



Community Event Annual Allocations



Shire of Northam
Heritage, Commerce and Lifestyle

Application Guidelines

2026/27-2029/30

Community Event Annual Allocation

This funding allocation assists community organisations achieve annual events available to the whole Shire of Northam community.

Community organisations may apply for an annual allocation, and if accepted, they will be required to enter into a three-year contract/allocation with the Shire to deliver the agreed upon event. At the expiry of the three-year agreement a new application is required to be made for Council consideration.

\$30,000 is the maximum amount that can be awarded under section 4.1 of Council Policy 70.

Eligibility

To be eligible to apply for a Community Event Annual Allocation the following criteria must be met:

- Activities should provide opportunity to meet the social, economic, and/or environmental aspirations as outlined in the Shire's Council Plan.
- The community group must live and/or operate within the Shire of Northam.
- Must be a community event held within the Shire of Northam that occurs annually.
- The event must have occurred at least 3 years consecutively before an allocation request can be made.
- The event must be of benefit or available to the whole community.
- Must be an Incorporated, not-for-profit community group or sporting club.

Assessment Criteria

Applications will be assessed against the following criteria, if applicable:

- Alignment with the Shire of Northam Council Plan, values and demonstrated community or organisation need for the event.
- Evidence of resources, management and financial capacity to deliver the event.
- Details of the anticipated outcomes which will benefit the community as a whole.
- Evidence that the event promotes access, inclusion, opportunity, and participation.
- Evidence that goods and services are being procured from Shire of Northam based businesses wherever possible.
- Details on how the organisation will recognise Shire of Northam support.
- Information pertaining to past success of the event (e.g attendance figures & growth).

Application Requirements

- Every 3 years, the Shire will advertise the opening of the Annual Allocation – Community Events application period. Applications must be received by the 1 March of the relevant year and will be considered as part of the annual budget deliberations. Any applications received after the 1 March will not be considered.
- Completed Community Event Annual Allocation application form, including detailed event budget.
- Justification as to why the allocation is required.
- Copy of Certificate of Incorporation.
- Copy of Public Liability Insurance (minimum \$20,000,000).
- Copy of the latest financial statement and balance sheet detailing the current financial environment of the club.
- Quotes provided for goods and services must be provided at time of application.
- Quote requirements are,
 - 1 (one) quote required for goods & services between \$500-\$4,999*
 - 2 (two) quotes required for goods & services from \$5,000+*
- Proof of endorsement by the Committee - e.g., meeting minutes or signed declaration from the President/Chairperson.
- Applicants must seek the relevant approvals and permits if these are applicable to their project or event.

What Cannot be Funded

The following are not eligible to receive funding through a Community Event Annual Allocation:

- Retrospective, contingency or on-going operational costs, e.g., salaries, rent, insurance, admin costs.
- Businesses/profit making ventures.
- State and Federal Government agencies including schools.
- Council Members or staff employed by the Shire of Northam (however, the Council Member or employee may be a part of the group who is applying).
- Activities that are unlawful or will cause an environmental hazard
- Anything that will become the property of an individual.
- Purchase of alcohol, (or any alcohol associated licences), prizes, gifts or any activities with a fundraising outcome.
- Equipment not directly related to the event.
- Events with a political purpose.
- Faith based or activities for religious purposes (although welfare and community service events of faith-based groups can be considered).
- Activities that duplicate an existing event in the Shire.
- Applicants or auspice with outstanding debts or acquittals due to the Shire.

General Terms & Conditions

- Annual Allocations are managed through **Council Policy 70**.
- Projects or events cannot receive funding under both Policy CP.70 Donations, Sponsorships & Allocations and CP.32 Community Grants Program. If a project or event receives funding through an annual allocation, that project or event will be deemed ineligible for further funding support through a donation, sponsorship, Bright Ideas or Community Growth Grant.
- Allocations are subject to an annual budget approval process. Submission of an application does not guarantee approval.
- The Shire reserves the right to withhold the administration or availability of any of the following allocation programs based upon the long term and annual financial position of the Shire.
- All decisions made are final and will not be reconsidered. Applicants may choose to resubmit their applications where permissible.
- Successful applicants will be required to sign a three-year Funding Agreement with the Shire.
- The allocations must be expended and acquitted by 30 June each financial year. Failure to provide a satisfactory acquittal will breach the allocation agreement, and the organisation will be ineligible for future event allocations until such acquittal is provided to the satisfaction of the Shire
- Monies can only be spent on the event activities that it is intended for. Monies spend on other or ineligible activities will be required to be reimbursed to the Shire.
- Any unspent allocation monies are to be returned to the Shire within 60 days of notification, unless otherwise permissible under this Policy. If funds are not returned to the Shire, the organisation will be ineligible to apply for any future annual allocations or grants under 32 Community Grants Program Policy. The Shire may take steps to recover the funds.
- The Shire updates documentation pertaining to Allocation Applications from time to time. Applications must be made on the appropriate Shire of Northam Community Event Allocation Application Form, made available on the Shire Website.
- The group may use the allocation to match funding when applying for an external grant.
- Organisations will be required to provide a statement of intent of what the funds will be allocated towards by the 31 July each year. This must include quotes.

Financial Acquittal and Evaluation

- Successful applicants will be required to acquit the funding and submit a project evaluation upon completion of the project.
- The following information is required for the financial acquittal and evaluation:
- Declaration by the Chairperson/President that funding was utilised in accordance with the grant agreement
- Financial statement (income & expenditure)
- Copies of invoices/evidence of expenditure
- Evaluation of the project against the expected outcomes which may include photographs and project summary, statistics, attendances or case studies.
- Evidence of public acknowledgement of Shire of Northam support
- Completed financial acquittal and project evaluation form
- Any unspent funds are to be returned to Council by 30 June in the financial year of the grant unless alternative arrangements have been made.
- Any withheld funds will be paid once the project is complete and the financial acquittal and evaluation form has been finalised.
- If the applicant wishes to make changes to the expenditure, as outlined in the application, these changes need to be requested in writing and addressed to the CEO.



Get in Touch

It is recommended to organise a meeting with the Community Development Team to discuss your project prior to applying. To book an appointment, or to ask any questions about the content of this grant application form, please contact us on:

Shire of Northam

📍 Create 298 (298 Fitzgerald Street, Northam)

✉ records@northam.wa.gov.au

🌐 northam.wa.gov.au

☎ (08) 9622 6100

@ @shireofnortham



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