

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 social or economic benefits to the local community.
- Funding is available for organisations that meet CDF eligibility criteria and have secured 50% of the project costs from other sources.
- Stream One of the CDF is supported by contributions from the Energy Development Limited (EDL) West Kimberley Community Fund. This fund aims to create lasting value across the West Kimberley and enhance community well-being by supporting nonprofit, community-driven projects and activities. Eligible projects may receive funding through this contribution.

1.1 Funding rounds

- The CDF funding round is open for applications from 10 January 2026 to 20 March 2026 (4 pm deadline) for activity between 1 July 2026 and 30 June 2027.
- Applications will be assessed following the closing date, and all applicants will be notified of the outcome by 30 May 2025.

1.2 Funding periods

- Applicants may apply for one, two, or three years of funding.
- Multi-year funding agreements will only be considered for projects or events that previously secured CDF funding and have successfully acquitted their grant.

1.3 Funding streams

The CDF program offers three funding streams. Applicants are strongly encouraged to contact the Shire if they are unsure which funding stream best aligns with their project.

- Stream One: Community projects and initiatives seeking a funding contribution of \$500 - \$10,000
- Stream Two: Events seeking a funding contribution of \$1,000 - \$40,000
- Stream Three: PEARL events seeking a more than \$40,000 funding contribution.
Applications to this stream are on an invite-only basis. Potential applicants must speak with the Shire of Broome Economic Development Coordinator before considering an application.

Applicants are only permitted to apply to one stream per financial year, and applicants with multi-year funding agreements can only apply once their multi-year agreement has ended.

2. Fund priorities

The Shire will 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 2024](#).

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

Children and Young People: Enhancing the likelihood of young people becoming happy, healthy community contributors. This includes, but is not limited to, projects that:

1. Target and include at-risk youth
2. Offer youth diversionary outcomes
3. Develop youth leadership and resilience skills
4. Promote physical and mental well-being for youth

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

Community Safety: creating a safe and thriving community in Broome. This includes, but is not limited to, 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

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

Social Impact: Fostering social cohesion, inclusiveness, equal opportunity, and overall community well-being. This includes, but is not limited to, projects for seniors, youth, people with disability, children and families, that:

1. Enhance health and community life by improving the use of community resources
2. Build capacity through leadership training, mentoring, networking, and partnership development
3. Acknowledge and enhance the role of volunteers in strengthening community capacity
4. Encourage and promote community cohesion, civic pride, and inter-cultural and inter-generational interaction

Economic Impact: developing a diverse, sustainable, and thriving economy in Broome. This includes, but is not limited to, projects that:

1. Activate Chinatown, Cable Beach, Town Beach, and other key precincts
2. Build Broome's reputation as a destination for regional sporting activity
3. Facilitate the growth and development of iconic festivals, community events and sporting events
4. 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)
5. Create significant local procurement opportunities, innovation and entrepreneurship;
6. Support impactful training and education to improve employment opportunities for local

people.

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

3. Eligibility

The eligibility criteria for funding streams vary. Please review the following carefully and contact the Shire with any queries.

3.1 Stream One: Who can apply?

To be eligible, an applicant 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 community group or have a confirmed auspice arrangement with a partner organisation
- Have an annual turnover of \$500,000 or less, or if over \$500,000, demonstrate a significant need for funding.
- Have secured 50% of project costs from sources other than the CDF. While in-kind contributions are acceptable, cash contributions are preferred. Applications may be prioritised if additional funding sources, such as grants, fundraising, or donations, have been confirmed.

3.2 What grant funding may be used for?

- Marketing and promotional costs
- Venue hire costs
- Costs associated with the use of Shire-owned facilities or services
- Equipment hires/purchase
- Local and intrastate transport costs
- Consumables
- Contractor/facilitation fees
- Uniforms* (Juniors only)

**If uniforms are included as part of the approved grant expenditure, applicants must agree to acknowledge the Shire's contribution by including the Shire's logo on the uniforms.*

3.3 What grant funding may NOT be used for?

- Operations and maintenance costs or on-going expenses (for example: employee wages, rent, telephone, internet)
- Overseas travel
- Fundraising to support the provision of community grants or donation programs by the applicant
- Purchase of alcohol
- Expenditures made before the project is approved for funding.

3.4 In-kind funding

- Costs associated with hiring Shire facilities or other costs are to be included in the cash budget and accounted for within the maximum \$10,000 that can be applied under Stream One.
- The Shire will not provide in-kind services to successful applicants.
- In-kind volunteer hours will be recognised at a rate of \$25 per hour

4. Assessment process

The CDF is a competitive process, and eligibility for funding does not guarantee success. The Grants Program receives numerous applications, and funding is limited. The Council may choose to allocate full or partial funding based on the available budget.

Each application is reviewed against the funding criteria and program objectives and in consideration of other submissions and the available Shire budget.

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, considering how well the application complements other planned or proposed activities in Broome and the lasting impact on 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 regarding 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. 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)
 - f. New projects and organisations that have not received funding or are experiencing growth may be prioritised over projects that have previously received funding for similar activity.
 - g. The level of recognition that the Shire will receive for its funding of the project
3. Council will be briefed on the applications at a Council Workshop. Council will provide direction on the recommended funding amount.
4. Officers will present recommendations to Council for approval at the May 2025 Ordinary Meeting of Council.

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

5. Notification of outcome

All applicants will be notified of the outcome of their application via email to the named contact person by 30 May 2025.

6. 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 before release of funds:

- A signed Acceptance of Funding form
- An invoice for the approved grant amount
- Agree to complete an Acquittal Report within 60 days of the completion of the project and acknowledge that failure to do so may render the applicant ineligible for future funding

7. How to apply

- Carefully read the guidelines
- Contact the Shire to discuss your project and receive guidance on which stream it best aligns with. If possible, attend the pre-application workshop, visit the Shire of Broome website for dates, or contact the Shire at (08) 9191 3456 - [Community Development Fund Shire of Broome](#)
- Complete the application form found [here](#)
- Submit application form via email to shire@broome.wa.gov.au by **4.00 pm 20 March 2025**.

Applicants are strongly encouraged to submit their draft application to the Shire officers for review and general feedback well in advance of the closing deadline.

For feedback, email your application to the Shire, noting the DRAFT CDF Application and a Shire officer will respond.

Feedback will not be given less than 1 week before the funding round closing.