



Activate Goomalling Grants **Round 1**

Opening date:	01 April 2022
Closing date and time:	4.00pm AWST on 2 May 2022
Administering entity	Goomalling Community Opshop
Enquiries:	If you have any questions, contact cdo@goomalling.wa.gov.au or 9629 1101 Questions should be sent no later than insert 29 April 2022
Date guidelines released:	01 March 2022
Type of grant opportunity:	Open competitive

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1. Goomalling Community Opshop – Activate Goomalling Grants Round 1 processes

The Goomalling Community Opshop – Activate Goomalling Grants Round 1 is designed to deliver profits back to the community through projects that enhance the wellbeing of its community and environment.

The grant opportunity opens

We publish the grant guidelines on Shire of Goomalling website



You complete and submit a grant application

You complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria [and notify you if you are not eligible, if applicable]. We assess your eligible application against the assessment criteria including an overall consideration of value with money [and compare it to other applications, if applicable].



Grant decisions are made

The look at the merits of each application and decide which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement/Letter of Offer

We will enter into a grant agreement or letter of offer with you if successful. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Community Grants

We evaluate your specific grant activity and the community grants as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

Goomalling Community Opshop is a Shire of Goomalling Tidy Towns initiative, a not-for-profit organisation set-up to divert clothing and bric-a-brac that would otherwise be sent to landfill, to be resold at the retail shop. The Opshop then contributes its profits back to the community through donations, small grants and contributions to Council community development initiatives.

Some initiatives and organisations the Opshop has supported in the past:

- Goomalling Community Centre – Medical Surgery fit out
- Slater Homestead
- Goomalling Primary School
- Sacred Heart Goomalling
- Goomalling Men's Shed
- Goomalling Twilight Club
- Goomalling Ladies Hockey Club
- Goomalling Youth Group
- Goomalling Hospital Auxiliary
- Goomalling Community Garden
- Goomalling Aboriginal Corporation
- Goomalling Sport & Community Centre

These guidelines contain information for the Goomalling Community Opshop – Activate Goomalling Grants Round 1.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

2. About the grant program

The Goomalling Community Opshop – Activate Goomalling Grants is an ongoing grant program with two rounds each year (April and September) annually to deliver profits made from the Goomalling Community Opshop back to the community.

The grant program is designed to assist not-for-profit organisations in the community through small grants for program delivery and infrastructure projects that benefit people living in the Shire of Goomalling.

The objectives of the program are:

- Enhance the wellbeing of the Goomalling Community
- Increase participation in community activities
- Support lifelong learning and skills development
- Provide opportunities for people to interact socially
- Address the needs/gaps of minority groups such as low socio economic families, people with disability and Aboriginal people.

- Protect and enhance the nature environment.
- Reduce waste and promote sustainable use of resources.

The intended outcomes of the program are:

- An inclusive community
- A culturally vibrant community
- A socially connected community
- Enhanced community pride
- Strong health community
- A community informed and committed to lifelong learning

3. Grant amount and grant period

3.1 Grants available

The Goomalling Community Opshop has a grant pool of \$4000 per round available in small grants April and September. Grant pool is dependent on the retail shop's annual profit and will be updated annually.

The grant opportunity will run from 1 April 2022 to 2 May 2022.

- The minimum grant amount is \$500
- The maximum grant amount is \$2000
- If the grant round is oversubscribed the committee may reduce your grant requested amount to share funds across more organisations for projects that are considered of merit. This will be at the discretion of the committee.

3.2 Goomalling Community Opshop period

You must complete your grant/project by 30 September 2022. Following the grant/project period, an evaluation period of two weeks will commence.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all the eligibility criteria.

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- have an account with an Australian financial institution
- be located in the Shire of Goomalling

and be one of the following entity types:

- an incorporated association
- an unincorporated association
- a [registered charity or] not-for-profit organisation
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)

4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an individual
- overseas resident/organisation
- any organisation not included in section 4.1
- any organisation outside the Shire of Goomalling

4.3 What qualifications, skills or checks are required?

- Working with Children check (if the project/initiatives involves working with children)

5. What the grant money can be used for

5.1 Eligible locations

Your grant activities or project must be delivered in the following locations:

- Goomalling

5.2 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on agreed project activities.

Eligible expenditure items are:

- Venue hire
- Transport hire
- Purchase of equipment
- Small capital projects (seating, shelters, etc)
- Events within the Shire of Goomalling
- Entertainment
- Keynote speakers/educators/facilitators
- Catering

If you aren't sure whether the expenditure is eligible contact cdo@goomalling.wa.gov.au or 08 9629 1101.

You must incur the expenditure between the start date and end or completion date for your grant activity/grant agreement for it to be eligible.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land
- wages
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation

- subsidy of general ongoing administration of an organisation such as electricity, phone and rent; and
- overseas travel

6. The assessment criteria

You must address all of the following assessment criteria in the application. We will assess your application based on the weighting given to each criterion.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested.

Criterion 1 (25 points)

Organisation has adequate experience/expertise to carry out project and manage grant funds.

You should demonstrate this through identifying:

- The organisation has an active committee (provide evidence of minutes)
- The organisation has experience managing financial resources (provide financial statement for the past year);
- How the organisation raises funds

Criterion 2 (25 points)

Value for money and supporting local.

Goomalling Community Opshop prefers applicants to use local suppliers/trades and businesses where possible to keep money local. We understand this isn't always possible***

You should demonstrate this through identifying:

- A least two quotes ***or an explanation as to why you've only provided one
- Local suppliers *** or an explanation as to why local supplier/business couldn't be used (i.e. lack of expertise/suitability etc)

Criterion 3 (25 points)

How does your project/program/activity align with grant program outcomes?

You should demonstrate this through identifying:

- Your target audience (e.g. seniors)
- Which program objectives and outcomes does your project fit into and why/how do they achieve them
- Any other benefits your project delivers

7. How to apply

Before applying, you must read and understand these guidelines.

These documents may be found on the Shire of Goomalling website. Any alterations and addenda¹ will be published on Shire of Goomalling website.

To apply you must:

- complete an application form
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to cdo@goomalling.wa.gov.au by 4pm Monday 2nd May 2022.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact us immediately on 9629 1101. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

You should keep a copy of your application and any supporting documents.

We will acknowledge that we have received your application within three working days.

If you need further guidance around the application process or if you are unable to submit an application contact us at cdo@goomalling.wa.gov.au or by calling 96291101.

7.1 Attachments to the application

We require the following documents with your application:

- Minimum of two (2) quotes (or an explanation as to why you could only get one)
- a business case (for total project costs of over \$10,000)
- an indicative budget
- a project management plan (for total project costs of over \$10,000)
- a risk management plan (for total project costs of over \$10,000)
- evidence of funding strategy (for total project costs of over \$10,000)

7.2 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful, we expect you will be able to commence your grant activity or project around May 2022.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications, Approval of outcomes of selection process	2 weeks
Negotiations and award of grant agreements	1-3 weeks

Activity	Timeframe
Notification to unsuccessful applicants	2 weeks
Earliest start date of [grant activity or project/services]	Mid May 2022
End date of grant activity or agreement	30 September 2022

7.3 Questions during the application process

If you have any questions during the application period, contact cdo@goomalling.wa.gov.au or by calling 96291101

The relevant officer will respond to emailed questions within two working days.

8. The grant selection process

8.1 Assessment of grant applications

We first review your application against the eligibility criteria.

Only eligible applications will move to the next stage. We consider eligible applications through an open competitive grant process.

If eligible, we will then assess your application against the assessment criteria (see Section 6) and against other applications. We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.²

8.2 Who will assess applications?

The Goomalling Community Opshop Committee will assess each application on its merit and compare it to other eligible applications.

We may ask external experts/advisors to inform the assessment process.

If applicable, the committee may seek additional information about you or your application. They may do this from within the State, even if the sources are not nominated by you as referees. The assessment committee may also consider information about you or your application that is available through the normal course of business.

The committee will assess applications to approve for a grant.

8.3 Who will approve grants?

The committee decides which grants to approve taking into account the assessment criteria and the availability of grant funds for the purposes of the grant program.

The committee's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded

² See glossary for an explanation of 'value with money'.

- [If applicable] the terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback within 30 days of being advised of the outcome. We will give written feedback within a week of your request.

9.2 Further grant opportunities

If there are not enough suitable applications to meet the program's objectives, we will assess the applications received on merit and award those that meet the assessment criteria and allocate additional funding to subsequent rounds.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Goomalling Community Opshop. We use standard letter of agreement in this program.

Each agreement has general terms and conditions that cannot be changed.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your project before you have an executed grant agreement, you do so at your own risk. You must not start any activities until a grant agreement is executed.

Letter of Agreement

We will send you a letter of agreement advising that your application has been successful and providing you with an offer. You accept the offer by signing and returning the letter of agreement to us. We consider the agreement to be executed (take effect) from the date you sign the letter.

10.2 Specific legislation, policies and industry standards

Whilst you are required to be compliant with all relevant laws and regulations including the [Building Code](#) or [Work, Health and Safety](#) if applicable, you may be requested to demonstrate compliance with the following legislation/policies/industry standards:

To be eligible for a grant, you must declare in your application that you comply with these requirements. You may need to declare you can meet these requirements in your grant agreement with the Goomalling Community Opshop.

10.3 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party
- any other requirements

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will pay 100 per cent of the grant on completion of the grant activities or project/services. We will pay this when you submit a satisfactory final report demonstrating you have completed outstanding obligations for the grant activity or project/services.

For significant projects of greater than \$10,000 we will make a 100 per cent on execution of the grant agreement.

Payments will be GST Exclusive.

11. Announcement of grants

If successful, your grant will be advertised in the local newspaper, the Endeavour 21 calendar days after the date of effect.

12. How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your activity, project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

12.2 Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement.

Final report

When you complete the activity or project, you must submit a final report.

Final reports must:

- Provide photo evidence of project completion
- Declaration that funds were spent in accordance with grant agreement
- be submitted within 10 days of completion in the format provided in the grant agreement.

12.3 Financial declaration

We may ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

12.4 Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to 30 days after you finish your grant for more information to assist with this evaluation.

12.5 Acknowledgement

The Goomalling Community Opshop logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Goomalling Community Opshop as following:

Activate Goomalling Grants – a Goomalling Community Opshop Initiative.

[or]

If you make a public statement about a grant activity or project/services funded under the program, we require you to acknowledge the grant by using the following:

'This [name of grant activity or project/services] received grant funding from the Goomalling Community Opshop.'

13. Probity

The Goomalling Community Opshop will make sure that the grant opportunity process is fair, according to the published guidelines.

These guidelines may be changed from time-to-time by Goomalling Community Opshop. When this happens, the revised guidelines will be published on Shire of Goomalling website.

13.1 Enquiries and feedback

All complaints about a grant process must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to cdo@goomalling.wa.gov.au.

If you do not agree with the way the Goomalling Community Opshop has handled your complaint, you may complain to the Chief Executive Officer, Shire of Goomalling.

The Shire of Goomalling can be contacted on:

Phone	9629 1101
Email:	ceo@goomalling.wa.gov.au
Website:	www.goomalling.wa.gov.au

In person: 32 Quinlan Street, Goomalling WA 6460
By mail: PO Box 118, Goomalling WA 6460

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the Goomalling Community Opshop staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process;
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the Goomalling Community Opshop in writing immediately.

Committee members and other officials including the decision maker must also declare any conflicts of interest.

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Goomalling Community Opshop may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other. This includes disclosing grant information on Shire of Goomalling website as required for reporting purposes.

We may share the information you give us with the Shire of Goomalling for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Goomalling Community Opshop would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by

law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the committee and other Goomalling Community Opshop volunteers or Council employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary, and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Goomalling Community Opshop and its entities. Under the FOI Act, members of the public can seek access to documents held by the Goomalling Community Opshop. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Coordinator
PO Box 118
GOOMALLING WA 6460

By email: goshire@goomalling.wa.gov.au

14. Consultation

If applicants require further information or assistance in relation to the grant program, contact the Community Development Officer at the Shire of Goomalling cdo@goomalling.wa.gov.au or 08 96291101.

Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person/committee who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
grant	a 'grant' is an arrangement for the provision of financial assistance by the Goomalling Community Opshop: <ul style="list-style-type: none"> a. under which relevant money is to be paid to a grantee other than the Goomalling Community Opshop; and b. which is intended to help address one or more of the Goomalling Community Opshop – Activate Goomalling Grant program objectives while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.

Term	Definition
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving Goomalling Community Opshop – Activate Goomalling grant outcomes. A grant program is a group of one or more grant opportunities under a single entity.
grantee	the organisation which has been selected to receive a grant
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
value with money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, the committee should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to program objectives; • that the absence of a grant is likely to prevent the grantee and program outcomes being achieved; and • the potential grantee's relevant experience and performance history.