

## SHIRE OF BROOME

---

### QUICK RESPONSE GRANTS - GRANTS UP TO \$1,000

#### FUND GUIDELINES

##### 1. Overview

The Shire of Broome Quick Response Grants supports small community opportunities or projects that arise at short notice, including assisting with the cost of hiring Shire venues. The program supports immediate need that arises where the activity is unable to be planned for or supported as part of the annual Community Development Fund (CDF). Applicants are encouraged to consider whether their project can be supported by the annual CDF.

Applications for Shire of Broome Quick Response Grants (QRG) are accepted all year-round. It is recommended that applications be submitted 4 weeks prior to commencement of the project.

##### 1.1 Funding streams

There are two streams of funding:

- Community initiatives / projects: Grants up to \$1,000 are available to assist community-based organisations within the Shire of Broome in the development of projects and initiatives that benefit the local community.
- Venue Hire: Grants are available up to \$1,000 towards the cost of venue hire for community groups and not-for-profit organisations seeking 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

To determine availability of the venue and to secure a booking, applicants are required to contact the [Broome Civic Centre Venue Supervisor](#) or the [BRAC Bookings and Administration Officer](#). A quote for venue hire must be obtained and submitted with the funding 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](#). 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:

- Social impact: supporting social cohesion, inclusiveness, equal opportunity and the wellbeing 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. Project or Event genre

To support a balance of funded activities across types of projects across the year, applicants will be asked to indicate which of the following genres best describe their project.

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

### 4. Eligibility

#### 4.1 Who can apply?

In order 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
- Applicants are eligible for only one Quick Response Grant per financial year. \*Note that should an organisation auspice a grant on behalf of an individual that organisation would still be eligible to apply to the QRG for their own project.

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

- Marketing and promotional costs
- Venue hire costs
- Equipment hire
- Local transport costs
- Consumables
- Contractor / facilitation fees

#### 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
- Contributions to fundraising campaigns
- Purchase of alcohol
- Expenditures made prior to the project being approved for funding.

### 5. Assessment process

Eligibility for funding does not imply success. The Quick Response Grants Program receives

many applications annually and funding is limited. The success of your application is determined by its merits against the established funding priorities.

Applications may be prioritised should they meet one or more of the following conditions:

- The project or initiative is new and has not been funded by the Shire previously
- Applicants who demonstrate other funding sources such as grants, fundraising or donations.

## **6. How to apply**

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