

9.3. COMMUNITY ASSISTANCE GRANT SCHEME

Responsible Department	Office of the Chief Executive Officer
Former policy Reference	FP7 – Community Grants & User Group deduction in charges: Application and Procedures First adopted 20 December 2001, Last review 15 August 2013.
Resolution Number	OMC 53 /2019
Resolution Date	18 April 2019
Last Amendment Date	18 April 2019 – Major review and re-write
Shire Related Documents	Community assistance Grant application package* Delegation Register Policy 9.4 COMMUNITY BUDGET REQUESTS
Delegation Reference	1.2.18 – Defer, Grant Discounts, Waive or Write Off Debts
Related Legislation	Nil

*To be developed

OBJECTIVE

To provide financial assistance to community based clubs and organisations (groups).

POLICY

In recognition of the pivotal role that community groups and organisations play in developing vibrant and diverse communities, Council is committed to the provision of support and assistance through the Shire of Wyalkatchem Financial Assistance Grant Scheme.

Each financial year Council will invite community-based, not-for-profit organisations in the Shire of Wyalkatchem to submit Community Assistance Grant / Sponsorship / Support Applications to Council for consideration.

“Community Assistance Grants” refers to funding towards infrastructure and equipment. Examples of this type of funding are uniforms or play equipment.

“Sponsorships” Refers to funding towards events, projects (annual or one off). Examples of this type of funding are; significant event of local/state/national level, community workshops/information sessions, school holiday programs and activities

Guidelines

1. Consideration will be given to priority areas, not limited to, emergency services, education, youth, sports, age friendly communities, recreation, heritage and culture with the Shire of Wyalkatchem.
2. Only one application for assistance towards one project will be assessed for the provision of minor sporting, recreation, culture or other project.
3. The applicant organisation must operate from the Shire of Wyalkatchem and beneficiaries must be residents of the Shire of Wyalkatchem. If managed by an outside group,

demonstrated evidence that a high percentage of members/users resident in the Shire of Wyalkatchem must be included in the application.

4. Only groups who can demonstrate that they are a not-for-profit community organisation will be considered eligible for funding.
5. Groups must be an incorporated body and operate under an Australian Business Number (ABN) or have the ability to complete a statement of supplier.
6. Groups must be operating for a minimum of six months within the Shire of Wyalkatchem.
7. A tax invoice, with proof of purchase, is required before payment of the grant can be made by the Shire of Wyalkatchem.

Funding Amounts

1. Grants of up to \$2,000 will be considered
2. For funding requests over \$500, a copy of your group's current financial statement must be attached.
3. Council's contribution will generally be limited to one third of the total project costs and not fund more than 50% of the total project costs.
4. The value of in kind work undertaken by volunteers may not exceed one third of the complete value of the project. The voluntary work should be described and valued at the rate of no more than \$20 per hour. (Generally \$15 per hour for unskilled works and \$20 an hour for skilled labour).

Retrospective Funding

1. No application for retrospective funds will be considered as a part of this grant scheme.
2. Projects may not materially commence before the announcement of successful applicants.

Funding Conditions

Successful applicants will be required to adhere to the following funding conditions

1. Adhere to the project budget as stated in the application.
2. Expend the funds made available only on the agreed project, event or activity.
3. Acknowledge the funding provided by the Shire
4. Indemnify the Shire insofar as any activities relevant to the funding are concerned.

Eligible Projects

Some projects or events (or part of) will be considered ineligible for funding through this scheme. These include:

1. Any project which is deemed by Council to be of direct benefit of a business, person or any other profit making venture, or any government department or agency (school P&C groups are excepted).
2. Projects that have already commenced.
3. Projects that cannot demonstrate a contribution by the group, organisation or community which will benefit from the granting of funds for the project.

4. Salaries or recurrent operational costs. (These will be removed from the proposed budget before consideration).
5. Any project submitted from a religious group, for a religious purpose or for the provision or improvement of religious infrastructure (i.e church buildings or grounds)
6. Requests for funding for ongoing operational costs. – Please refer to policy **9.4 COMMUNITY BUDGET REQUESTS** for these type of funding requests.

Eligible Projects

Projects will be considered eligible if they can demonstrate that:

1. All other potential funding sources have been sought; and/or
2. They are able to demonstrate benefit to the wider community; and/or
3. Provide benefit to Shire residents through recreational social or cultural means.

Sponsorship

Application for sponsorship for the value of \$250 or below can be made in writing to the Chief Executive Officer without completing the application form, however the request must still provide a brief outline of meeting the requirements as outlined above.

The Chief Executive Officer is authorised to consider each application for sponsorship on its own merit and make a determination of the outcome.

Successful applications for sponsorship approved by the Chief Executive Officer to be reported to Council when considering the current funding round applications. This expenditure to be taken into consideration when considering applications and the annual budget allocation for community grants.

Waiving of Fees

Groups requesting waiving of Council fees and charges are to be made in writing to the Chief Executive Officer without completing the application form, however the request must still provide a brief outline of meeting the requirements as outlined above.

The Chief Executive Officer is authorised to consider each application for waiving of fees and charges on its own merit and make a determination of the outcome. The decision to waive fees and charges must be made in accordance with any delegated authority approved by Council.

Successful applications for waiving of Council fees and Charges approved by the Chief Executive Officer to be reported to Council when considering the current funding round applications. This expenditure to be taken into consideration when considering applications and the annual budget allocation for community grants.

Funding

Council will provide an annual allowance within its annual budget for the funding of the Community Grant Scheme. 50% of the total allocation will be made available for the first round of applications. The balance of the funding after the first round, will be available within the second round.

Assessment and Ranking

On receipt of applications, management will access and rank the applications against the following key selection criteria and ranked in order or priority:

1. Alignment with the guidelines and eligibility criteria;
2. Demonstration of the community need for the project;
3. Benefit to the Wyalkatchem Community (i.e. contribution to community well-being);
4. Alignment to the Shire of Wyalkatchem Strategic Community Plan goals and strategies;
5. Capacity to make a significant financial or in-kind contribution to the project/event;
6. Past funding history and profile of organisation;
7. Levels of volunteer participation and wider community participation;

Applications that encompass the following attributes will receive a lower priority level in the assessment process:

1. Seeking funding for bonds, employee salaries and wages;
2. Requests that are deemed to be regular ongoing operational costs of an organisation;
3. Funding for recurring projects
4. Events/projects where other funding avenues have been identified.

Other Conditions

1. Council reserves the right to consider an allocate funds without the right of appeal.
2. Council reserves the right to request further information
3. All applications will be advised, in writing, of the outcome of their application.

Funding Rounds / Advertising

The Community Assistance Grant Scheme will be advertised to coincide with the opening of each rounding round and subsequent invitation for applications.

Two funding rounds will be open to receive applications, with applications closing in the following months;

1. November
2. March

The CEO to determine closing dates to coincide with advertising and Council meeting timeframes.

Timeframe

All applicants will be notified of the outcome of their application within one month of Council's / Chief Executive Officer decision regarding application.