COMMUNITY ASSISTANCE PROGRAM

GUIDELINES

The Shire of Corrigin values the important role community groups play in delivering activities, services, and events that benefit residents and contribute to a vibrant, inclusive and resilient community. The Community Assistance Program provides financial and non-financial support to local community groups and not-for-profit organisations to deliver projects, events, and initiatives that strengthen community connection and align with the Shire of Corrigin Council Plan 2025-2035.

OBJECTIVES

- Provide financial and non-financial support to community groups for projects, programs, and events.
- Encourage projects that deliver social, economic, and environmental benefits to the Corrigin community.
- Support initiatives that build community capacity, participation, and wellbeing.
- Promote collaboration, partnerships, and volunteer involvement.
- Ensure funded projects align with the Shire of Corrigin Council Plan.

PROCESS

Each year, Council allocates a designated budget for the Community Assistance Program to ensure local organisations/community groups can access support to reach their full potential.

Applicants are encouraged to contact the Shire prior to applying to discuss project ideas, eligibility, and funding requirements. Applicants with specific funding requirements or project considerations are encouraged to discuss these with the Shire prior to submitting an application.

These guidelines should be read in conjunction with Council Policy 3.9 Community Assistance Program, available on the Shire's website or as a hardcopy on request.

Complete the Community Assistance Program Application Form available on the Shire of Corrigin website. Applications should include a project quote, a brief project plan and budget, and any compliance requirements where applicable.

Submit the Application Form to shire@corrigin.wa.gov.au

Applications will be reviewed by the Shire Executive Team and referred to Council for consideration. All projects must align with the Shire's strategic priorities. Applications will be presented to the Ordinary Meeting of Council in May for consideration for inclusion in the Annual Budget.

Funding Round 2026/27

Applications Open	From January each year
Applications Close	March each year

Following the relevant Council meeting, applicants will receive an initial outcome within one week advising whether the application is supported in principle and recommended for budget inclusion. Final approval is subject to adoption of the Annual Budget (July/August), and applicants will be formally notified in writing of the outcome no later than September.

Approved projects must be completed within the relevant financial year, by 31 May. An Acquittal Form must be submitted within 30 days of project completion. Funding will be reimbursed once the Shire receives proof of expenditure, a completed acquittal form, and an invoice.

Note: These dates ensure projects can be completed by 31 May within the financial year. Exceptions may be considered by the Shire on a case-by-case basis.

The Shire will review the program annually and may adjust eligibility criteria, requirements, or funding limits as needed.

WHO CAN APPLY?

Eligible applicants must be a not-for-profit incorporated community organisation based in the Shire of Corrigin, or an unincorporated not-for-profit group applying through an auspice arrangement with a not-for-profit incorporated body or local government authority. Applicants must hold appropriate insurance, have no outstanding debts to the Shire, and be able to demonstrate community benefit and alignment with the Shire's strategic priorities.

Auspicing is permitted where an applicant group is not incorporated. In these cases, the applicant group and the auspicing organisation must agree who will submit and manage the application. Where an auspicing organisation is involved in multiple projects, the organisation should discuss this with the Shire prior to applying, noting that application limits apply per funding category and auspiced applications are treated as applications by the auspicing organisation.

Not-for-profit organisations (including faith-based groups) are eligible to apply where the proposed project is inclusive, benefits the wider community, and does not discriminate against or offend any group within the community.

Individuals may be considered only where an eligible not-for-profit incorporated organisation (or local government authority) submits the application on their behalf under an auspice arrangement and the project demonstrates clear benefit to the wider community.

INELIGIBLE ORGANISATIONS INCLUDE:

The following are not eligible to apply for the Community Assistance Program:

- an unincorporated organisation without an auspice arrangement
- a commercial for-profit organisation
- a political party, candidate, or any organisation seeking funding to support political campaigning, lobbying, or partisan activity
- organisations with outstanding acquittals or unreturned funds from previous Shire funding (until the required documentation has been submitted)

WHAT CAN I APPLY FOR?

The Community Assistance Program supports community-based projects that deliver clear outcomes in line with the community priorities identified in the Shire of Corrigin Council Plan 2025–2035. Applications must be submitted by an eligible organisation and may seek funding up to the amounts outlined below.

Funding Category	Maximum Amount
Community Donations	$500
Community Grants	$5,000
Significant Event Sponsorship	$10,000

Council allocates a set budget each financial year for the Community Assistance Program, including funding for fee waivers such as rates, rubbish collection, and facility or equipment hire. Funding is subject to Council's annual budget allocation and may be limited depending on the number of applications received and available funds.

Each application is assessed by Council in accordance with these guidelines, and the total funding available may vary each year depending on community needs.

Community organisations that receive annual waivers for rates, rubbish, facility or equipment fees, or who benefit from reduced fees and charges, may still apply for Community Grants or Significant Event Sponsorship. However, the combined value of waivers, reductions, and financial assistance cannot exceed the maximum amount for the selected funding category.

EXAMPLES OF ELIGIBLE PROJECTS

Funding may be used for community-based projects that provide clear outcomes and align with the Shire of Corrigin's Council Plan 2025-2035. Eligible projects may include:

- Community events, programs, or activities
- Minor infrastructure or facility improvements
- Purchasing goods or services needed to deliver a project
- Equipment purchases that support community use or participation
- Project delivery costs, including materials or contractor services
- Leveraging other grant funding from State or Federal agencies
- Community-based initiatives that support social, economic, environmental, or recreational outcomes identified in the Council Plan 2025-2035

Projects must clearly demonstrate community benefit and alignment with Shire priorities.

EXAMPLES OF INELIGIBLE PROJECTS AND COSTS

The Community Assistance Program cannot fund the following types of projects or activities:

- For-profit commercial activities or projects that primarily benefit a private business or individual
- Retrospective funding for projects already started or completed
- Purchase of land
- Projects that support an individual pursuit or benefit only one person
- Events or programs that are exclusive to members of one group or organisation and do not benefit the wider community
- Salary, administration, or ongoing operational costs such as wages, rent, utilities, insurance or stationery
- Projects based outside the Shire of Corrigin
- Projects that duplicate an existing service or program within the community
- Food, drinks or alcohol for events
- Interstate or overseas travel
- Routine maintenance or general upkeep of facilities

Additional restrictions apply:

Projects already commenced/completed are not eligible, and applicants cannot receive funding from another Shire program for the same project within the same year. Funding will not be provided for projects linked to political campaigning or lobbying.

CONDITIONS

Community Assistance Program approvals will be administered in accordance with the following conditions:

- Funding must be used for the approved project only.
- Funding must be claimed and acquitted by 31 May of the financial year for which it was approved, unless otherwise agreed.
- Any unspent or ineligible funds must be returned to the Shire.

- Projects that rely on external funding may have Shire funds withdrawn if the external funding application is unsuccessful.
- Where external funding is approved, Shire financial assistance will be paid on receipt of a tax invoice at the conclusion of the project or event.
- Council decisions are final and cannot be appealed.
- Any project variations must be discussed with the CEO and, where required, approved by Council before changes occur.
- Large events or complex projects may require a separate event plan
- Late applications will not be accepted unless approved by the Chief Executive Officer under exceptional circumstances.

FUNDING CATEGORIES DETAILS

Community Assistance Program applications may be submitted under one of the following three categories. Successful projects will demonstrate a clear community need, strong community benefit, and alignment with the Shire of Corrigin's Council Plan 2025–2035.

COMMUNITY DONATIONS

Community Donations provide small-scale contributions for awards, prizes, minor sponsorships, or support not covered by other Shire funding. Funding is available up to a maximum of $500 per financial year. Organisations may submit several applications provided the total amount awarded does not exceed $500.

Eligible requests include small contributions toward community activities or support not otherwise funded by Council.

COMMUNITY GRANTS

Community Grants provide financial assistance of up to $5,000 for community events, projects, facility upgrades, or equipment purchases. A co-contribution (either cash or in-kind) is expected from the applicant organisation. Community Grants are generally based on a one-third contribution from the Shire and a two-thirds contribution from the applicant organisation.

Each organisation is eligible to submit one Community Grant application per financial year. Where an application is submitted under an auspice arrangement, it will be treated as an application by the auspicing organisation for the purposes of this limit.

Eligible requests include contributions towards purchasing equipment, maintenance of community-group-leased facilities, community-based projects, or small community events.

SIGNIFICANT EVENT SPONSORSHIP/ASSISTANCE

Significant Event Sponsorship provides support of up to $10,000 per financial year for large local community events that demonstrate broad community benefit, strong volunteer participation, and alignment with Shire strategic priorities.

To be eligible, organisations must be incorporated or not-for-profit and based within the Shire of Corrigin. Partnered applications from external organisations may be considered, but local groups receive priority.

Each organisation is eligible to submit one Significant Event Sponsorship/Assistance application per financial year.

Eligible expenditure may include marketing and promotion, venue hire, equipment hire, contractor fees, and approved in-kind assistance such as Shire staff labour or equipment use. In-kind assistance may include Shire staff labour, plant and equipment, or facility hire where applicable.

HOW ARE APPLICATIONS ASSESSED?

Applications are reviewed by the Shire Executive Team and referred to Council for consideration and approval. Projects must align with the Shire of Corrigin Council Plan 2025–2035 and demonstrate clear community benefit.

Projects should align with one or more of the Strategic Pillars:

- **Community:** Inclusive, healthy and resilient community
- **Economic:** A strong, diverse local economy
- **Environment:** Preservation of the natural environment for the benefit of current and future generations
- **Governance and Leadership:** Strong governance and leadership

Projects may also contribute to specific priorities such as:

Community Priority	Priority Action
1.3 High standard of community and recreation activities and facilities	1.3.6 Promote and deliver the Shire's Community Grant Scheme

ASSESSMENT CRITERIA (APPLIES TO ALL APPLICATIONS)

Applications will be assessed on:

- Clear community need and community-wide benefit
- Alignment with the Shire of Corrigin Council Plan 2025–2035
- Inclusiveness and participation of the wider community
- A feasible project plan with the organisation's capacity to deliver the project
- A realistic, balanced and affordable budget (including co-contribution where required)
- Evidence of community or volunteer involvement
- Appropriate insurance, compliance and governance requirements
- A complete application including all required attachments
- Preference may be given to projects that use local suppliers where possible, in support of the Shire's economic objectives.
- Priority may be given to applications from community groups that have not received funding in the previous financial year.

Applicants who cannot meet a particular criterion may provide an explanation outlining why it does not apply to their project.

ADDITIONAL CONSIDERATIONS FOR SIGNIFICANT EVENT SPONSORSHIP

In addition to the above, Significant Event Sponsorship applications must also demonstrate:

- A comprehensive event plan, including volunteer roles and event delivery capacity
- Evidence of community consultation
- Adequate insurance and compliance with legislative requirements
- That the event is inclusive and provides broad benefit to the Corrigin community

OTHER INFORMATION

VENUE HIRE AND COMMUNITY BUS WAIVERS

Community groups may request a waiver, discount or reduction of venue hire fees or Community Bus hire fees separately from the Community Assistance Program. These requests are not made through the grant process and must be submitted in writing to the Chief Executive Officer for consideration. Waivers or reductions are approved on a case-by-case basis.

ABN REQUIREMENTS

Applicants are required to have an Australian Business Number (ABN). Organisations without an ABN may be subject to tax withholding requirements under Australian Taxation Office rules. Applicants unsure about ABN requirements are encouraged to contact the Shire Administration Office for advice before applying.

GST AND INVOICING

Funding will be paid based on invoices received from the applicant organisation. Funding may be paid GST-inclusive or GST-exclusive depending on whether the organisation is registered for GST. If applicants are unsure of their GST status or how to invoice correctly, they should contact the Shire Administration Office for guidance.

IN-KIND CONTRIBUTION COSTING

Where applicants intend to request in-kind assistance from the Shire—such as staff labour, equipment, plant, or facility use—the organisation should contact the Shire prior to submitting an application to obtain the estimated value of the in-kind support. This ensures accurate budgeting and transparency in the application.

ACQUITTAL

Grant recipients must submit an Acquittal Form within 30 days of project or event completion. The acquittal must include:

- Proof of expenditure (such as receipts or invoices)
- A brief evaluation report outlining project outcomes
- An invoice for reimbursement

Once the acquittal is assessed and approved, funding will be reimbursed. Failure to complete the acquittal process or return unspent funds will make the applicant ineligible for future funding.

ACKNOWLEDGEMENT

Successful applicants must acknowledge the Shire of Corrigin's support in promotional material, signage, and media using the phrase 'Proudly supported by the Shire of Corrigin'.

The Shire Logo can be provided upon request.