SHIRE OF BROOME

QUICK RESPONSE GRANTS - UP TO $1,000

FUND GUIDELINES

1. Overview

The Shire of Broome Quick Response Grants (QRG) program supports small community projects or initiatives at short notice, including assisting with the cost of hiring Shire venues. It is recommended that applications be submitted four weeks before the project commences.

The program supports immediate needs when the activity cannot be planned for or supported as part of the Shire's annual Community Development Fund (CDF). Applicants are encouraged to consider whether the annual CDF can support their project. Please see the link to the CDF website - Community Development Fund Shire of Broome

Applications for the QRG program are accepted all year round. Please note that applications successful through the annual CDF program cannot apply for the QRG for the same project.

1.1 Funding streams

There are four streams of funding:

Community initiatives/projects

Grants of up to $1,000 are available to support Shire of Broome community groups and non-profit organisations in developing projects and initiatives that benefit the local community. Projects may include, but are not limited to, community events and initiatives that support seniors, youth, people with disability, children, and families.

Venue Hire:

Grants of up to $1,000 are available to cover venue hire costs for Shire of Broome community groups and non-profit organisations that wish to host an event or activity at the following Shire of Broome facilities:

- Broome Civic Centre
- Broome Recreation and Aquatic Centre
- Male Oval
- Haynes Oval
- Father McMahon and Joseph "Nipper" Roe fields

Applicants must contact the Broome Civic Centre Venue Supervisor or the BRAC Bookings and Administration Officer to determine the venue's availability and secure a booking.

A quote for venue hire must be submitted with the funding application.

***Please note** there are fee exemptions for not-for-profit groups booking public spaces such as Town Beach and Cable Beach. Please contact the Shire for further information - Fees and Charges Shire of Broome

Community Waste Reduction / Recycling Initiatives

The Shire is committed to working closely with local community groups to reduce waste, improve resource recovery, and protect the environment. Central to this commitment is the promotion of behavioral change through effective communication, education, and the adoption of enhanced practices and systems.

To support these goals, grants of up to $1,000 will be made available for community groups and not-for-profit organisations. These funds are designed to assist in organising community clean-up events or launching recycling projects, to foster and maintain environmental responsibility within the local community.

Junior Community Representative stream

Being chosen to attend a junior representative event is a significant accomplishment, but it can come with considerable expenses. This funding stream will allow the Shire to assist community-based organisations and local clubs by helping cover travel, accommodation, and registration costs for a nominated junior representative attending such events.

The available funding is based on the level of representation, with each community-based organisation or local club eligible to apply for support for one individual per financial year.

- Regional level representation - $500 (ex GST) per individual
- State level representation - $750 (ex GST) per individual
- National level representation - $1,000 (ex GST) per individual

2. Fund priorities

The Shire will prioritise projects and initiatives that address current community needs within the Shire, as detailed in the Strategic Community Plan and informed by the Shire's Community Scorecard 2024.

Applicants must demonstrate how their project addresses one or more listed priorities. Note that priorities may change from year to year. The strategic priorities for 2024 – 2025 are:

- Social impact: supporting social cohesion, inclusiveness, equal opportunity, and the well-being of the community
- Economic Impact: developing a diverse, sustainable, and thriving economy in Broome
- Children and Young People: increasing the likelihood of young people being happy, healthy contributors to their communities
- Community Safety: creating a safe and thriving community in Broome

3. Eligibility

3.1 Who can apply?

To be eligible, an organisation 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 not-for-profit organisation or have a confirmed auspice arrangement with a partner organisation
- Undertake to give due recognition to the Shire of Broome for its contribution to the project/activity/event
- Agree to sign an Acceptance of Funding Form and raise an invoice
- Agree to complete an Acquittal Report, and failure to do so may render the applicant ineligible for future funding. To be eligible applicants must have no un-acquitted grants with the Shire of Broome
- Applicants are eligible for only one Quick Response Grant per financial year. *Note

that should an organisation auspices a grant on behalf of an individual, that organisation would still be eligible to apply to the QRG for their own project.

3.2 What may grant funding be used for?

- Marketing and promotional costs
- Venue hire costs
- Equipment hire/purchase
- Local and intrastate transport costs (Within WA)
- Consumables
- Contractor/facilitation fees

3.3 What may grant funding NOT be used for?

- Operations and maintenance costs or ongoing expenses (for example leasehold improvements where the improvements are the responsibility of the leaseholder, employee wages, rent, telephone, internet)
- Interstate and overseas travel (Not applicable for Junior Community Representative stream)
- Monetary contributions to fundraising campaigns
- Purchase of alcohol
- Expenditures made before the project was approved for funding
- Shire funding will not be allocated towards projects where the responsibility for the sector lies with the State Government, such as educational curriculum and the healthcare system.

4. Assessment process

Eligibility for funding does not imply success. The Quick Response Grants Program receives many applications annually, but funding is limited. Your application's success is determined by its merits against the established funding priorities.

Applications may be prioritised should they meet the following conditions:

- The project or initiative is new and has not been funded by the Shire previously
- Additional funding sources, such as grants, fundraising, or donations, are confirmed.

5. How to apply

- Carefully read the guidelines
- Complete the application form
- If you have any questions, contact the Shire at (08) 9191 3456
- Submit application form via email to shire@broome.wa.gov.au