



# Community Assistance Partnership Fund

## Guidelines



# Community Assistance Partnership Fund Guidelines

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

## Objectives

- Build the capacity and sustainability of community organisations
- Foster community engagement, social inclusion and participation in community life
- Encourage participation in arts and culture
- Activate places and facilities
- Protect the environment
- Promote safe and healthy communities

## Funding Details

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

Round	Application Closing Date	Outcome
1	September 30th	6 weeks - mid November
2	March 31 <sup>st</sup>	6 weeks - mid May

Grant applications are subject to a competitive process and the availability of budget allocations.

Funding for any grant application (entirely or in part) is not assured or guaranteed prior to a formal notification of outcome being provided to the applicant by the Shire.

Applications **will not** be considered if:

- The requested amount is over \$3,000
- Projects are retrospective
- Projects are considered 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
- The application is received after the closing date and/or not on the official application form

Corporate and commercial entities, political parties or groups, State and Federal Government organisations and schools are ineligible to apply.

School P&C's are eligible to apply where the project has a clear, demonstrated broad community benefit.

Religious groups / organisation may be funded for community-based activities / programs only. Funding towards religious specific activities will not be considered.

## 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 positively impact the health and wellbeing (including disadvantaged or low participation groups) or economic development of the Murray community. Applications supporting new initiatives that improve well-being and quality of life for residents or encourage visitation to our places will be regarded favourably.

### 2. **Project Justification**

Demonstration of the need the project will meet, how that need was determined and how this project addresses that identified need.

### 3. **Alignment with Objectives**

Demonstration that the project aligns and meets the objectives of the guidelines.

### 4. **Community Support and Partnerships**

Demonstration of support from members and other community groups and evidence of any partnerships with other community organisations, businesses or funding bodies.

### 5. **Governance and Project Management**

Demonstration of planning, budgeting and the capacity to manage the project.

## Eligibility

Applicants must meet the following eligibility criteria.

- Be an incorporated not for profit organisation or be 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 objectives
- Include a realistic, clear and comprehensive budget including a proposed timeline for completion
- Copy of groups meeting minutes supporting the project and application

## Funding Conditions

1. Recipients will be required to enter into a formal grant agreement with the Shire of Murray committing to the terms and conditions as determined by the Shire.
2. Written quotes to be provided with the application. Please Note: If quotes are not provided, that item becomes ineligible for funding support.
3. A signed grant agreement is to be returned to the Shire of Murray within 45 days of notification of grant outcome. Should the signed agreement not be received within 45 days, the grant is considered cancelled and funds will be reallocated towards the next round.

Recipients are required to acknowledge the Shire of Murray and Alcoa Australia's support and contribution in promotion material, media releases and other public documents relating to the project.

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 impose relevant conditions of funding to ensure the integrity of the project.

## How to Apply

Applications must be received via the online form prior to the closure of the round.

Applicants are strongly advised to contact a member of the Community Development team to discuss their project and their project's eligibility prior to submitting an application.

Applications are to be completed online at <https://www.murray.wa.gov.au/community-and-services/community-development/funding-and-grants/community-assistance-partnership-fund.aspx>.




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Murray**

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