

Community Assistance Partnership Fund Guidelines

The Community Assistance Partnership Fund is a partnership between Alcoa and the Shire that supports incorporated not-for-profit organisations in building engaged, vibrant, inclusive and healthy communities.

Objectives

- Build the capacity and sustainability of community organisations
- Community engagement, social inclusion and participation in community life
- Participation in arts and culture
- Activation of places and facilities
- Protection of the environment
- Safe and healthy communities

Funding Details

There are **three grant rounds per year** with a maximum grant amount available of up to **\$3,000** per community group or organisation in any given financial year.

Round	Applications close	Outcome
1	31 August	6 weeks – mid October
2	31 December	6 weeks – mid February
3	30 April	6 weeks – mid June

Applications **will not** be considered if:

- Requested amount is over \$3,000
- Projects are retrospective
- Projects are considered to be a private, commercial or individual responsibility;
- Projects are held outside the Murray Region or do not directly benefit the Murray Community
- Projects are for maintenance, operating costs or bonds;
- Received after the closing date and not on the official application form

Assessment Criteria

The below criteria should be read thoroughly and used as a guide when answering the application questions:

1. **Community Benefit** - the extent to which the project will have a positive impact on the health and wellbeing (including disadvantaged or low participation groups) or economic development of the Murray community. Applications will be regarded that support new initiatives that improve well-being, quality of life for residents or encourage visitation to our places.

2. **Project Justification** – demonstration of what need the project will meet, how that need was determined, and how this project addresses that need.
3. **Alignment with Objectives** – demonstration that the project aligns and meets the objectives of the guidelines.
4. **Community Support & Partnerships** - demonstration of support from members and other community groups, and evidence of any partnerships with other community organisations, businesses or funding bodies. Applicants will be well regarded if co-contribution towards project is provided.
5. **Governance and Project Management** – demonstration of planning, budgeting, and the capacity to manage the project.

Eligibility

Applicants must:

- be an incorporated not for profit organisation, or auspiced by one;
- hold current public liability insurance;
- have no outstanding acquittals from any Shire funding programs or Alcoa Australia;
- clearly demonstrate community benefit and/or need and alignment with guideline's objectives;
- include a realistic, clear and comprehensive budget complete with quotes for all items over \$1,000 (ex-GST and proposed time line for completion).

Funding Conditions

1. Recipients will be required to enter into a formal funding agreement with the Shire of Murray committing to the terms and conditions as determine by the Shire, by which the funding is provided;
2. Funds will be processed on receipt of a valid invoice or tax invoice (dependent on applicant's GST status) to the Shire of Murray following signing of formal funding agreement;
3. Recipients are required to acknowledge Council's support and contribution in promotional material, media releases or other public documents relating to the project;
4. Acquittal documentation is to be submitted within 90 days of completion of the project and will include copies of receipts confirming the total cost of the project.

The Shire of Murray and Alcoa reserve the right to part-fund, defer or seek additional information relating to an application or to impose relevant conditions of funding to ensure the integrity of the project.

How To Apply

Applications can be submitted in the following manner:

Post	In Person	Email
Community Grants Program Shire of Murray PO Box 21 PINJARRA WA 6208	Shire Administration Office 1915 Pinjarra Road PINJARRA WA 6208	mailbag@murray.wa.gov.au

The Place and Community Team are available to assist and applicants are strongly encouraged to contact the Place and Community Team prior to submitting an application.