

# COMMUNITY CHEST FUNDING GUIDELINES (FDRS032)



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[enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)

CASHIER HOURS:  
8:30am – 4:30pm  
MONDAY - FRIDAY

The Shire of Narrogin provides funding assistance through the biannual Community Chest funding program to eligible community organisations for events or projects which benefit the Narrogin community. Cash and in-kind support is available up to a maximum of \$2,500.

**Round 1 opens 15 July & closes 31 August**  
**Round 2 opens 1 February & closes 28 February**

## What may be funded

- Professional fees and charges associated with an event or project (eg. entertainment, adjudicators, printing, fixed equipment, skilled labour).
- Expenses associated with the production of an event or project (eg equipment hire, materials, advertising, venue hire).

## What will not be funded

- Deficit funding or retrospective funding.
- Recurrent expenditure (i.e. salaries and operational costs).
- Proposals where alternative sources of funding are available.
- Maintenance, repairs, upgrades or fittings to buildings or property which are privately owned or are the property of the State Government.
- Projects, programs, events or activities coordinated by religious organisations.

## Eligibility

- Only incorporated not for profit community organisations are eligible for support through the Shire's Community Chest program.
- Successful applicants from Round 1, if in the current financial year or from Rounds 1 or 2 in the preceding financial year, are ineligible to apply.
- Organisations receiving Shire cash and/or in-kind contributions support through annual contribution/sponsorship greater than 3 times the value of the current maximum Community Chest Grant, per organisation, are ineligible to apply.
- No individual application shall receive in excess of \$2,500 (cash or in kind).
- The applicant group must be able to demonstrate substantial community support for the project.
- Evidence of the association's incorporation should be provided with the application.
- Projects are required to be completed within the financial year of receiving the grant.

## Assessment criteria

- Applications should be submitted using the Application Form, with copies of quotes attached.
- Applications should be addressed to the above and received by the closing date.
- Demonstrated capacity to manage and be accountable for the funds and the project.
- Demonstrated cash, donated and in-kind contributions to the proposed project.
- Copies of quotes for materials and services to deliver the project.
- Membership of the organisation is primarily Shire of Narrogin residents.
- Aims and objectives of the organisation benefit primarily the Narrogin community.
- Provision of a detailed cash budget showing expenditure and income including grant amount requested.
- Demonstrate the extent of community involvement and the contribution in cash or in-kind by the organisation.
- Compliance with all acquittal requirements for any previous Shire funding received.
- Compliance with appropriate Local Laws, Policies, Acts, Regulations and Standards.

Applicants are encouraged to contact the Administration Support Officer by email to [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au) or by telephoning 9890 0900 to discuss their project, or to obtain a copy of the Application Form. Alternatively an Application Form can be downloaded [here](#).