



**Eastern Metropolitan Regional Council**

# **EMRC Community Grants**

**Guidelines 2022/2023**



## 1 Introduction

Since 1997, the Eastern Metropolitan Regional Council (EMRC) has been proudly supporting the communities neighbouring the Red Hill Waste Management Facility through small grants for projects that provide direct benefits to the local community and / or environment.

The Community Grants Program supports not-for-profit organisations and community groups to complete projects that enhance the sustainability, social, cultural and recreational outcomes for the **Gidgegannup, Hovea, Parkerville** and **Stoneville** communities.

The EMRC invites quality applications from groups that can demonstrate the community and or environmental need for their project.

Please read this document thoroughly as it will assist you to complete your Community Grants Program application.

## 2 Grant Amount

The EMRC has a pool of \$15,000 available for the Community Grants in 2022/2023.

To assist as many groups as possible, support is limited to a maximum of \$3,000 to each successful application.

## 3 Key Dates – 2022/23 round

⇒ <b>Applications open</b>	Friday, 1 July 2022
⇒ <b>Applications close</b>	11.59pm (midnight) Wednesday, 31 August 2022
⇒ <b>Notification of results of application</b>	From Monday, 26 September 2022
⇒ <b>Cheque presentation ceremony</b>	Late October 2022

## 4 Eligibility Criteria

- ABN or explanation to prove exemption.
- Certificate of Incorporation.
- Street address of the community group and contact information provided.
- All previous EMRC Community Grant Project Completion Reports submitted and accepted.
- Application received by the EMRC by the due date (stated above).
- Copies of quotes for goods and / or services for which you're requesting funding are provided.
- Application completed on the 2022/2023 EMRC Community Grants Program Application Form.
- Adequate responses provided for ALL questions in the Application Form.

## 5 EMRC Community Grants Program

### 5.1 Aims

To provide a community grants program to benefit the community, in the vicinity of the Red Hill Waste Management Facility, specifically in the locations of Gidgegannup, Hovea, Parkerville and Stoneville.

### 5.2 Objectives

- Encourage sustainable environmental practices within the community, including those that focus on sustainable waste management, resource recovery and recycling.
- Increase the range of, and access to, quality community, sustainability, cultural, recreational, and social activities, programs and services.
- Encourage cooperation between community groups so a greater range of people can benefit from community resources.
- Support community development initiatives and socially and / or environmentally responsible community activities.
- Support groups that assist people experiencing financial hardship or social disadvantage.
- Encourage the development of excellence in recreational, sporting and cultural pursuits.

### 5.3 Categories

The EMRC will consider funding community groups that can demonstrate the community and / or environmental need for programs, activities, events or facilities that align with one or more of the four grant categories; sustainability, cultural, social or recreational (see table below).

Applicants must apply under at least one of the categories to be considered for funding. You must indicate which category(s) on your application form. Please note that the purpose of the group does not necessarily have to align with the category, the initiative that you're seeking funding does.

<b>Sustainability</b>	Initiatives that encourage sustainable environmental practices within the community such as sustainable waste management, resource recovery or recycling, and raise awareness of environmental and sustainability activities.
<b>Cultural</b>	Initiatives, activities, programs and events that support and develop cultural awareness and engagement amongst the community.
<b>Social</b>	Initiatives, activities, programs and events that support and develop community connectivity, companionship and belonging that stretch beyond an individual club or group into the community.
<b>Recreational</b>	Initiatives that develop and support activities in the pursuit of sporting and recreational achievement, and initiatives that support an inclusive recreational environment.

### 5.4 Project timing

To be eligible for funding, projects must commence no sooner than 1 October 2022 and be completed by 30 June 2023.

## **6 Acknowledging Your Grant**

Successful EMRC Community Grant applicants are required to publicly acknowledge the support they receive from the EMRC. This may be verbally or in print, for example in promotional materials, media releases, newsletters, news/website article, social media posts, signage at the site / location, or via speeches at program/event launch.

Please note that the EMRC's support must be referred to as "Supported by the EMRC's Community Grants Program". The EMRC is not a sponsor and recognition must only be associated with the specific initiative the funding was awarded.

Successful applicants will be provided with a copy of the EMRC logo and the style guide which shows how to use it correctly. Any draft materials including the EMRC logo must be submitted to the EMRC Communications Coordinator for approval.

Successful applicants must also include supporting evidence of the grant acknowledgment in their EMRC Project Completion Report.

## **7 Ineligible Applicants and Projects**

Applications will not be considered for the following reasons.

- Ineligible Applicants:
  - Groups and organisations without an ABN (or an explanation to prove exemption)
  - Groups and organisations without a Certificate of Incorporation.
  - Private and commercial businesses and organisations.
  - Organisations that operate for profit or commercial gain.
  - Applications from individuals.
  - Previous recipients of an EMRC Community Grant with an overdue Project Completion Report.
- Ineligible Submission:
  - Applications not completed on the 2022/2023 EMRC Community Grants Application Form.
  - Applications received by the EMRC after the closing date.
  - Unreadable or incomplete applications.
- Ineligible Projects and Initiatives:
  - Administration and general operating costs (e.g. wages and salaries, office supplies, etc.).
  - Political organisations and events.
  - Programs and services that do not occur in the Gidgegannup, Hovea, Parkerville or Stoneville areas.
  - Projects where the need for funding is not clearly demonstrated.
  - Retrospective funding – seek to re-coup costs for a project that has already been started or completed.
  - Projects that require ongoing funding or support, other than the initial grant, to be successful.
  - Routine or cyclical maintenance works to facilities.
  - Facilities, goods or services with low or no public access.
  - Replacement / repair of facilities or goods damaged by vandalism, fire or other natural disasters where the act should be covered by insurance.
  - Charity dinners, golf days and other general fundraising activities.

## **8 EMRC General Grant Conditions**

- All projects and events must abide by all state and federal government legislation in relation to discrimination in the provision of goods, services and facilities.
- All grants are to be expended within the same financial year that monies are awarded. Grant monies not expended within this time must be returned to the EMRC.
- Applications that are not completed on the 2022/2023 EMRC Community Grants Application Form will not be considered.
- The grant is to be used solely for the specified purpose approved by the EMRC.
- Any part of the grant funds that are not used in accordance with the above point must be repaid to the EMRC, unless the EMRC's written prior approval is obtained.
- If the community group wishes to change the approved purpose they must obtain the EMRC's prior written approval.
- The EMRC will not be held responsible for the success of the approved purpose for which the grant is applied, or for any losses or additional costs incurred that are associated with the approved purpose.
- Successful applicants must provide EMRC with a Community Grants Program Project Completion Report within two months of the completion of the funded project or by the end of that financial year – whichever comes first. All sections of the report must be fully and sufficiently completed.
- Providing the community group with this grant does not mean that your community group is entitled to any further funding.
- The community group will acknowledge the EMRC in the manner listed in their EMRC Community Grants Program Application Form. Supporting evidence must be included in the project completion report as to how you acknowledged (or attempted to acknowledge) EMRC's assistance.
- The community group should only acknowledge EMRC's support with regards to grant funding assistance and the specific purpose for which it was supplied – not in providing ongoing financial support, nor as a sponsor.
- The community group consents to the EMRC using their name, likeness, image and / or voice (including photograph, film and / or recording of the same) and featuring their organisation in promotional activities in any media for an unlimited period without remuneration for the purpose of promoting the EMRC Community Grants Program.
- Priority may be given to groups that demonstrate the greatest community / environmental need.
- The final decision regarding whether to provide a community grant rests with EMRC at its absolute discretion.
- If the community group breaches any of these conditions, the EMRC can terminate the arrangement at any time and without giving the community group any prior notice.
- The community group agrees to meet any other conditions that the EMRC may apply to your grant.

## **9 Canvassing of EMRC Employees and Councillors**

If a grant applicant, whether personally or by a representative, canvasses any EMRC employees, or councillors, with a view to influencing the acceptance of any grant application made by it or any other grant applicant, then regardless of such canvassing having any influence on the acceptance of such grant application, the EMRC may at its discretion omit the grant application from consideration.

## 10 Submitting your Application

To apply for funding, please download a copy of the EMRC Community Grants Program Application Form and read this guideline thoroughly. The application form and these guidelines are available at <https://www.emrc.org.au/about-us/emrc-community-grants-program.aspx>

Please adequately complete all sections of the application form and attach all required supporting information.

Then submit your application to the EMRC before the due date. The last page of the application form lists the options for lodging your application.

## 11 Assessment Process

All sections must be adequately completed on the application form so that the EMRC can assess applications against the selection criteria. As this is a competitive grant, it's important to note that not every application that meets the criteria will necessarily receive a grant.

Preference is given to applications that:

- Demonstrate how the wider community and / or environment will benefit from the initiative.
- Have realistic, achievable and measurable project goals and objectives.
- Have a detailed project budget with clear and logical quotations attached to support the application.
- Are clear and concise in answering questions and outlining details of the initiative.
- Display new, original and innovative concepts.

All applicants will be notified of the outcome of their application in September/October (see Key Dates in Section 3).

## 12 Further Information

For more information about the EMRC Community Grants Program, or discuss your project idea, please phone (08) 9424 2241 or email [julia.christensen@emrc.org.au](mailto:julia.christensen@emrc.org.au)