

# Community Grants Program

## *Criteria, Eligibility and More*

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# Funding Conditions

The following applies to all funding applications. There are additional eligibility, criteria and reporting requirements outlined under each grant category in this policy.

## Ineligible Applications

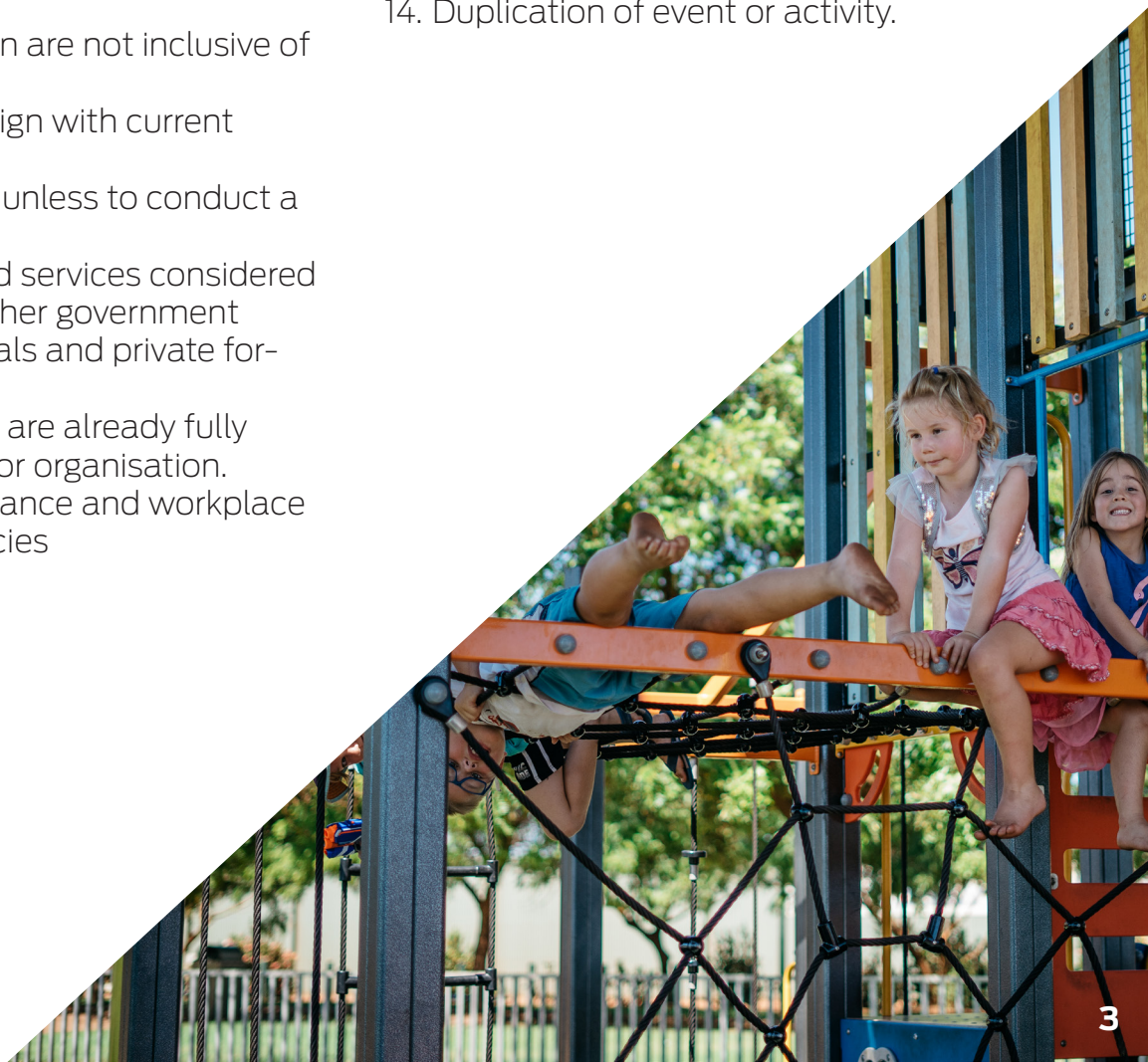
The Community Grants Program Policy will not fund the following activities:

1. Capital projects where the entire cost of the work is greater than the value of the grant unless the applying organisation is covering the remaining costs.
2. Retrospective costs
3. Deficit funding, for organisations that are experiencing a shortfall in revenue
4. Organisations or individuals with outstanding debts to the Town of Port Hedland or outstanding funding acquittals.
5. Profit making ventures and/or initiatives
6. Applications from State Government Organisations, with the exception of primary and secondary schools, both public and private
7. Political parties or activities or programs perceived as benefiting a political party or political campaign
8. Religious activities than are not inclusive of the whole community
9. Projects that do not align with current Council policies
10. Donations to charities unless to conduct a fund raising activity.
11. Programs, projects and services considered the responsibility of other government departments, individuals and private for-profit groups
12. Costs or activities that are already fully funded another grant or organisation.
13. Lack appropriate insurance and workplace health and safety policies

## General Criteria

The Town of Port Hedland will assess all applications for grants based on the following criteria:

1. Alignment to the Town of Port Hedland's current strategic and operational plans including Strategic Community Plan, Corporate Business Plan and Operational Plans
2. Provision of sufficient financial information to clearly identify the full project budget and the items on which the funding will be spent
3. Ability of organisation to deliver the initiative
4. Observation of access and inclusion principles
5. Clear objectives and outcomes
6. Type of organisation/service
7. Purpose of funding requested
8. Demonstrated community need/benefit
9. Sustainability
10. Priority against other applications
11. Prior funding from Town of Port Hedland (specific project and/or organisation)
12. Availability of equipment, services and required staff hours for in kind contribution requests.
13. Organisation's values and conduct in keeping with values of Town of Port Hedland
14. Duplication of event or activity.



# About the Community Grants



*Town of Port Hedland*

## Community Grants

*The Community Grants Program is divided into four streams, which are sub-divided into twelve grant categories. The aim of this program is to encourage activities, projects and programs which support the whole community. Streams and categories have been created to provide a user friendly and fit for purpose grants process. The four streams are:*

ANNUAL	Larger grant categories to support not-for-profit community organisations to deliver projects addressing a high level of community need.
ARTS & CULTURE	Funding for individuals and groups to foster cultural and creative initiatives.
SPORT & RECREATION	Support for local athletes, coaches, officials and sporting organisations.
COMMUNITY ACTIVATION	Support for a range of small to medium sized events, start-up costs for new not-for-profit community organisations and support for individuals and local businesses to encourage collaboration, activate public spaces and encourage tourism.



# Annual Grants

## ***Community Development Grant***

The Community Development Grant supports not-for-profit organisations to design, implement and complete projects that respond to local issues in Port Hedland.

The objectives of the grant are to:

- Increase community identity and connections
- Increase social inclusion
- Build innovative and effective responses to emerging community needs and social issues
- Increase the skills, knowledge and understanding within the community to respond to community issues and needs.

### ***Eligibility***

In addition to the eligibility outlined under General Funding Conditions, organisations must be:

- Registered not-for-profit and incorporated (under Associations Incorporation Act 2015) or auspiced by an incorporated association
- Based in Town of Port Hedland local government area boundaries or providing ongoing services within this community
- Undertaking an activity that is not a duplicate of an existing service or program
- Have not received this grant for previous two years
- Have not received moneys from any other ToPH grant for the same initiative
- Have appropriate insurance and workplace health and safety policies in accordance with the funding agreement

### ***Funding rounds***

Applications will be sought once a year and applicants will be advised of the outcome following a decision by Council.

### ***Value of grant***

Up to \$10,000

The successful applicant will not be able to apply for a grant in the next two financial years.

Applications which include contributions from the applicant are encouraged and will have a higher priority than those that seek 100% of project costs. Applications that have funds and/or sponsorship from other organisations will be highly regarded.

### ***What is covered by grant?***

The grant will cover costs directly related to project delivery including:

- Equipment/venue hire
- Publication costs of materials produced through the project
- Resource materials
- Publicity, communications, and marketing costs
- Facilitation or other workshop related costs
- Public Liability Insurance costs associated to the activity
- Volunteer support costs
- Travel and accommodation when benefits Port Hedland community members or organisations

### ***What is not covered by grant?***

- Operational costs (new clubs and organisations seeking funds to assist their establishment are encouraged to apply for the Seed Funding Grant)
- Administration fees over 10% of total cost of activity/project



## **Community Collaboration Grant**

The Community Collaboration Grant aims to support groups working together on community-focused projects. Unexpected collaborations from vastly different groups are encouraged.

The objectives of the grant are to:

- Foster collaboration between community groups in Port Hedland
- Identify and address gaps around service provision in the community
- Promote cultural understanding and community education

### **Eligibility**

In addition to the eligibility outlined under General Funding Conditions, applications must:

- Be from two or more organisations which are registered not-for-profit and incorporated (under Associations Incorporation Act 2015) or auspiced by an incorporated association
- Be from two or more organisations in Town of Port Hedland local government area or providing services within this community
- Participating organisations need to clearly outline the roles and responsibilities of each party as well as the leading organisation for the overall initiative.
- Be undertaking an activity that is not a duplicate of existing services or program
- Have appropriate insurance and workplace health and safety policies in accordance with the funding agreement
- Demonstrate the social, economic and any other benefits of working in cooperation with other organisations (unexpected collaborations from vastly different groups are encouraged)

## **Funding Rounds**

Applications will be sought once a year.

### **Value of grant**

Up to \$10,000

Applications which include contributions from the applicants are encouraged and will have a higher priority than those that seek 100% of project costs. Applications that have funds and/or sponsorship from other organisations will be highly regarded.

### **What is covered by grant?**

The grant will cover costs directly related to project delivery including:

- Equipment/venue hire
- Publication costs of materials produced through the project
- Resource materials
- Publicity, communications and marketing costs
- Facilitation or other workshop related costs
- Public Liability Insurance costs associated to the activity
- Volunteer support costs
- Travel and accommodation costs for facilitators, experts from outside Port Hedland?

### **What is not covered by grant?**

- Operational costs (new clubs and organisations seeking funds to assist their establishment are encouraged to apply for the Seed Funding Grant)
- Administration fees over 30% of total cost of activity project
- Purchasing capital items or infrastructure





# Arts & Culture Grants

## **Community Arts and Culture Grant**

The Community Arts Grant aims to encourage participation in the arts and foster cultural and creative initiatives.

The objectives of this grant are to:

- Encourage participation in the arts and culture especially members of the community not previously engaged in arts and cultural activities
- Develop skills of local artists
- Build new audiences or help eliminate barriers
- Provide opportunities for new projects related to cultural development, artistic development, community art projects or events
- Create opportunities for live music and performance.

### **Eligibility**

In addition to the eligibility outlined under General Funding Conditions, organisations must be:

- Incorporated (under Associations Incorporation Act 2015) or auspiced by an Incorporated Association; OR
- Small businesses whose project is of significant benefit to the residents of Port Hedland Local Government Area.
- Based in the Town of Port Hedland Local Government Area or providing ongoing services within this community
- Undertaking an activity that is not a duplicate of existing service or program

### **Funding rounds**

Applicants will be sought on a quarterly basis.

### **Value of Grant**

The maximum value of the grant is:

- \$3000 (when Town of Port Hedland is contributing 50% or less to the total value of the project)
- \$1000 (when Town of Port Hedland is contributing more than 50% to the total value of the project)

Applications that have funds and/or sponsorship from other organisations will be highly regarded.

This grant will cover the following costs:

- Fees for temporary staff to coordinate project/ activity
- Publicity, communications and marketing costs
- Materials and equipment essential to the activity/project eg. kiln for pottery, gymnastic displays etc.
- Staging costs
- Catering
- Extra Public Liability Insurance costs specific to the activity
- Volunteer support costs
- Photography and filmography.
- Freight costs
- Music licenses

### **What is not covered by grant**

- Meals and incidentals
- Administration fees over 10% of total cost of activity project
- Liquor licensing fees for events
- Operational costs (new clubs and organisations seeking funds to assist their establishment are encouraged to apply for the Seed Funding Grant).
- Projects which are solely for the benefit of an individual or business







## **Artist Development Grant**

The Artist Development Grant aims to support artists (visual, literary and performance) in their professional and creative development

The objectives of this grant include:

- To provide assistance to artists (visual, literary and performance) in achieving their potential through professional and creative development
- To recognise individual creative achievements of Port Hedland residents
- To provide opportunities for creative participation and the celebration of local stories
- To strengthen the sustainability and capacity of Port Hedland's cultural and creative industries.

### **Eligibility**

- In addition to the eligibility outlined under General Funding Guidelines, applicants must:
- have a demonstrated history of professional or emerging arts practice
- be a resident of Port Hedland Local Government Area or offering a project of demonstrable and significant benefit to the residents
- Preference may be given to applicants who have not received this grant in the same financial year.

## **Funding rounds**

Applications are open all year.

## **Value of grant**

The maximum value of the grant is:

- \$1,000 for individuals
- \$2,000 for a group of two or more undertaking the same activity.

## **What is covered by grant?**

This grant will cover the following costs:

- Equipment and materials as necessary to complete project
- Travel, accommodation and fees to participate in an arts event or program.
- Freight costs

## **What is not covered by grant?**

- Meals and incidentals
- Participation any activity not relevant to the development of artist
- Entry level equipment such as instrument, costume and shoes.



# Sport & Recreation Grants



## **Community Sports Grant**

The Community Sport Grant provides funding for projects, programs and activities that contribute to the health and wellbeing of the community.

The objectives of this grant are to:

- Increase number of regional and/or state tournaments hosted in Port Hedland
- Improve the knowledge, skills and/or experience of club officials and volunteers
- Attract new, retain existing and/or reward volunteers
- Assist to develop the knowledge, skills or experience of athletes
- Assist with the establishment of long term sustainability of clubs
- Support facilitation, preparation and evaluation of management plans
- Increase participation and inclusivity of club/ association.

## **Eligibility**

In addition to the eligibility outlined under General Funding Conditions, organisations must be:

- Incorporated (under Associations Incorporation Act 2015) or auspiced by an incorporated association
- Affiliated with a state sport association or industry body who are recognised by the Department of Local Government, Sport and Cultural Industries
- Sport and recreation community organisations/clubs based in Town of Port Hedland Local Government Area or servicing its residents

## **Funding rounds**

Applications will be open all year round.

## **Value of grant**

The maximum value of the grant is:

- \$3000 (when Town of Port Hedland is contributing 50% or less to the total value of the project)
- \$1000 (when Town of Port Hedland is contributing more than 50% to the total value of the project).

## **What is covered by grant**

This grant will cover the following costs:

- Professional fees, travel costs and accommodation for sport specific training provider for club officials and volunteers
- Costs associated with hosting a regional and/or state tournament including lighting and reserve/facility hire fees
- Durable equipment (application must include a copy of organisation's constitutional wind-up clause. For any auspice applications, auspice will take ownership of said equipment should the group dissolve, thus the auspice will need to provide a copy of their constitution's wind-up clause)
- Applications requesting non-durable equipment (eg. footballs) are discouraged and will be considered on a case by case basis
- Publicity, communications and marketing costs
- Events such as registration days

## **What is not covered by grant**

- Meals and incidentals
- Stationery and other consumables
- Club development training (as it is provided by Town of Port Hedland)
- Lighting and reserve/facility hire fees for matches and games that are not part of a regional and/or state tournament hosted in Hedland
- Administration fees over 10% of total cost of activity project
- Liquor licensing fees for events
- Operational costs (new clubs and organisations seeking funds to assist their establishment are encouraged to apply for the Seed Funding Grant)

# Athlete Development Grant

The Athlete Development Grant provides assistance to individuals achieving their potential and excelling in their chosen sport.

The objectives of this grant include:

- Providing assistance to athletes, coaches and officials in achieving their potential and excelling in their chosen sport
- Recognising individual sporting achievements of Port Hedland residents.

## Eligibility

In addition to the eligibility outlined under General Funding Conditions, applicants must:

- Reside in Town of Port Hedland Local Government Area or if boarding at school outside of Port Hedland, their family still permanently resides in our Local Government Area
- Be participating in sporting events outside of the Town of Port Hedland or officiating training with their associated peak sporting body (or other relevant provider)
- Be participating in an officially recognised competitive event conducted by either sports national or international peak body
- Preference may be given to applicants who have not received this grant in the same financial year. (There is an exception for applicants who received the grant for regional or state representation which led to state or national team selection)

## Funding rounds

Applications are open all year.

## Value of grant

The maximum value of the grant for individual applications:

- State Championship or Invitational Event: \$500
- State Team Selection or National Championships: \$750
- National Team Selection or International Championships: \$1,000
- If more than three individuals from the same organisation are attending the same event, they must apply as a group and can distribute the funding.

The maximum value of the grant for group applications:

- State Championship or Invitational Event: \$1,000 per 12 month period
- State Team Selection or National Championships: \$1,500 per 12 month period
- National Team Selection or International Championships: \$2,000 per 12 month period

## What is covered by grant

This grant will cover the following costs:

- Travel, accommodation
- Professional fees for courses, workshops, etc.
- Entry fees

## What is not covered by grant

- Meals and incidentals
- Participation in commercial based events
- Participation in school or university events





# Community Activation Grants

## ***Special Events Grant***

The Special Event Grant supports organisations in delivering events to benefit the whole community.

The objectives of this grant include:

- Encouraging volunteering to help facilitate active, confident, resilient, cohesive and inclusive communities
- Celebrating and connecting the community

Possible events/occasions to celebrate include but are not limited to:

- Harmony Day
- Easter
- NAIDOC Week
- Awareness Days/Weeks
- Minority groups festivities

## ***Eligibility***

In addition to the eligibility outlined under General Funding Conditions, organisations must be:

- Incorporated (under Associations Incorporation Act 2015) or auspiced by an incorporated association
- Based in Town of Port Hedland Local Government Area or providing services for this community
- Encourage joint projects between two or more groups.
- Organising events or activities that are open to the broad community.

## ***Funding rounds***

Applications will be sought on a quarterly basis.

## ***Value of grant***

The Town of Port Hedland will contribute 50% or less of the total value of the event. The maximum value of the grant is \$2,000.

## ***What is covered by grant***

This grant will cover the following costs:

- Performer/presenter fees, travel and accommodation costs
- Venue hire
- Event Public Liability Insurance
- Equipment hire
- Permits
- Advertising/promotional costs
- Catering
- Fundraising for charity activities
- Materials for performances, costumes, uniforms, activities

## ***What is not covered by grant***

- Meals and incidentals
- Administration fees over 10% of total cost of activity project
- Purchase, supply or licensing of alcohol
- Operational costs (new clubs and organisations seeking funds to assist their establishment are encouraged to apply for the Seed Funding Grant)





## **Friendly Neighbourhood Grant**

The Friendly Neighbourhood Grant supports individuals and community groups to host initiatives and events that help connect the local community.

The objectives of this grant include:

- Connecting local community and helping to build new networks
- Welcoming newcomers and/or encouraging community participation
- Increase neighbours trust to activate their neighbourhood public spaces
- Increase neighbourhood safety, cohesion and liveability

### **Eligibility**

In addition to the eligibility outlined under General Funding Guidelines, applicants must be:

- A resident within Town of Port Hedland Local Government Area
- Organising events hosted within Town of Port Hedland on public spaces such as parks and verges

### **Funding rounds**

Applications are open all year.

## **Value of grant**

The maximum value of the grant is:

- 20-30 people - \$100
- 40-60 people - \$200
- 60+ people - \$250

### **What is covered by grant**

- Catering for Kumawarniku (gathering in Kariyarra)
- BBQ hire
- Coffee van for street event

### **What is not covered by grant**

- Events held at the rear of properties (backyards)
- Purchase, supply or licensing of alcohol
- Events where the purpose does not meet the objective of this grant
- Fundraising events (applicant encouraged to look at Special Events Grant for fundraising events)



## **Seed Funding Grant**

The Seed Funding Grant supports new not-for-profit organisations established in Port Hedland.

The objectives of this grant are to:

- Encourage services and participation in new civic and community activities in the Town of Port Hedland Local Government Area
- Build capacity and resilience of newly established groups or organisations in need of extra support

### **Eligibility**

In addition to the eligibility outlined under General Funding Guidelines, organisations must be:

- Emerging not-for-profit organisations (Incorporated and non-incorporated when seeking to become incorporated in the next six months) including new clubs, groups and programs which are addressing a need in the Port Hedland Local Government Area
- Based in Town of Port Hedland Local Government Area
- Have not received this funding previously
- Demonstrate they are an organisation which is new or an existing organisation which needs to re-establish itself
- Demonstrates a high level of self-help and involvement of members of the organisation

## **Funding rounds**

Applicants will be sought on a biannual basis.

### **Value of grant**

The maximum value of the grant is \$1,000.

### **What is covered by grant**

Operational costs required for a new organisation including:

- Telecommunications
- Equipment
- Accounting
- Marketing and IT requirements
- Governance
- Utilities and rates
- Room/office hire
- Business/strategic plans

### **What is not covered by grant**

- Meals
- Staffing
- Activities that are covered by other grants





## Space Activation Grant

The Space Activation Grant supports individuals, organisations and businesses to develop projects in their local community to strengthen connections between people and places they share.

The objectives of this grant include:

- Transformation of public spaces into vibrant and safe places where communities gather
- Create opportunities for people to connect with their local neighbourhood
- Increase participation in community life
- Encouraging fun and innovative ideas that generate community engagement

### Eligibility

In addition to the eligibility outlined under General Funding Conditions, organisations must:

- Be an individual resident, a group of residents, a small businesses or an organisation operating in Town of Port Hedland. Applications from more than one organisation are encouraged
- The space being utilised must be one of the following:
  - Land over which Town of Port Hedland has care and control
  - Community land owned by Council
  - Public accessible land owned by business or organisation applying
  - Public accessible land owned by another government body or not for profit agency where written permission has been granted for the activity
- Does not include spaces that includes access corridors and tenancy leasehold areas within shopping centres
- Initiatives in spaces that are unsafe, abandoned or underutilised will be prioritised

## Funding rounds

Applications are open all year.

### Value of grant

The Town of Port Hedland will contribute 50% or less of the total value of the event. The maximum value of the grant is \$1,000.

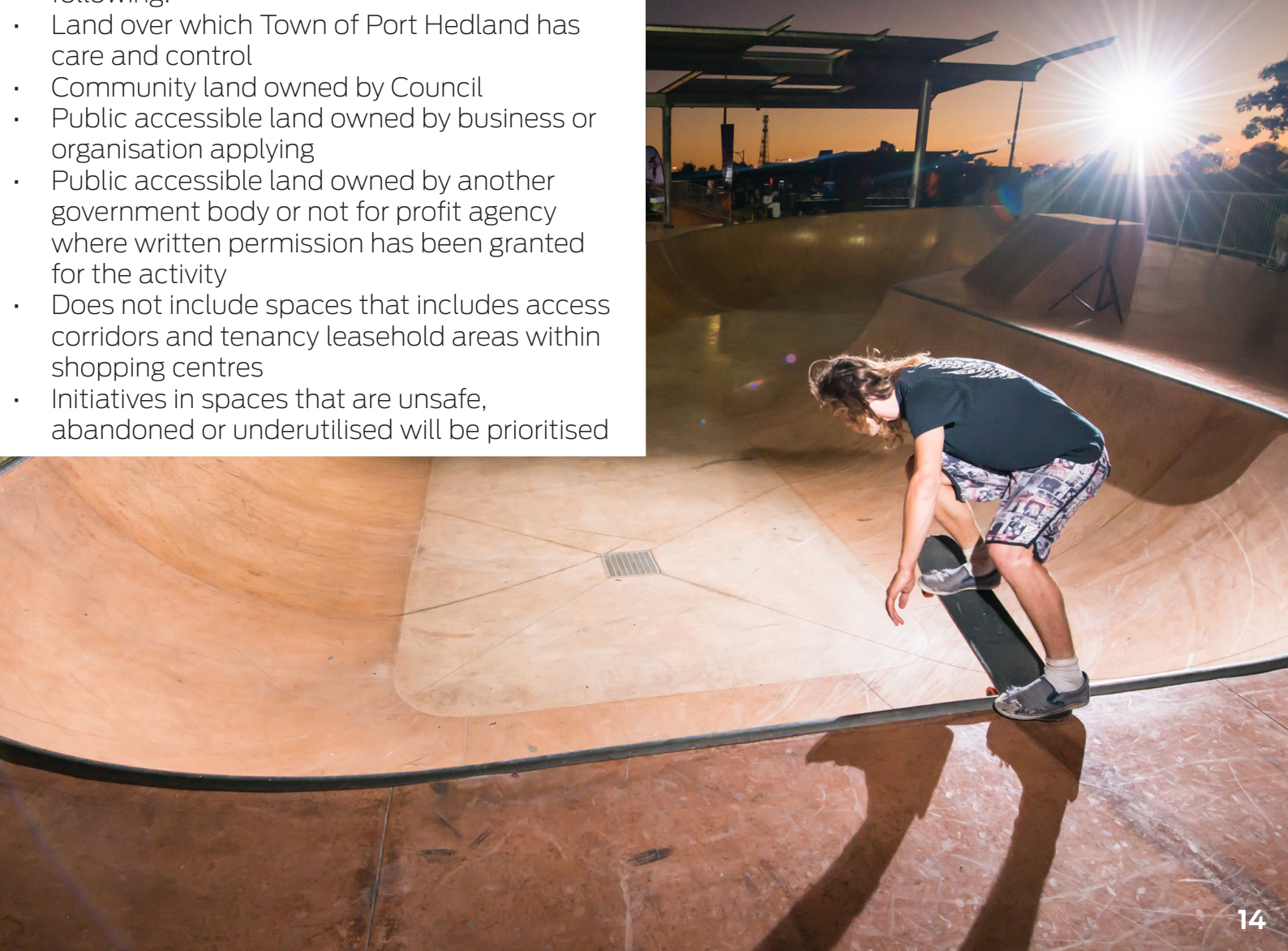
### What is covered by grant

This grant will cover the following costs:

- Materials, furniture, costs
- Construction costs
- Artist fees
- Park or reserve hire
- 

### What is not covered by grant

- Activities/activation on private land
- Purchase, supply or licensing of alcohol
- Private or invitation only events
- Administration fees
- Operational costs of organisation
- Projects which are solely for the benefit of an individual or business





## Youth Development Grant

The Youth Leadership and Development Grant provides assistance to young people to increase leadership, participation and skill development.

The objectives of this grant include:

- Providing assistance for young people for activities that encourage and support personal development and growth such as leadership training, career guidance and development, or extra-curricular educational opportunities
- Support young people to deliver an initiative developed and implemented by themselves or with a group of other young people that addresses a need within the community

### Eligibility

In addition to the eligibility outlined under General Funding Conditions, applicants must:

- Reside in Town of Port Hedland Local Government Area or if boarding at school outside of Port Hedland, their family still permanently resides in our Local Government Area
- Aged between 12 and 25

### Funding rounds

Applications are open all year.

## Value of grant

The maximum value of the grant for individual applications is \$1,000.

If more than three individuals are attending the same event or delivering the same project, they must apply as a group and the group can distribute the funding.

The maximum value of the grant for group applications is 2,000.

### What is covered by grant

This grant will cover the following costs:

- Travel, accommodation
- Professional fees
- Entry fees
- Venue hire
- Event Public Liability Insurance
- Equipment hire
- Advertising/promotional costs
- Catering
- Fundraising for charity activities
- Materials for performances, costumes, uniforms and activities

### What is not covered by grant

- Meals and incidentals
- Participation in commercial based events
- Purchase of equipment
- Donations to other entities
- Voluntary work or direct fundraising
- Sports or Arts related activities (see relevant grants)





# ***Business and Tourism Innovation Grant***

The Business and Tourism Innovation Grant supports projects, events or activities that advance and encourage increased visitation, participation and contribute to the presentation or marketing of Port Hedland as a place to stay.

The objectives of this grant include:

- Fostering visitation and site seeing of iconic Port Hedland spaces both by residents and tourist
- Increasing tourism and commercial activities in Port Hedland
- Encouraging business to provide tourism related services not provided or increasing service provision to meet a demonstrated demand
- Encouraging entrepreneurs with good ideas and strong business plans/cases.

## ***Eligibility***

In addition to the eligibility outlined under General Funding Conditions, organisations must:

- Be a registered not for profit organisation or for profit organisation or business permanently operating in Port Hedland
- Have a registered Australian Business Number (ABN)
- Have the appropriate insurances, permits and licences or detail plan to obtain
- Have a product/service that is market ready and financially viable
- Have a proposal that will deliver benefit to the Town of Port Hedland and the Hedland community
- Provide a project plan detailing objectives of the project, costs, timelines and methodology
- Not have been declared bankrupt or have financial complications

## ***Funding rounds***

Applications are open biannually

## ***Value of grant***

The maximum value of the grant is \$2,000.

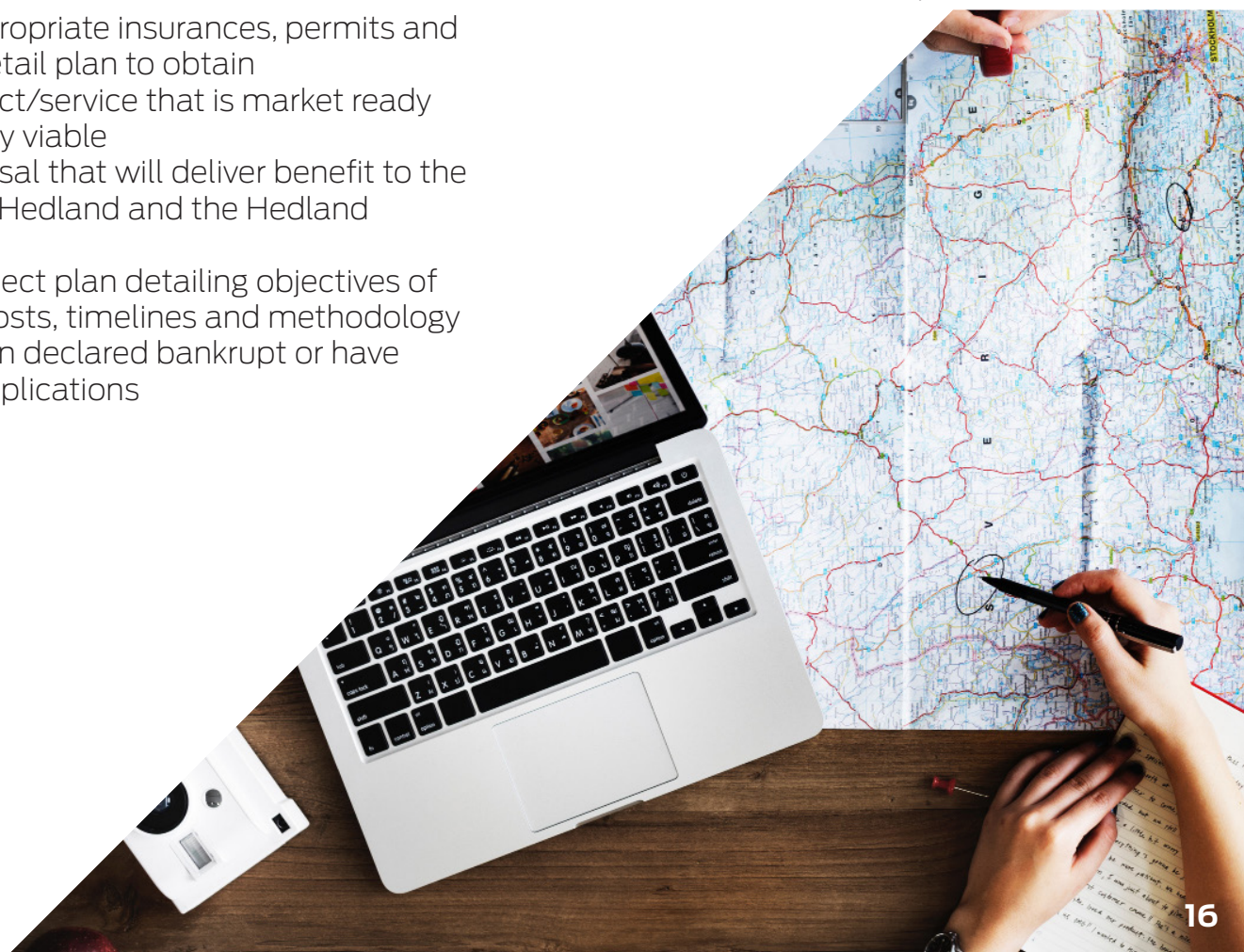
## ***What is covered by grant***

This grant will cover the following costs:

- Certification, permits and licensing fees
- Website design and development
- Equipment
- Advertising/promotional costs
- Materials for performances, uniforms, and activities
- Additional staffing related to delivering the proposed activity (discretionary)
- Construction
- Signage
- PPE and safety items costs for visitors
- Administration fees over 10% of total cost of activity project

## ***What is not covered by grant***

- Purchase, supply or licensing of alcohol
- Private or invitation only events
- Administration fees over 10% of total cost of activity project.
- Operational costs of organisation
- Consultants or business plans





# Summary of the Town of Port Hedland Grants

Type	Grant Name	Value	When Available
ANNUAL	Community Development Grant	\$10,000	Once a Year
	Community Collaboration Grant	\$10,000	Once a Year
ARTS AND CULTURE	Community Arts & Culture Grant	Matched Funding: \$3,000 No Matched Funding \$1,000	Quarterly
	Artist Development Grant	Individual: \$500-\$1,000 Group: \$2,000	All year round
SPORTS AND RECREATION	Community Sport Grant	Matched funding: \$3,000 No matched funding: \$1,000	All year round
	Athlete Development Grant	Individual: \$500-\$1,000 Group: \$2,000	All year round
COMMUNITY ACTIVATION	Special Events	\$2,000	Quarterly
	Friendly Neighbourhood	\$250	All year round
	Seed Funding	\$1,000	Biannual
	Public Space Activation	\$1,000	All year round
	Youth Leadership and Development Grant	Individual: \$1,000 Group: \$2,000	All year round
	Business and Tourism Innovation Grant	\$2,000	Biannual



## **Town of Port Hedland**

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Town of  
**Port Hedland**