

SHIRE OF BROOME COMMUNITY DEVELOPMENT FUND

STREAM ONE: COMMUNITY PROJECTS AND INITIATIVES \$500 - \$10,000 FUND GUIDELINES

1. Overview

The Community Development Fund (CDF) invests in events, projects and initiatives within the shire of Broome, that deliver long-term social or economic benefits to the local community. Funding is available for organisations that meet CDF objectives and have secured 50% of the project costs from other sources.

The CDF is a new fund for the Shire in 2023 that brings together the previous Annual Community Matched Funding and Events Development Fund programs. The new program improves accessibility for applicants and streamlines the assessment process for the Shire, enabling a more transparent and impactful policy for social investment.

1.1 Funding rounds

Applications are open annually from 10 January 2023, closing at **4.00pm Monday 20 March** for activity occurring between **1 July 2023 and 30 June 2024**. Applications will be assessed following the closing date and all applicants will be notified of the outcome by **30 April 2023**.

1.2 Funding periods

Applicants to Streams 1 and 2 may apply for either one, two or three years of funding. Multi-year funding agreements will only be provided to projects or events that have secured CDF¹ funding previously and successfully acquitted their grant.

1.3 Funding streams

There are three streams of funding:

- 1. Community projects and initiatives seeking a funding contribution of \$500 - \$10,000**
- 2. Events seeking a funding contribution of \$10,000 - \$40,000**
- 3. PEARL events seeking a funding contribution of more than \$40,000 (Invite only²)**

Projects where the main activity is the delivery of an event are required to apply to Streams 2 or 3. Projects where an event is only part of the activity, where community benefit is high and where the applicant is only seeking up to \$10,000, may wish to apply to Stream 1.

Applicants are only permitted to apply to one stream per financial year. Applicants with a multi-year funding agreement are only permitted to apply once their multi-year agreement has ended.

These guidelines are for **Stream one: community projects and initiatives \$500 - \$10,000**. If you are seeking funding in one of the other streams please click [here](#) to read the relevant guidelines.

¹ or equivalent previous Shire of Broome funding programs including the Annual Community Matched Funding Sponsorship, Economic, Events and Tourism Development Fund or Events Development Fund.

² Applications to this stream are on an invite-only basis. Potential applicants must speak with the Shire of Broome Economic Development Coordinator prior to considering an application.

2. Fund priorities

The CDF enables the Shire to prioritise projects, initiatives and events that address current needs within the shire, as detailed in the [Strategic Community Plan](#) and informed by the Shire's [Community Scorecard 2022](#).

Stream One of the CDF is fortunate to have funds contributed to it by the Energy Development limited (EDL) West Kimberley Community Fund, whose purpose is to create lasting value throughout the West Kimberley and to nurture community wellbeing through support of not-for-profit, community driven projects or activities. Applicants to Stream One may be awarded funding from their contribution.

Applicants to all streams will need to demonstrate how they help address one or more of the listed priorities. Note that priorities may change from year to year.

The strategic priorities for 2023 – 2024 are:

- **Children and Young People**: increasing the likelihood of young people being happy, healthy contributors to their communities. We are particularly interested in projects that:
 1. Include and/or target at-risk youth
 2. Include Youth Diversionary outcomes
 3. Support youth by enhancing their leadership skills, developing relationships with future employers, developing applicable skills and encouraging them to remain in secondary and tertiary education.

Applicants are encouraged to read the Shire's [Youth Plan](#) prior to preparing their application.

- **Community Safety**: creating a safe and thriving community in Broome. We are particularly interested in projects that:
 1. Reduce the risk of crime and anti-social behaviour and improve community perceptions of safety
 2. Increase community participation in crime prevention
 3. Reduce anti-social behaviour and criminal activity
 4. Increase community safety and the perception of community safety
 5. Encourage and promote community cohesion, civic pride and inter-cultural and inter-generational interaction
 6. Improve community well-being.

Applicants are encouraged to read the Shire's [Community Safety Plan](#) prior to preparing their application.

- **Social impact**: supporting social cohesion, inclusiveness, equal opportunity and the wellbeing of the community. Projects that address the following are highly desirable:
 1. Improving health and community life of people living within remote communities and enhancing community wellbeing through improved use of community resources
 2. Capacity building through leadership training, mentoring, networking, and partnership building
 3. Recognising and enhancing the role of volunteers in building the capacity of remote communities.

- **Economic Impact**: developing a diverse, sustainable and thriving economy in Broome. We are particularly interested in projects that:
 1. Activate Chinatown, Cable Beach, Town Beach and other key precincts
 2. Activate the Dampier Peninsula

3. Build Broome's reputation as a destination for regional sporting activity
4. Facilitate the growth and development of iconic festivals, community events and sporting events
5. Increase the length of stay and expenditure of current visitors or increase new visitation (particularly in the 'shoulder season' of March – May and October – November)
6. Create significant local procurement opportunities, innovation and entrepreneurship;
7. Increase Broome's domestic and international trade in tourism, agriculture, aquaculture, minerals and energy, culture and the arts, and other emerging industries.
8. Support impactful training and education to improve employment opportunities for local people.

Applicants are encouraged to read the Shire's [Corporate Business Plan \(Prosperity\)](#) prior to preparing their application.

3. Project or Event genre

To support decision-making and ensure a balance of funded activities, applicants will be asked to indicate which of the following genres best describe their project

- Community project
- Arts
- Sport
- Youth development
- Economic impact
- Other (specify)

4. Eligibility

Eligibility criteria between funding streams varies, please review the following carefully and get in touch with the Shire should you have any queries.

4.1 Who can apply?

In order to be eligible an organisation or project must:

- Be based within the shire of Broome or, if based outside the shire boundaries, partner with a local organisation to demonstrate a commitment to local impact
- Be an incorporated organisation or have a confirmed auspice arrangement with a partner organisation
- Have an annual turnover of \$500,000 or less, or if over \$500,000, be able to demonstrate significant need for funding
- Have secured 50% or project costs from sources other than the CDF. This may include in-kind funding.

4.2 What may grant funding be used for?

- Marketing and promotional costs
- Venue hire costs
- Equipment hires
- Local transport costs
- Consumables
- Contractor / facilitation fees
- Costs associated with the use of Shire-owned facilities or services

4.3 What may grant funding NOT be used for?

- Operations and maintenance costs or on-going expenses (for example: leasehold improvements where the improvements are the responsibility of the leaseholder, employee wages, rent, telephone, internet)
- Interstate and overseas travel
- Fundraising to support the provision of community grants or donation programs by the applicant
- Purchase of alcohol
- Expenditures made prior to the project being approved for funding.

4.4 In-kind funding

Costs associated with the hire of Shire facilities or other Shire-related costs are to be included within the cash budget and accounted for within the maximum \$10,000 that can be applied for. The Shire will not provide in-kind services to successful applicants.

5. Assessment process

CDF is a competitive process and eligibility for funding does not imply success. The Grants Program receives a high number of applications and funding is limited. Each application is reviewed against the funding criteria and program objectives, and in consideration of other submissions.

After the closing date;

1. Applications are reviewed for eligibility
2. Applications are scored against the following criteria by an internal panel made up of community engagement and economic development officers:
 - a. Quality of the project or event, taking into account the extent to which the application complements other activity planned or proposed in Broome and the legacy of the project for the Broome community.
 - b. The extent to which the event, project or initiative addresses the fund objectives as per Section 2
 - c. The credibility of the project budget and project delivery plan
 - d. Value for money in terms of impact, other funding sources secured and organisational need.

Officers will also use the following balancing criteria if required. These will not be scored but may be taken into account when making final recommendations:

- e. A balance of projects recommended for funding across type of project and demographics of beneficiaries
- f. The initiative is a new activity within the Shire that helps fill a gap in current activity (i.e.: a new activity for an audience demographic currently under-catered for)
- g. New projects and organisations that have not received funding, or projects and organisations experiencing growth, may be prioritised over projects that have received funding previously for similar activity.

- h. The level of recognition that the Shire will receive for its funding of the project
3. Officers will present recommendations to a working group made up of elected members prior to being submitted to Council for approval at the Ordinary Meeting of Council April 2023.

Applications will not be eligible if they are received after the closing date.

6. Notification of outcome

All applicants will be notified of the outcome of their application via email to the named contact person by 30 April 2023.

7. Successful applicants

Successful applicants agree upon submission of their application to have a summary of their project published on the Shire's website and released to the media.

Successful applicants will be requested to submit the following prior to release of funds:

- A signed Acceptance of Funding form
- An invoice for the grant amount
- Supply financial accounts and annual reports on request
- Agree to the Funding Recognition Framework (will be supplied upon offer of funding)
- Agree to complete an Acquittal Report (will be supplied upon funding contract) within 60 days of the completion of the project and acknowledge that failure to do so may render the applicant ineligible for future funding

The Acceptance of Funding form along with a tax invoice must be completed and returned to the Shire prior to the end of the financial year to ensure payments meet the Shire of Broome's financial auditing requirements.

8. How to apply

- Carefully read the guidelines
- Attend one of the pre-application workshops if possible or contact the Economic Development Coordinator on (08) 9191 8789 or shire@broome.wa.gov.au if you have any questions.
- Complete the application form found [here](#)
- Submit application form via email to shire@broome.wa.gov.au by **4.00pm Monday 20 March 2023**.
- Applications for ineligible projects or late applications will not be assessed