

---

## SHIRE OF BROOME COMMUNITY DEVELOPMENT FUND

### STREAM THREE: EVENTS SEEKING A FUNDING CONTRIBUTION OF MORE THAN \$40,000

**Applications to this stream are by invite only. Please speak with the Shire of Broome Economic Development Coordinator prior to making an application.**

To be eligible for this grant, the event must be designated a PEARL Event at an Ordinary Meeting of Council. As of January 2023, only one event has been designated by Council as PEARL event – Shinju Matsuri Festival.

In order to be considered for designation as a PEARL event, events must achieve all three objectives of the following event types:

- **Drawcards** are events that bring visitors to Broome specifically for the event, which in turn injects new money into the local economy.
- **Enhancers** enrich the experience of those already visiting Broome, creating additional expenditure, and in some cases length of stay.
- **Community** events connect with the community and create a vibrant atmosphere, while stimulating local expenditure.

An organisation interested in being considered as a PEARL event must request this, in writing, before October 30 each year prior to the call for applications.

## 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.

### 1.1 Funding rounds

Applications are open annually from **10 January 2025**, closing at **4.00pm 20 March 2025** for events occurring between **1 July 2025 and 30 June 2026**.

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 either one, two or three years of funding.

Multi-year funding agreements will only be provided to projects or events that have secured CDF<sup>1</sup> funding previously and successfully acquitted their grant.

### 1.3 Funding streams

---

<sup>1</sup> 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.

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 \$1,000 - \$40,000**
  - 3. PEARL events seeking a funding contribution of more than \$40,000**

(Applications to this stream are on an invite-only basis.)

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.

---

## 1. 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 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;

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

### 3. Eligibility

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

#### 3.1 Who can apply?

In order to be eligible for Stream 3 an organisation must:

- Be designated a Pearl event at an Ordinary Meeting of Council and be invited to participate in this application process.
- Be based within the Shire of Broome. Organisations based outside the Shire of Broome may partner with a local organization.
- Be an incorporated organisation or have a confirmed auspice arrangement with a partner organisation
- Have secured 50% of project costs from sources other than the CDF. This may include in-kind funding.

#### 3.2 What may grant funding be used for?

- Marketing and promotional costs
- Venue hire costs
- Equipment hires
- Transport costs
- Consumables
- Contractor / facilitation fees
- Costs associated with the use of Shire-owned facilities or services
- In-kind volunteer hours will be recognised at a rate of \$25 per hour

#### 3.3 What may grant funding 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 prior to the project being approved for funding.

#### 3.4 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.
- The Shire will not provide in-kind services to successful applicants.

### 4. 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 idea or concept, 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 and other funding sources secured.

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 during a Council Workshop. Council will provide direction on the recommended funding amount.
4. Officers will present to Council for approval at the May 2025 Ordinary Meeting of Council .

## **5. Notification of outcome**

All applicants will be notified of the success or otherwise of their application via email 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 prior to release of funds:

- A signed Acceptance of Funding form
- An invoice for the agreed funding 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

## 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](mailto: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.***