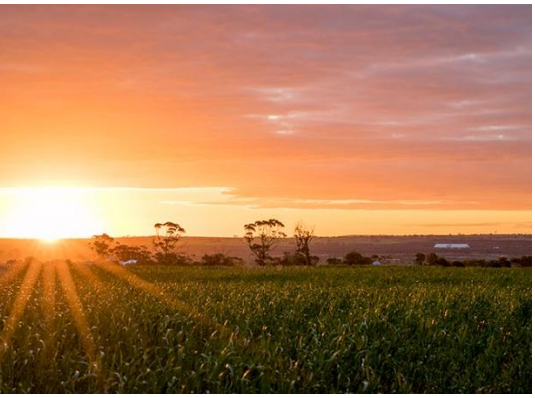
Shire of
Bruce Rock
Where friends become family



Community and Business Assistance Grant

Applications to be received no later than 5.00pm
Date: 1 April 2027
Late submissions will not be accepted

Please contact the Shire of Bruce Rock to discuss your application prior to submitting on (08) 90611 377 or vanessa.ward@brucerock.wa.gov.au

PURPOSE

The Shire of Bruce Rock's Community and Business Assistance Grants program aims to provide clear guidelines and financial support to incorporated and not-for-profit community organisations (including sporting groups), as well as local businesses, to undertake projects that benefit the community.

The program supports initiatives that align with the Community Grant Program criteria, enhance community interests and wellbeing, improve business presentation and streetscape appeal, and contribute to the ongoing economic development of the Shire of Bruce Rock (subject to budget availability)

POLICY

The Shire of Bruce Rock will make an allocation of funds in its budget to provide financial assistance to incorporated and not for profit community organisations (including sporting groups) that can demonstrate an association with the Shire of Bruce Rock. In addition, the Shire will offer a Business Assistance Grant to support local businesses in undertaking projects that enhance presentation, improve streetscape appeal, and contribute to the economic development within the community. Funding applications will be called for annually in March. This will be advertised through local media.

An allowance for these funds will be included in the draft budget, to a maximum of $20,000.

Examples of not for profit organisations include, but are not limited to:

- Sporting clubs
- Service groups
- Parents & Citizens Association
- Art and cultural groups
- Other Shire of Bruce Rock local interest groups

Community Grant Projects must seek to further the development of one of the following:

- Art and Culture
- Disability and Ageing
- Early Youth (0 to 4 years)
- Education and Training
- Environment
- Event Planning
- History and Heritage
- Minor Infrastructure, Equipment or Development
- Seniors
- Sport and Recreation
- Tourism
- Volunteer Upskilling
- Youth (5 to 18 years)

Business Assistance Grant Projects must seek to further develop at least one of the following:

- Support local businesses to grow and reinvest in the Shire of Corrigin
- Enhance the visual appeal and functionality of business premises through shopfront improvements
- Activate public-facing spaces to create vibrant, welcoming areas for residents and visitors
- Contribute to a thriving local economy and improved town amenity

In awarding grants, priority will be given to projects that meet the objectives outlined in the Shire of Bruce Rock's Strategic Community Plan 2022-2032, Goal 7 – *Our community are engaged and have a healthy lifestyle.*

The Strategic Community Plan can be found at: www.brucerock.wa.gov.au/documents/1624/strategic-community-plan-2022-2032

GRANT CATEGORIES

Minor Community Grants
Funding up to $1,000, with no matching funds required from the applicant.

Major Community Grants
Funding between $1,001 - $5,000, where successful applicants must contribute at least 50% of the total project cost from the applicant's organisation or other confirmed funding sources. Evidence of other funding sources must be provided.

Business Assistance Grants
Funding up to $5,000. These grants will provide financial assistance to local business to projects that improve presentation, enhance the streetscape appeal and assist to drive economic development.

For projects **over $5,000**, please contact the Deputy Chief Executive Officer on 9061 1377 or melissa.haythornthwaite@brucerock.wa.gov.au to discuss the project and alternative funding and grant opportunities.

INELIGIBLE EXPENSES

- Uniforms.
- Consumables (including food and beverages, stationary and other office supplies).
- Awards and prizes.
- Recurrent salaries and recurrent operational costs.
- Completed projects or equipment already purchased.
- Projects that are the responsibility of other government agencies.
- Deficit funding for organisations that are experiencing a shortfall in cash or revenue or anticipated revenue.

APPLICATION CRITERIA

- All applicants must be based within the Shire of Bruce Rock, with a majority of members of the applicant organisation preferably being residents of the Shire.

- All applications for financial assistance must be submitted on the Shire of Bruce Rock "Application for Financial Assistance" form.

- The applicant should submit documented estimates of expenditure as part of the application (i.e. quotes or written estimates from suppliers). All estimates should be GST exclusive.

- All applications must be received by the designated closure date and time. No late applications will be considered.

- Applications need to demonstrate the benefits to the community.

- For Major Community Grants, the contributions to the proposed project may come from one or more of the following sources:
  - Applicant organisation's cash.
  - State or Federal Government funding agencies.
  - Donations of material and/or cash.
  - Voluntary labour (maximum 1/3 of total project cost).
    - Voluntary labour cost to be calculated at a maximum of $25 per hour.

- Prior approval in writing must be sought for any substantial change to the assistance request.

- Payment of the grant funding can be made prior to incurring the expense. The community organisation must provide a tax invoice to the Shire of Bruce Rock before 30 August 2025.

- Incomplete applications may not be considered.

ASSESSMENT

Applications for Minor and Major Community Grants and the Business Assistance Grants will be assessed against the application criteria, and referred to Council for a final determination.

Preference will be given to projects with demonstrated community support.

All applicants will be notified in writing of the outcome of their application for a Shire of Bruce Rock Community Grant.

Decisions regarding funding applications are final and will not be reconsidered.

ACQUITTAL

Projects must be completed by 30 April 2027. Project and financial reports must be submitted to the Shire of Bruce Rock in "Section G Grant Acquittal" of the application, by 31 May 2027.

FURTHER INFROMATION

Please contact the Shire of Bruce Rock to discuss your application prior to submitting on (08)9061 1377 or vanessa.ward@brucerock.wa.gov.au

APPLICATION FOR FINANICAL ASSISTANCE
COMMUNITY GRANT

SECTION A – APPLICANT INFORMATION (to be completed by all applicants)

Organisation:	
Contact Person:	
Position Held:	
Postal Address:	
Telephone:	
Email:	

Funding Request

Total In Kind Requested: $_____

Total Project Budget (ex gst): $_____

Funding Requested (ex gst): $_____

SECTION B – INFORMATION ABOUT YOUR ORGANISATION: (all questions to be answered if applicable)

1. What are the main services and/or activities of your organisation?

   _____

   _____

   _____

2. What are/were your membership numbers? Please break down membership into Total Members, Adult Members, High School Aged Members and Junior Members.

	Juniors	High-School	Adult	Total Members
2021				
2022				
2023				
2024				

3. Is your organisation incorporated? *If yes, please attach your certificate of incorporation.*

   Yes ☐ No ☐ Incorporation No: _____

4. Does your organisation have an ABN?

   Yes ☐ No ☐ ABN No: _____

5. Is your organisation registered for GST?

   Yes ☐ No ☐

SECTION C – PROJECT DETAIL

MINOR GRANTS ONLY (up to $1,000)

What area of interest does your application relate to: *(please tick all relevant areas*)

- ☐ Art and Culture
- ☐ Disability and Ageing
- ☐ Early Youth (0 to 4 years)
- ☐ Education and Training
- ☐ Environment
- ☐ Event Planning
- ☐ History and Heritage
- ☐ Minor Infrastructure, Equipment or Development
- ☐ Seniors
- ☐ Sport and Recreation
- ☐ Tourism
- ☐ Volunteer Upskilling
- ☐ Youth (5 to 18 years)
- ☐ Other: _____

MAJOR GRANTS ONLY (between $1,001 and $5,000)

What area of interest does your application relate to: *(please tick all relevant areas*)

- ☐ Art and Culture
- ☐ Disability and Ageing
- ☐ Early Youth (0 to 4 years)
- ☐ Education and Training
- ☐ Environment
- ☐ Event Planning
- ☐ History and Heritage
- ☐ Minor Infrastructure, Equipment or Development
- ☐ Seniors
- ☐ Sport and Recreation
- ☐ Tourism
- ☐ Volunteer Upskilling
- ☐ Youth (5 to 18 years)
- ☐ Other: _____

Project Name: _____

Project Location:

_____

_____

Expected project start and finish dates

Start Date: _____

Finish Date: _____

What is the funding being used for?

- ☐ Purchasing goods and services, such as sporting equipment or materials.
- ☐ Engaging professionals for the purpose of instruction.
- ☐ Infrastructure, such as significant construction or improvements of a facility.
  (Please include building and planning approvals, if required. If the project is in a Shire owned building, permission must be sought from Council prior to application.)
- ☐ Funding for specific event or programs.
- ☐ In kind assistance (venue/bus hire etc). Separate letter of request addressed to the Chief Executive Officer will be required.

Have you applied for funding through any other sources for this project?

- ☐ Yes
- ☐ No

If Yes: Which organisation? _____

What Year? _____

Was it Successful? _____

Grant Approved $ _____

If you were successful in receiving funding from other sources, please attach documents to confirm.

If No, are you planning on applying for funding through other organisations?

_____

_____

Does your project require any approvals?

- ☐ Yes (please attached relevant documentation)
- ☐ No

Project Description:

Please summarise your project, including what your project is, how it will be managed, who it will cater for, what benefits or services it will offer or improve.

Describe your project:

How will the project be managed?

Who will your project cater for?

What benefits or services will it offer or improve?

Please include any other details or supporting information/documentation
(i.e. letters of support, photographs, maps)

List of Attachments

> _____
> _____
> _____

SECTION D – PROJECT BUDGET

Is your organisation registered for GST?

- ☐ Yes
- ☐ No

INCOME	**NET INCOME**	
Council Cash Contribution (grant funds requested in this application)	$	ex gst
Council In Kind Contribution (e.g. site works)	$	ex gst
Total Council Contribution Requested	**$**	ex gst
Other Grant Funding (please specify)	$	ex gst
Donations (external contributions)	$	ex gst
Organisation Cash Contribution	$	ex gst
Organisation In Kind Contributions (max 1/3 of total cost)	$	
Total Organisation Contribution	**$**	ex gst
TOTAL INCOME excluding gst	**$**	ex gst

EXPENDITURE	**In kind**	**Cash**	**Total**	
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
				ex gst
TOTAL EXPENDITURE excluding gst	**$**	**$**	**$**	ex gst

SECTION E – CONDITIONS

If the grant funding is awarded to the organisation, then the organisation shall agree to the following conditions:

- The grant will be used for the purpose that it was given.
- If successful in your application, your organisation is required to provide the Shire of Bruce Rock with a tax invoice before 30 August 2025 for the amount of allocated funds.
- The acquittal must be returned to the Shire of Bruce Rock within one month of completion of your project or by 31 May 2026. Copies of project receipts must be attached.
- The Shire of Bruce Rock will issue an invoice to the organisation for any unspent funds.
- If there is any delay in the completion of the project or expenditure of grant funds, a written request will be made to the Shire of Bruce Rock seeking approval for extension of time.
- A grant will not be approved for a project that has commenced or has been completed.
- Any special conditions that are attached will be met.
- All relevant records will be kept for a period of seven years, and will be made available for audit at any time.
- The Shire of Bruce Rock will be acknowledged in any publications or media coverage for its support.
- Your project should be discussed with the Shire of Bruce Rock's Manager of Strategic Business Development prior to applying.
- Keep a copy of your application for your records.
- The Shire will contact you if more information is required.
- All applicants are advised in writing of the outcome.
- Applications are processed in the order in which they are received. If any required documentation is not included in the first instance, the processing of your application will be delayed.
- Assessment will take a minimum of one month.

Summary of grant timeline

Community Grant Process	Due Date
Applications open	30 March 2026
Applications close	1 May 2026
Notification of application outcome	25 May 2026
Tax invoice to Shire of Bruce Rock for funding allocation	30 August 2026
Last date for project completion	30 April 2027
Last date for project acquittal	31 May 2027

SECTION F – DECLARATION

I, the undersigned, certify that I have been authorised to submit this application, accept the undertakings and conditions of the application, and that the information contained herein and attached is to the best of my knowledge true and correct.

Name/Organisation	
Contact Person	
Position	
Signature	
Date	

Attachments Checklist

Please check that all relevant documents are included with the completed application. This may include, but not limited to:

- ☐ Certificate of Incorporation
- ☐ Quotes or estimates for expenditure
- ☐ Any approvals required for this project
- ☐ Evidence of other funding
  e.g. letter advising of successful grant application or receipt of funding application pending, letter advising of donation to your group.

Please return your application to:

Community and Business Assistance Grant Program
Shire of Bruce Rock
54 Johnson Street
Bruce Rock WA 6418
E: vanessa.ward@brucerock.wa.gov.au

APPLICATIONS CLOSE AT 5.00PM ON 1st April 2027

SECTION G – ACQUITTAL FORM AND FINANCIAL STATEMENT

Organisation Name:	
Contact Person:	
Postal Address:	
Telephone:	
Email:	
Name/Description of Project:	
Grant Amount:	

What were the aims of the project and did you achieve them?

_____
_____
_____

Describe your completed project:

_____
_____
_____
_____
_____

Who was involved in your project and in what capacity?

_____
_____
_____
_____
_____

What were the benefits for the participants and/or what did the project improve?

_____
_____
_____
_____
_____

Please provide any other comments:

_____
_____
_____
_____
_____

FINANCIAL STATEMENT

PROJECT EXPENDITURE	AMOUNT
TOTAL EXPENDITURE	**$**
PROJECT INCOME	**AMOUNT**
TOTAL INCOME	**$**
NOTE – total expenditure should equal total income	

Have you spent all the grant funding?

- ☐ Yes
- ☐ No

If you have not fully expended the grant money, what is the balance remaining? $ _____

The Shire of Bruce Rock will invoice your group for any unexpended funds.

Attachments Checklist

- ☐ Copies of project invoices/ receipts
- ☐ Any other relevant material – promotional flyers, advertising, photos or newsletters
- ☐ Evidence or recognition of Shire of Bruce Rock assistance

Signature:	Date:
Name:	Position:

Please return your completed acquittal form to:

Shire of Bruce Rock
54 Johnson Street
Bruce Rock WA 6418
vanessa.ward@brucerock.wa.gov.au

APPLICATION FOR FINANICAL ASSISTANCE
BUSINESS ASSISTANCE GRANT

SECTION A – APPLICANT INFORMATION (to be completed by all applicants)

Business Name:	
Contact Person:	
Position Held:	
Postal Address:	
Telephone:	
Email:	
ABN:	
Registered for GST:	
Public Liability Insurance Provider & Policy Number:	

Funding Request

Total In Kind Requested: $_____

Total Project Budget (ex gst): $_____

Funding Requested (ex gst): $_____

SECTION B –BACKGROUND INFORMATION

1. Please provide background on your business including number of years operating in Bruce Rock, staff numbers, and plans for growth.

_____
_____
_____

SECTION C – PROJECT DETAIL

Project Title: _____

Priority Area (please tick one)

- ☐ Shopfront Improvement
- ☐ Crime Prevention
- ☐ Place Activation
- ☐ Other: _____

Project Description:

Please summarise your project, including what your project is, how it will be managed, who it will cater for, what benefits or services it will offer or improve.

Describe your project:

_____
_____
_____
_____
_____
_____
_____
_____

How will this project benefit your business, the local community, and the Bruce Rock community?

_____
_____
_____
_____
_____
_____
_____
_____

Partnerships (if any)?

_____
_____

Impact if funding is reduced or unsuccessful:

_____
_____
_____
_____
_____
_____
_____
_____

Risk	Likelihood	Mitigation Strategy

SECTION D – PROJECT BUDGET

Item/Activity	Supplier	Grant Request (ex GST)	Business Contribution (ex GST)	Other Funding

Have you received funding from another source?

- ☐ Yes
- ☐ No

If yes, please specify the amount?:

_____

_____

_____

SECTION E – ACKNWLEDGEMENT

How will you acknowledge the Shire of Bruce Rock's support for this project? (eg signage, social media, website)

_____

_____

_____

SECTION F – CONDITIONS

If the grant funding is awarded to the organisation, then the organisation shall agree to the following conditions:

- The grant will be used for the purpose that it was given.
- If successful in your application, your organisation is required to provide the Shire of Bruce Rock with a tax invoice before 30 August 2026 for the amount of allocated funds.
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- Keep a copy of your application for your records.
- The Shire will contact you if more information is required.
- All applicants are advised in writing of the outcome.
- Applications are processed in the order in which they are received. If any required documentation is not included in the first instance, the processing of your application will be delayed.
- Assessment will take a minimum of one month.

Summary of grant timeline

Community Grant Process	Due Date
Applications open	Open now
Applications Assessed	As applications are received
Council Consideration	Next available ordinary council meeting, subject to agenda deadlines.
Notification of application outcome	Following Council's decision
Project Commencement	After formal funding approval
Tax invoice to Shire of Bruce Rock for funding allocation	Following written notification of successful application
Last date for project completion	Within 12 months of funding approval, or by the completion date approved by the Shire.
Last date for project acquittal	Within 60 days of project completion

SECTION G – DECLARATION

I, the undersigned, certify that I have been authorised to submit this application, accept the undertakings and conditions of the application, and that the information contained herein and attached is to the best of my knowledge true and correct.

Name/Organisation	
Contact Person	
Position	
Signature	
Date	

Attachments Checklist

Please check that all relevant documents are included with the completed application. This may include, but not limited to:

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Bruce Rock WA 6418
E: vanessa.ward@brucerock.wa.gov.au

APPLICATIONS CLOSE AT 5.00PM ON 1 April 2027

SECTION G – ACQUITTAL FORM AND FINANCIAL STATEMENT

Organisation Name:	
Contact Person:	
Postal Address:	
Telephone:	
Email:	
Name/Description of Project:	
Grant Amount:	

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_____
_____
_____

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_____
_____
_____

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_____
_____
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_____

What were the benefits for the participants and/or what did the project improve?

_____
_____
_____
_____
_____

Please provide any other comments:

_____
_____
_____
_____
_____

FINANCIAL STATEMENT

PROJECT EXPENDITURE	AMOUNT
TOTAL EXPENDITURE	**$**
PROJECT INCOME	**AMOUNT**
TOTAL INCOME	**$**
NOTE – total expenditure should equal total income	

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- ☐ Evidence or recognition of Shire of Bruce Rock assistance

Signature:	Date:
Name:	Position:

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Shire of Bruce Rock
54 Johnson Street
Bruce Rock WA 6418
vanessa.ward@brucerock.wa.gov.au