



## Community Assistance Scheme

### FAQ

#### Why introduce the Scheme?

The purpose of the Community Assistance Scheme (CAS) is to provide a transparent funding application process that allows the Shire of Mingenew to provide financial assistance to not for profit community based organisations, event organisers and individuals to support the promotion and development of social, economic, recreational, art and cultural projects that make a positive contribution to the quality of life within the Shire of Mingenew.

The Shire receives a large number of requests throughout the year for financial assistance a grant application process ensures:

- Transparency and accountability to the Mingenew Community;
- Fairness and equity to all applicants;
- Eligibility criteria is applied to each type of Financial Assistance;
- Clarity around the amount of Financial Assistance available;
- Guidelines are in place to assist applicants in completion and lodgment of forms;
- Applications are assessed by the CAS Panel.

#### How will it work?

The grant application package can be requested via the following methods

- Download online [www.mingenew.wa.gov.au/resouces](http://www.mingenew.wa.gov.au/resouces)
- Email [csc@mingenew.wa.gov.au](mailto:csc@mingenew.wa.gov.au) and request a copy
- Visit the Shire Administration Office and collect from front counter

#### What is the closing date?

All application must be received by close of business 1<sup>st</sup> May 2019. This can be done via email, post or hand delivered to the office

Please address to the

CEO

Shire of Mingenew

Email : [ceo@mingenew.wa.gov.au](mailto:ceo@mingenew.wa.gov.au)

Mail : PO Box 120 Mingenew WA 6522

### **What if our club/group is not incorporated?**

If your club/group is not incorporated there are two avenues your club/group can take:

- Head to <https://www.commerce.wa.gov.au/books/inc-guide-incorporated-associations-western-australia/steps-becoming-incorporated-association> and follow the steps to become incorporated. Or contact the Midwest office on 9920 9800;
- Request auspicing from a local organisation such as the Mingenew CRC. An auspicing organisation is a not for profit organisation that applies for a grant on your behalf. If the grant application is successful, the auspicing organisation will be responsible for complying with the grant conditions, for keeping financial records and for providing a financial acquittal of the grant. The auspicing organisation's legally authorised officer must sign the declaration for this application.

### **Can I request assistance to write the grant?**

The Community Services Coordinator is able to assist with identifying information required however can not write the application.

The Shire of Mingenew will be engaging a grant writing facilitator to provide a free workshop for the Mingenew Community. Date to be advised.

For all further enquiries please contact the Community Services Coordinator, Ella Budrikis

[csc@mingenew.wa.gov.au](mailto:csc@mingenew.wa.gov.au) or 0499950400