acquittal process, grant recipients will be required to provide supporting documentation proving the relevant expenditures and outcomes by completing the acquittal form.

Contacts

Gavin Robins
Chief Executive Officer
ceo@moora.wa.gov.au
0408 320 277

Gina Rainbird
Manager Community Development & Stakeholder Services
mcd@moora.wa.gov.au
0498 665 049