

## COMMUNITY BIDS FOR THE 2009 / 2010 BUDGET INFORMATION AND GUIDELINES

### PURPOSE

The aim of the Community Bids is to grant financial assistance to organisations that provide services or activities that align with the Shire's strategic plan and deliver sustainable social, environmental and / or economic benefit to the Shire of Busselton community.

### APPLICANT ELIGIBILITY

To be eligible for a financial assistance:

- The project should be delivered in the Shire of Busselton in the 2009 / 2010 financial year
- The organisation must complete their application on the Community Bid Application Form (typed or neatly hand written)
- The application must be submitted by 4.30pm Friday 27 February 2009 to:

By Post - Community Development Unit  
Shire of Busselton  
Locked Bag 1  
Busselton WA 6280

By email – Attention Community Development Unit  
[shire@busselton.wa.gov.au](mailto:shire@busselton.wa.gov.au)

By Fax – Attention Community Development Unit  
(08) 9752 4958

## **DECISION MAKING AND APPROVAL PROCESS**

1. Each Community Bid application will be assessed using a Sustainability Assessment Tool. The tool will facilitate a decision regarding the eligibility of the project, its priority within the Shire and how the funding will be allocated in an equitable manner. The information that is provided on the Community Bid Application Form will provide the information required to conduct this assessment.
2. Applicants may be contacted by the Shire to clarify parts of their application or to gather further information.
3. Applicants will be formally notified of the result of their application after the adoption of the Shire's budget.
4. Successful applicants will be contacted by the Shire to obtain the necessary details for payment.
5. Successful applicants will be required to submit a brief evaluation report that highlights the outcomes of the project within three months of the completion of the project.

## **FURTHER CONSIDERATIONS**

- Applicants are welcome to attach additional information that supports their application such as letters of support and reports of previous projects.
- Successful applicants will be required to acknowledge the Shire's contribution through the following mediums where possible:
  - o *Joint media promotions in conjunction with the Shire Public Relations team;*
  - o *Display Shire banners at events;*
  - o *Public address announcements;*
  - o *Promotion of the Shire logo on materials related to the project such as posters, pamphlets and other promotional material.*
- Funds are only allocated for the purpose of the project as outlined in the application. Funds must not be used for any other purpose without prior approval from the Shire of Busselton.
- Funds which are unspent for the term and purpose that they were approved for are to be returned to the Shire within three months of the conclusion of the project.

## **FURTHER INFORMATION**

For further information regarding the Community Bids contact Allan Whitfield, Manager Community Development on (08) 9781 0462 or email [Allan.Whitfield@busselton.wa.gov.au](mailto:Allan.Whitfield@busselton.wa.gov.au)