



# Community Grants, Donations and Funding Guidelines

# Acknowledgement of Country

The Shire of Ashburton acknowledges all Native Title holders throughout the Shire. We respect and honour the Traditional Owners, custodians, native land titles, and Elders past and present. We acknowledge the stories, traditions and living cultures of Aboriginal peoples on this land and commit to building a brighter future together.



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## Overview

Grant Name	Amount	Available	Who can apply
Small Assistance Donation	Up to \$500	All Year	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Incorporated associations</li> <li>• Unincorporated groups</li> </ul>
Inspiring Youth Leaders Fund	Up to \$750	All Year	Individuals aged 12 – 25 years old
Community Support Grant – Tier 1	Up to \$2,500	Round 1 – Feb for 6 weeks Round 2 – July for 6 weeks	<ul style="list-style-type: none"> <li>• Incorporated associations</li> <li>• Unincorporated groups that are auspiced by an incorporated association</li> </ul>
Community Support Grant – Tier 2	Up to \$5,000	July for 6 weeks	
Signature Events Grant	Up to \$10,000	July for 6 weeks	Incorporated and unincorporated groups.

## Application Process



# Eligibility

## An eligible applicant *may* include:

1. Applicants applying for grant funding must reside or operate within the Shire or be able to show a direct and substantial benefit to residents within the Shire.
2. Applicants cannot apply for retrospective funding.
3. Applicants must not have any outstanding acquittals.
4. Applicants must not apply for more than one category of funding for the same project.
5. All applicants must demonstrate alignment to a My Pilbara Home informing strategy.
6. Successful applicants are unable to apply for the same project within the current year or the following year.
7. Funding must be used solely for the purposes outlined by the Shire.
8. Applications for Community Support, Signature Events must be accompanied by:
  - i. Formal minutes of the organisation applying, confirming support for the grant application.
  - ii. Budget overview.
  - iii. Project plan – Timelines, objectives, and outcomes.
  - iv. Any supporting invoices or quotes, or any additional documentation.
  - v. Public Liability Insurance for duration of the funding term.

## The Shire will *not* consider applications for:

- Personal and medical costs.
- Facility rental for local training sessions.
- Prizes for raffles or competitions.
- Assistance for administrative day to day operations of groups including general maintenance of facilities/land.
- Uniforms for individuals or clubs.
- Alcohol, catering, meals, and other incidentals.
- Club equipment with a short life span that would normally be covered by club membership fees (*e.g. sport balls, bats, helmets*).
- Activities that promote racism, violence, discrimination, or segregation.
- Political activities.
- Activities or events that conflict with planned Shire events.
- Activities or events that duplicate what another organisation is already delivering.
- Activities that generate income which is not used for the purposes of the project.

# Small Assistance Donations

## (Up to \$500)



The small assistance donation is available all year round for community members who meet the eligibility criteria. The purpose is to support local community members with funding options to deliver ideas that link directly to the My Pilbara Home strategy and support their local community.

The list below is not exhaustive, the Shire of Ashburton is looking to strengthen the capacity and well-being of the community through:

### Ideas like:

- The costs associated with successful individuals invited to compete in regional/state/national/international competitions.
- Programs or activities that celebrate and encourage cultural diversity and social inclusion.
- Programs or activities which will contribute to the capacity of the community group and organisations.
- Training and development opportunities that support a volunteer's contribution to the community.
- Award presentations that celebrate volunteers and team achievements.
- Facility rental costs to host regional/state/national/international events.
- Ideas that contribute to building capacity and resilience among the community.

### To be successful:

- Be an eligible applicant. *(Please refer to the eligibility section.)*
- Clearly outline what the objective and outcome will be.
- Tell us why it is important.

*The Shire welcomes applications for Small Assistance Donations (up to \$500) at any time. However, decisions are made on a case-by-case basis, aligning with the Shire's budget requirements and strategic priorities. This funding category operates as exhaustive funding, and the Shire retains the discretion to close the program once the available budget has been fully expended.*

# Inspiring Youth Leaders Fund

## (Up to \$750)



The Inspiring Youth Leaders Fund is available all year round for community members 12-25 years old who reside in the Shire of Ashburton. The purpose of this grant is to support young people to participate in career, leadership, and personal development opportunities.

### What could be applied for?

- Course fees for an education/employment program.
- Attending a specialised camp.  
*(Activities may include art, sports, media & tech, wilderness and more.)*
- Travel cost (flights, buses, fuel, accommodation) to attend a workshop or program that will provide professional or skill development. Such as:
  - Seminar/Conferences
  - Cultural Workshops.
- Invitation to participate in arts and performance shows.
- Support the development of business ideas (i.e. website platform hosting, startup equipment).
- Explore a passion project.
- Testing an idea for an event for young people in town.

### What NOT to apply for?

- Living costs / rental assistance.
- Equipment such as mobile phones, laptops etc.
- Projects already funded by other organisations.
- School and cadet camps.
- School supplies.

### To be successful:

- Be an eligible applicant.  
*(Please refer to the eligibility section.)*
- Be aged 12-25 years old.
- The goal is to support career, leadership, and personal development opportunities.

*The Shire welcomes applications for the Inspiring Youth Leaders Fund (up to \$750) at any time. However, decisions are made on a case-by-case basis, aligning with the Shire's budget requirements and strategic priorities. This funding category operates as exhaustive funding, and the Shire retains the discretion to close the program once the available budget has been fully expended.*

# Community Support Grants

## Tier 1

### (Up to \$2,500)

Applications for this grant are open twice every year in February and July for six weeks each time. The purpose is to support local community members with funding options to deliver ideas that directly link to the My Pilbara Home strategy and support their local community *(This list below is not exhaustive):*

#### Ideas like:

- Community-based events/activities/ programs.
- Club participation in regional/state championships – including facility hire, travel, accommodation, and meals.
- Sponsorship for/of a particular race, award, or competition.
- Special guests or professional sport/ community development activities e.g., clinics, courses, seminars.
- Individuals who are invited/selected to participate in sports or education scholarship for regional/state/national/ international competition participation as an individual.
- Specialised equipment to support implementation of Community Access and Inclusion Plan deliverables.

#### To be successful:

- Be an eligible applicant. *(Please refer to the eligibility section.)*
- Clearly outlines the objectives and outcomes that link to the My Pilbara Home strategies.
- Please refer to the assessment criteria.

## Tier 2

### (Up to \$5,000 with matched funding of at least 50%)

Applications for this grant are open once each year in July for six weeks. The purpose of this grant is to support community members with funding options to deliver ideas that directly link to the My Pilbara Home strategy and that will provide a long-term benefit to their community *(This list below is not exhaustive):*

#### Ideas like:

- Upgrades in equipment that demonstrates increased capacity of the group.
- Marketing strategies and brand promotion ideas for the community group.
- Create collaborative partnerships between community groups or organisations.
- Develop, showcase, or exhibit new work by local artists.

#### To be successful:

- Be an eligible applicant. *(Please refer to the eligibility section.)*
- Demonstrate matched funding of at least 50% of the requested amount.
- Clearly outlines the objectives and outcomes that link to the My Pilbara Home strategies.
- Please refer to the assessment criteria.



# Signature Events Grant

(Up to \$10,000 with matched funding)



Applications for this grant are open from July for six weeks. The purpose of this grant is to support applicants with funding options to deliver activities, events or programs that can demonstrate broad community benefit to the Shire of Ashburton and significant alignment to the My Pilbara Home strategy. The overall deliverables of the outcome foster a sense of belonging, connection, and inclusiveness through:

### Ideas like:

- Signature events that are accessible and have free elements for the community to participate in.
- Events and activities that attract more than 200 attendees including outside the Shire of Ashburton.
- Partners with local suppliers or community organisations that will complement or add to existing services.
- Demonstrates growth in participation through a variety of opportunities.

### To be successful:

- Be an eligible applicant. *(Please refer to the eligibility section.)*
- Demonstrate 100% matched funding of the requested amount.
- Clearly outlines the objectives and outcomes that link to the My Pilbara Home strategies.
- Please refer to the assessment criteria.

# Assessment Criteria

No.	Criteria
<b>1</b>	<b>Eligibility</b>
1.1	Applicant resides in the Shire of Ashburton
1.2	Request is not retrospective for the initiative/program/event
1.3	Applicant has no outstanding acquittals
1.4	Applicant has provided relevant supporting documentation
1.5	Applicant is not receiving other Shire funding for the same project
1.6	Applicant has not received funding for the same project in the current or previous year
1.7	Application was submitted by an authorised person
<b>2</b>	<b>Objectives</b>
2.1	Details how the request will meet at least one objective of the My Pilbara Home Informing Strategies
2.2	Demonstrates local or broad community benefit
2.3	Provides opportunity for Shire of Ashburton recognition and potential growth opportunities
<b>3</b>	<b>Accessibility and Inclusiveness</b>
3.1	Details how the initiative/event is open, inclusive, and accessible to members of the community
<b>4</b>	<b>Financial</b>
4.1	Applicant has provided how the money will be used and provided supporting documentation
4.2	Outlines what services or resources required
4.3	Involved local businesses or community groups/organisations
4.4	Activates local spaces
<b>5</b>	<b>Community Support &amp; Capacity</b>
5.1	Project plan with clear objectives, tasks or timelines
5.2	Supporting documentation received demonstrates capacity to deliver
5.3	Program, event or activity does not conflict or duplicate what another organisation is already delivering.
<b>6</b>	<b>Grants Officer Discussion</b>
6.1	Applicant has discussed the proposed application with grants officer to ensure alignment with correct objective/purpose

Evaluation Criteria	Weighting
Eligibility	<b>10%</b>
Objectives	<b>30%</b>
Accessibility and Inclusiveness	<b>20%</b>
Value for money	<b>20%</b>
Community Support & Capacity	<b>20%</b>

# Notification of outcome

Once a decision has been made, the applicant will be notified within 14 days from the Grants officer.

For successful applicants, a Letter of agreement will be provided to the applicant.

To accept the Grant the applicant will need to return the letter of agreement within 14 days.

For unsuccessful applicants, a letter of outcome will be sent to the applicant along with an invitation to discuss the application in further detail with the Grants Officer.

## Acquittal Process

The purpose of the acquittal process is to inform the Shire of Ashburton how the money was used and if the goal or outcomes were achieved.

### Community Support Grants and Signature Event Grants

Every successful applicant will need to complete an acquittal which will include:

1. An acquittal form, which will be provided by the Shire.
2. Evidence demonstrating acknowledgement of the Shire's contribution.
3. Copies of invoices and receipts.

### Small Assistance Donations and Inspiring Youth Leaders Fund

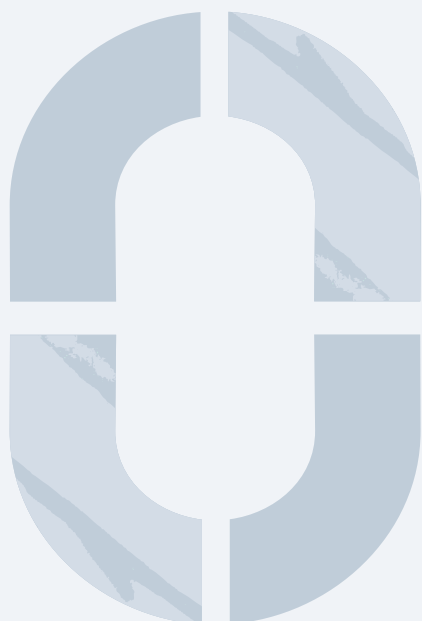
Every successful applicant will need to send an email with the following:

1. Did you achieve your goal and how?
2. Provide a photo that celebrates your achievement.

## For more information

For any further information or requests that sit outside of these categories please get in touch with your local Communities team through [community.grants@ashburton.wa.gov.au](mailto:community.grants@ashburton.wa.gov.au).

We are here to work with you!





**shire of Ashburton**  
opportunity to community

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