

POLICY NUMBER	- 1.20
POLICY SUBJECT	- Community Funding Policy
DATE ADOPTED	- 22 August 2025 (CMRef:XXX)
RESPONSIBLE OFFICER	- Chief Executive Officer
REVIEWED	-

Purpose

To provide financial assistance to individuals, community groups, and not-for-profit organisations within the Shire of Dowerin to support projects, events, and activities that enhance community wellbeing, promote participation, and reflect the Shire's values and strategic objectives.

The Shire of Dowerin is committed to supporting local initiatives that contribute to a vibrant and connected community. This policy provides guidance on eligibility, assessment, and funding conditions for community contributions of up to \$1,000.

Scope

This policy applies to funding requests from individuals, clubs, groups, and not-for-profit organisations who reside in or deliver community benefit within the Shire of Dowerin.

Policy

FUNDING AMOUNT

A maximum of \$1,000 (excluding GST) may be granted per application. Funding may be split across multiple applications for separate projects, individuals or events, subject to assessment and budget availability.

ELIGIBILITY

To be eligible for funding, applicants must:

- Be a resident of the Shire of Dowerin (individual applicants), or
- Be a not-for-profit organisation, community group, or sporting club based in Dowerin or delivering a project/event in Dowerin.
- Demonstrate clear benefit to the Dowerin community.
- Not have received funding under this policy in the same financial year.
- Submit a completed Community Funding application form.

INELIGIBLE APPLICATIONS

The following will not be considered for funding:

- Medical, dental, or personal hardship expenses.
- Fundraising for external causes not directly benefiting the Dowerin community.
- Retrospective costs (for projects already completed).
- Projects or events deemed to have minimal community impact or benefit.
- Private businesses, or government agencies.
- Fundraising campaigns that benefit a third-party organisation.

TYPICAL PROJECTS SUPPORTED

- Participation in state or national sporting or cultural events (e.g. travel/accommodation costs for selected individuals).
- Local sporting or recreational events that encourage participation.
- Workshops, clinics, or events that support skill-building, wellbeing, or community connection.

ASSESSMENT CRITERIA

Applications will be assessed based on the following criteria:

- Demonstrates value or positive impact to the local community.
- The applicant meets criteria and has outlined a legitimate need.
- Supports the aims of the Shire's Strategic Community Plan.
- The activity is well-planned and achievable.
- Budget is reasonable and transparent, and the request is proportional to expected benefit.

APPLICATION PROCESS

1. Applications are accepted year-round or within advertised periods.
2. All requests must be submitted using the Community Funding Application Form.
3. Supporting documents (e.g. event registration, quotes, letters of support) should be provided.

APPROVAL PROCESS

- Applications will be assessed by Shire staff and referred to the Chief Executive Officer for approval.
- Applicants will be notified in writing.
- Successful recipients must acknowledge the Shire's contribution where practical (e.g. in media, signage).
- A simple acquittal form must be submitted within 3 months of project/event completion.

ACKNOWLEDGEMENT REQUIREMENTS

Successful applicants must acknowledge the Shire's contribution in any promotional material or media associated with the project.

Related Documentation

Community Funding Application Form

Community Funding Acquittal Form

Related Legislation/Local Law/Policy/Procedure

Related Delegation

Delegation 5.10 – Community Funding

Document Control	
Policy Number	1.20
Policy Version	1
Policy Owners	Manager of Governance and Community Services
Creation Date	22 August 2025
Last Review Date	22 August 2025 (CMRefXXX)
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

COMMUNITY FUNDING APPLICATION FORM

1. Applicant Details

Name of Individual / Organisation / Group:

Contact Person:

Postal Address:

Email: _____

Phone: _____

Are you a resident of the Shire of Dowerin? ☐ Yes ☐ No

Is your organisation/group based in the Shire of Dowerin? ☐ Yes ☐ No

2. Organisation / Group Information (if applicable)

Type of Organisation: ☐ Not-for-Profit ☐ Sporting Club ☐ Community Group

☐ Other: _____

Incorporated? ☐ Yes ☐ No

ABN: _____ (if applicable)

3. Project / Event / Activity Details

Project/Event Title:

Date(s): _____

Location: _____

Describe your project/event/activity:

(Brief summary including what you plan to do and how it will be delivered)

How will this project/event benefit the Dowerin community?

4. Funding Request & Budget

Total Project/Event Cost: \$_____ (ex GST)

Amount Requested from Shire of Dowerin: \$_____ (max \$1,000 ex GST)

Budget Breakdown:

Expense Item	Cost (ex GST)	Funding Source
TOTAL		

Have you sought or received other funding for this project/event? ☐ Yes ☐ No

If yes, provide details:

5. Supporting Documents

Please attach:

- ☐ Event/program outline or schedule (if applicable)
- ☐ Quotes for goods/services
- ☐ Letters of support (if applicable)
- ☐ Evidence of community benefit (e.g. registrations, participation data)

6. Declaration

I declare that:

1. The information provided is true and correct.
2. The project/event will be carried out as described in this application.
3. I understand that approval is not guaranteed and is subject to available budget.
4. If successful, I agree to acknowledge the Shire of Dowerin's contribution where practical (e.g. in promotional materials, signage, media).
5. I will submit an acquittal form within 3 months of completion.

Applicant Name: _____

Signature: _____

Date: ____ / ____ / ____

OFFICE USE ONLY

Application Received: ____ / ____ / ____

Received by: _____

Application Complete: ☐ Yes ☐ No

Assessment Outcome: ☐ Approved ☐ Declined

Amount Approved: \$ _____

Approval By (CEO): _____

Date: ____ / ____ / ____

Acquittal Received: ____ / ____ / ____

COMMUNITY FUNDING ACQUITTAL FORM

1. Recipient Details

Name of Individual / Organisation / Group:

Contact Person:

Postal Address:

Email: _____

Phone: _____

2. Project / Event / Activity Summary

Project/Event Title:

Date(s) Held: _____

Location: _____

Brief Description of the Project/Event: *(What took place? Was it delivered as planned?)*

3. Community Benefit

How did the project/event benefit the Dowerin community?

Estimated number of participants / attendees: _____

Any feedback received from participants or community members?

4. Funding & Expenditure

Amount Approved by Shire of Dowerin: \$_____ (ex GST)

Final Project/Event Cost: \$_____ (ex GST)

Actual Expenditure Breakdown:

Expense Item	Amount Spent (ex GST)	Funding Source
TOTAL		

5. Supporting Evidence

Please attach:

- ☐ Copies of receipts/tax invoices for all expenditure
- ☐ Photographs of the event/project
- ☐ Promotional material or media coverage showing Shire acknowledgement
- ☐ Other relevant evidence of project completion

6. Declaration

I declare that:

1. The funding provided by the Shire of Dowerin was used solely for the approved purpose.
2. All expenditure is supported by the attached receipts/invoices.
3. The information provided in this acquittal form is true and correct.

Name: _____

Signature: _____

Date: ____ / ____ / ____

OFFICE USE ONLY

Acquittal Received: ____ / ____ / ____

Reviewed by: _____

Acquittal Complete: ☐ Yes ☐ No

Notes: