

Community Assistance Program

Multi-Year Agreement Terms & Conditions

1. Purpose

The Multi-Year Community Grant aims to support eligible community organisations in delivering programs, services, or initiatives that contribute to the social, environmental, and cultural development of the City of Busselton over multiple financial years.

2. Eligibility

Applicants must:

- Discuss their proposal with the Community Development Officer prior to application, then be invited by the City to apply.
- Be a not-for-profit organisation or an incorporated community group.
- Operate within the City of Busselton or demonstrate significant benefit to its residents.
- Have been operational for at least 12 months.
- Demonstrate sound governance and financial management.
- Have the project identified in its Strategic Plan document.
- Comply with relevant local, state, and federal laws.

3. Funding Details

- Grants are available for up to $20,000 per annum, for a maximum of 3 years.
- Funding is subject to annual review and performance reporting.

- Yearly payments will be made following approval of annual reports and budgets.
- A maximum allocation of 60% of the total project cost per year; applicants must provide the remaining 40% through cash or in-kind contributions.

4. Use of Grant Funds

Grant funds must:

- Be used only for the project, program, or purpose outlined in the approved application.
- Not be used for retrospective costs, alcohol, gambling, debt reduction, or activities that do not align with community benefit principles.
- Not be used for capital expenditure unless directly related to the project.

5. Agreement and Compliance

- Successful applicants must sign a Multi-Year Funding Agreement.
- Recipients agree to abide by all terms set out in the agreement, including reporting, accountability, and acquittal requirements.
- Non-compliance may result in suspension, repayment, or termination of funding.

6. Reporting Requirements

Recipients must submit:

- An annual report detailing outcomes, expenditure, and community impact.
- A revised quotation, budget forecast and detailed delivery plan prior to receiving the subsequent funding period funds.
- A final acquittal report upon conclusion of the grant term.

7. Monitoring and Review

- The City of Busselton reserves the right to conduct audits, site visits, or request additional information during the funding term.
- Annual continuation of funding is conditional upon satisfactory performance, compliance, and availability of Council budget.

8. Acknowledgement

Recipients must:

- Publicly acknowledge the support of the City of Busselton in all promotional materials, media releases, and project outputs.

- Use logos and branding as directed in the funding agreement.

9. Variation and Termination

- Requests for variations must be submitted in writing and approved prior to changes being made.
- The City of Busselton may terminate or vary the agreement if there is:
    - Misuse of funds;
    - Breach of conditions;
    - Organisational insolvency;
    - Major changes to project scope without prior approval.

10. Privacy and Confidentiality

All information provided in the application will be treated in accordance with relevant privacy laws. Applicants consent to their organisation name and project summary being published if funding is approved.

11. Appeals and Disputes

- All decisions are final and made at the discretion of the City of Busselton.
- Appeals are limited to process matters only and must be submitted in writing within 14 days of notification.