



General Grant Guidelines

SCOPE

The City of Rockingham is committed to supporting incorporated not-for-profit organisations/associations, or those limited by guarantee based or providing services within the Rockingham community to assist with the delivery of programs and events that benefit the Rockingham community. These guidelines relate to eligible organisations wishing to apply for a grant towards programs and events that take place within the boundaries of the City of Rockingham. General grants form part of the City's Community Grants Program, designed to empower such groups to build capacity and develop sustainability for the overall benefit of the community.

Applicants can apply for up to \$3,000 and can only apply for one grant per project per financial year.

GRANT ROUNDS

General Grants are available all year round. General Grants require up to 30 working days to process from lodgment of application (as dated by the City's Records Department) to the applicant being advised of outcome. If applications are incomplete or the applicant does not supply all supporting documentation, the application will be processed from the date that the application is received in full.

ELIGIBILITY

Grants will only be considered if:

- ✓ The applicant is an incorporated not-for-profit organisation/association or those limited by guarantee (e.g. club, community group including Parent and Citizens (P&C) or Parent and Friends (P&F) Associations).
- ✓ The applicant has current public liability insurance at the time of the program/event.
- ✓ The program/event delivers meaningful benefits for the Rockingham community.
- ✓ The applicant has supplied quotes for all purchases in accordance with the General Guidelines.
- ✓ The program/event takes place within the boundaries of the City of Rockingham.

Please note: Bus hire that provides trips outside of the boundaries of City of Rockingham but commences and concludes in the City of Rockingham may be considered for eligible applicants up to a maximum of \$500 per one way trip.

Grants will NOT be considered if:

- ☒ The applicant is a Local, State or Commonwealth authority.
- ☒ The applicant is an individual, a school, a public company (except those limited by guarantee) or a private company.
- ☒ The applicant has already received a grant from the City of Rockingham for the same program/event in the current financial year.
- ☒ The applicant has failed to acquit any previous City of Rockingham grants.
- ☒ The applicant does not supply all supporting documentation; or the application is incomplete.
- ☒ The applicant is seeking funds for essential infrastructure, goods and services that should be funded by the applicant or responsible body.
- ☒ The applicant is requesting funding for retrospective payments.
- ☒ The applicant is requesting rates subsidy (excluding rubbish removal or emergency service levy).
- ☒ The program/event begins within 30 working days of submitting the grant.
- ☒ Budget items listed include bonds, employee salaries/wages, seasonal ground allocation and event management fees.

Applicants that demonstrate a financial contribution will be considered favorably.

Director Endorsement Date:	2 November 2017	Amendment No.	3 – D15/151639
Amendment Dates:	27 October 2016; 28 February 2018	Next Scheduled Review:	2 years post endorsement date

Community Grants Program

General Grant Guidelines



For the purposes of the acquittal, copies of receipts up to the total amount of the City's awarded grant (funded expenditure items) only, must be provided.

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