



Shire of Moora

Community Budget Submission (Annual Grants Program)

2026/2027 Funding Round GUIDELINES

Each financial year, the Shire of Moora allocates funds to support community groups delivering projects, facility improvements, programs and events that strengthen and enhance the local community.

The Shire has a proud history of working in partnership with the community. Through the Community Budget Submission process, Council supports initiatives that:

- Reflect community priorities and align with the Shire's Strategic Community Plan.
- Strengthen community participation and inclusion.
- Deliver clear benefits to the local community.
- Contribute to the social, cultural, environmental and economic development of the Shire of Moora.

Funding supports participation, events, facility improvements, equipment purchases and capital works aligned with the recreational, social and cultural needs of our community.

PROGRAM GUIDELINES

These guidelines provide a clear framework for applicants seeking funding. They outline eligibility, funding categories, assessment criteria, and applicant responsibilities to ensure a fair and transparent process.

FUNDING CATEGORIES

The program provides funding across the following categories:

A. Community Events and Programs

- Local festivals, community events and celebrations
- Educational workshops
- Arts, culture and heritage activities
- Recreational programs for youth, seniors or multicultural groups
- Programme expansions or development of new programs

B. Capacity Building and Volunteer Support

- Volunteer training and skill development
- Leadership or governance workshops

- Initiatives that improve sustainability or collaboration
- Resources to strengthen organisational capacity

C. Equipment and Facility Upgrades

- Purchase of community-use equipment (e.g. marquees, seating, audio systems)
- Safety or accessibility improvements
- Kitchen or bathroom upgrades
- Repairs and maintenance to Council-owned or managed facilities
- Improvements to community facilities

D. Minor Capital Works on Council Land (with prior approval)

- Infrastructure enhancements (shade structures, pathways, fencing)
- Sporting and recreational facility improvements
- Landscaping and beautification projects

E. Other Eligible Support

- Donations and sponsorship
- Waivers of fees and charges for Council-owned/managed facilities
- Shire in-kind support (non-cash allocation)

FUNDING LIMITS & CONTRIBUTIONS

- The Shire will not fund 100% of the total project cost.
- Community groups are expected to contribute between 20% and 30% of the total project cost.
- In-kind services and volunteer labour may be included as part of the applicant contribution.
- Funding will only be allocated for the purpose(s) applied for and approved by Council.

APPLICANT ELIGIBILITY

Applicants must:

- Be a not-for-profit organisation, club or community group based in the Shire of Moora.
- Be incorporated or apply under the auspice of an incorporated organisation (the Shire will not act as an auspice).
- Hold a current ABN.
- Hold adequate insurance, including public liability.
- Demonstrate capacity to deliver the proposed project.

- Be up to date with any previous Shire funding obligations and acquittals.

All submissions must be discussed with the Manager Community Development & Stakeholder Services prior to lodgement. Applications not discussed may not be considered.

PROJECT ELIGIBILITY

Eligible projects must:

- Deliver clear community benefit within the Shire of Moora.
- Align with the Shire's Strategic Community Plan and strategic direction.
- Fall within one of the funding categories.
- Be delivered within the approved funding financial year.
- Not have commenced or been completed prior to application approval.
- Comply with relevant local laws, policies, regulations and standards.

INELIGIBLE PROJECTS

The Shire will not fund:

- Operational or recurrent expenditure (e.g. wages, utilities, rent).
- Deficit or retrospective funding.
- Political or fundraising activities.
- Alcohol.
- Development or improvement to school facilities or curriculum delivery costs.
- Projects that are the responsibility of another agency.
- Projects outside the Shire of Moora.
- Projects that duplicate existing services or infrastructure.
- Items benefiting an individual.
- Projects that may cause offence or bring the Shire into disrepute.
- Projects undertaken for private or commercial gain.

Canvassing of Councillors is not permitted and may result in rejection of the application.

PROCESS

Applications open 1 April 2026.

Community groups are required to:

1. Contact **Amy Watts, Manager Community Development & Stakeholder Services**, to discuss eligibility prior to submitting an application.

2. Complete the official **Community Budget Submission Form**, available from:
 - The Shire website
 - The Shire administration office
 - By emailing mcd@moora.wa.gov.au
3. Submit the completed form and supporting documentation to the Shire administration office or via email to mcd@moora.wa.gov.au
4. Ensure submissions are received by 14 April 2026.

Late applications will not be accepted.

Applications must not be submitted directly to Councillors.

Community Budget Submissions are considered by Council as part of the annual budget adoption process in June/July. All applicants will be notified of the outcome following Council's determination.

ASSESSMENT CRITERIA

Applications will be assessed against the following:

Criteria	Description
Community Impact	Extent of benefit to the local community
Alignment	Alignment with Shire strategic priorities
Planning & Capacity	Quality of planning, budgeting and readiness
Value for Money	Efficient use of funds and applicant contribution
Sustainability & Risk	Long-term impact, risk management and insurance

Incomplete applications will not be considered.

FUNDING CONDITIONS

Successful applicants will be required to:

- Sign a Funding Agreement with the Shire.
- Use funds strictly for the approved purpose.
- Deliver the approved project within the funding financial year (or agreed timeframe).
- Formally acknowledge the Shire of Moora's support in promotional materials.
- Submit a project acquittal within 60 days of completion, including:
 - Project summary and outcomes
 - Financial report

- Supporting documentation (photos, receipts, etc.)
- Return any unspent or unapproved funds within 60 days of project completion or end of financial year (whichever occurs first).

Funds will be released upon receipt of a signed agreement and valid tax invoice.
Staged payments may be made for larger grants tied to milestone completion.

CONTACTS

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