



# COMMUNITY GRANTS PROGRAM Guidelines



SUPPORTING  
EVENTS



SUPPORTING  
VOLUNTEERS



SUPPORTING  
ARTS AND  
CULTURE



SUPPORTING  
TOURISM



SUPPORTING  
BUILDING  
CAPACITY



SUPPORTING  
PROGRAMS



SUPPORTING  
INITIATIVES



SUPPORTING  
CONNECTIONS



## 1. Governance and Structures

### 1.1. Introduction

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 Community Grant Program.

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.

This document has been prepared to assist community groups in preparing an application for the scheme.

### 1.2. Target Groups

The program is of particular interest to community organisations who are seeking funding for projects and/or events.

Consideration will be given to projects and/or events in the area of emergency services, education, youth, sports, age friendly communities, recreation, heritage, health, culture and social engagement.

### 1.3. Overall Purpose

The overall purpose of the grants program is to provide a funding scheme that strengthens the involvement of community organisations in the development of services, management of facilities, events, arts and culture, tourism, promotion of health, supply of equipment, promotion of environmental sustainability and infrastructure in the community. Council recognises the economic, socio-cultural and health benefits projects and events can bring to the Wyalkatchem community.

### 1.4. Council Policy

The Community Grant Program is aligned to Council Policy 9.3 – Community Assistance Grant Scheme.

Council's Register of policies is reviewed annually and is published on the Shire's website.

### 1.5. Promotion

The program will be promoted via the following methods:

- Shire of Wyalkatchem Website
- Shire of Wyalkatchem Facebook
- Media releases and advertisements in the Wylie Weekly

### 1.6. Funding Rounds

Two funding rounds will be available for the Quick Response Grant Scheme, with applications closing in the following months;

- November
- March

Closing dates will be determined annually to coincide with advertising and Council meeting timeframes.

Funding round opening and closing dates will be advertised.

Waiving of fees and sponsorship applications can be made at any time of the year.

### 1.7. Council Fund Allocation

Council provides an annual allowance within its annual budget for the funding of the Community Grant Program. 50% of the total allocation will be made available for the first round of applications. The balance of the funding after the first round less any approved sponsorship will be available within the second round.

## 1.8. Objectives

The objectives of the Shire of Wyalkatchem Community Grants Program is to provide funds of up to \$2,000 to community-based organisations in support of the development of social, economic, recreational, art and cultural benefits.

The Community Grant Program is focus on assisting groups in delivering the following:

1. Supporting Volunteers by building the capacity of local clubs and organisations with small equipment purchases;
2. Support Programs, activities and initiatives delivered by community groups;
3. Support community development initiatives;
4. Increasing the range of events, activities and services within the Shire;
5. Providing mentoring opportunities to community organisations to strengthen their organisation; and
6. Generating local economic activity, tourism, and development.

## 1.9. Community Budget Requests

In line with Council Policy 9.4 – Community Budget Requests, organisations seeking funding outside of the Community Grant program and/or over the value of \$2,000 will need to submit a request, in writing, to the CEO by 31 May for consideration in the upcoming budget deliberations.

Requests that exceed \$25,000 or require an ongoing commitment of Council must be discussed with the Chief Executive Officer prior to making submission. The Chief Executive Officer may require additional supporting documentation, such as business plans / formal proposals to be submitted with their requests; as a result it is recommended contact is made in advance.

All applicants will be notified of the outcome of their submission within one month of Council's decision regarding budget requests.

## 1.10. Grant Categories

Funding will be allocated under the following categories. Council retains the right to vary the amounts granted.

### **Sponsorship**

**Up to \$250 – open round**

Council's Sponsorship program is to assist with funding towards running events, projects (annual or once off). Examples of this type of funding may include; significant events of local/state/national level, community workshops/information sessions, school holiday programs and activities.

Preference is given for events and projects held within the Shire.

### **Waiving of Fees**

**Open round – Up to \$1500**

Council's Waiving of Fees stream is to assist with funding of programs with a reduction or waiving of Council's fees and charges, including but not limited to, Community Bus use, facility hire and photocopying.

For example, this type of funding can be used towards Senior Day trips, Hall hire for school holiday programs.

### **Quick Response Grants**

**Up to \$2,000 – two rounds per annum**

Council's Quick Response Grants program is to assist with funding towards infrastructure and equipment and sponsorship requests in excess of \$250. Examples of this type of funding may include uniforms or equipment.

## 1.11. Guidelines

### General

The following guidelines are applicable for all funding streams under the Community Grant Program.

- Be committed to providing direct benefits to residents in the Wyalkatchem Shire.  
Consideration will be given to projects and/or events in the area of emergency services, education, youth, sports, age friendly communities, recreation, heritage, health, culture and social engagement.
- Only one application for assistance towards one project will be assessed for the provision of minor sporting, recreation, culture or other project.
- The applicant organisation must operate within the Shire of Wyalkatchem and beneficiaries must be residents of the Shire of Wyalkatchem. If managed by an outside group, the applicant must demonstrate, within the application, evidence that a high percentage of members or beneficiaries are Wyalkatchem residence.
- Groups must be an incorporated 'not for profit' community organisation with open membership to residents in Wyalkatchem.
- Have an Australian Business Number (ABN) or have a community organisation that is willing to auspice the application and accept responsibility for the administration of the grant.
- Groups must be operating for a minimum of six months within the Shire of Wyalkatchem.
- Hold adequate public liability insurance to cover the project or event as applicable.
- Has satisfactorily accounted to Council for the expenditure of any previous Council grants.
- Comply with all relevant Local Laws, Australian or Western Australian legislation and standards.
- Not have their own grant giving program or fundraising program that provides money to finance other organisation's community initiatives or activities.

### Funding Amounts

- Grants of up to \$2,000 will be considered
- For funding requests over \$500, a copy of your group's current financial statement must be attached.
- Council's contribution will generally be limited to one third of the total project costs and will not fund more than 50% of the total project costs.
- In-kind contributions can be attributed towards the community group contributions. 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 \$40 per hour. (Generally \$25 per hour for unskilled works and \$40 an hour for skilled labour).

## 1.12. In-Kind Contributions

Council recognises that organisations or groups contribute to a project with their own resources, reducing the amount of actual dollars needed.

Even though no actual expense has been incurred by the organisation, the in-kind expense should be recognised to reflect the true costs of the project and true contribution made by the organisation.

In-Kind support includes the donations of goods or services that you may receive towards the project.

In-Kind contributions are categorised as;

- Volunteer Labour
- Donated Materials

Volunteer labour is recognised as skilled or unskilled.

Skilled labour is for services performed by a volunteer who is qualified in that area. For example a qualified painter painting a room.

Un-skilled labour is for services performed by a volunteer who does not hold qualification in the particular field.

Donated Materials is recognised for materials donated. For example a sign writer volunteers his time and reduces the cost of purchase.

Donated materials can also include the cost of equipment required for works. For example a member's truck used to cart debris during site works.

Rates must be justified. It is recommended that applicants use the Shire's private works rates as a guide for large plant or reference to local hire equipment rates.

All in-kind claims must be fully supported. Council reserves the rights to request the in-kind support calculations as additional supporting documentation.

### 1.13. Funding Application Amount

A maximum of \$250 will be granted for sponsorship requests.

A maximum of \$1,500 will be granted for waiving and/or reduction of Council fees. Please note that waiving of statutory fees is not permitted.

A maximum of \$2,000 will be granted for Quick Response Grants.

Organisations intending to request amounts exceeding the above mentioned maximum amounts, will need to make application through the Budget Requests process, advertised annually in May.

**It should be noted that it is the intention of Council to support a variety of programs, activities and initiatives. Applications for \$1,000 or less is preferred. While preferred it does not prevent applications being made up to \$2,000.**

### 1.14. Funding Exclusions

The following will not be funded:

- Individuals or private profit-making organisations.
- 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).
- A project deemed eligible under other external funding streams, unless applications have been unsuccessful.
- Projects that have already commenced (no retrospective funding).
- Requests that are considered by Council to be the funding responsibility of other levels of Government (state or federal government agencies)
- Community organisations that are in debt to Council and are not meeting the agreed repayment arrangements.
- Projects or Events that:
  - Have demonstrated self-sufficiency by running at a profit that is not reinvested back into the community organisation or their next event.
  - Have been, or are being, funded by other parts of Council.
  - Have already started or have been completed (no retrospective funding).
  - Are run by (or involved with) political or religious groups seeking to promote core beliefs.
  - Are not open to the general public.
  - Are for interstate or overseas travel.
  - Are for operational expenses.
  - Are for funding of prizes, sponsorships, donations or gifts.
  - Will have a negative impact on the environment.

## 2. Application Process

### 2.1. Applications and requests

Eligible community organisations can apply for a grant by completing by the following methods:

#### *Waiving of fees*

Submission of the Shire's 'Request to Waive Fee Form'.

#### *Sponsorship*

For sponsorship not exceeding \$250.

Submission of the Shire's 'Request for Sponsorship'.

#### *Quick Response Grant*

Submission of the Shire's 'Shire Quick Response Grant application form'.

#### *Forms availability*

All forms are available on the Shire's website or by contacting the Shire Office.

### 2.2. Application Support

It is important to the Wyalkatchem Shire that applicants are able to submit a well thought through and well developed application that answers all compliance questions, addresses all the criteria and provides the evidence and support document required.

Many questions will be answered throughout these guidelines. Should you wish to discuss your project or application, please do not hesitate to contact staff at the Shire of Wyalkatchem.

### 2.3. Application General Conditions

The following information is designed to guide applicants in preparing and submitting their applications. Adhering to these conditions is compulsory. Please read carefully, as failure to comply with these conditions may have a negative impact on the assessment of the application.

- a. Applications must be received by the due date and in the prescribed format.
- b. Funded projects and/or events must be for a specific project and/or event and have a defined operating period. Funding cannot be used for any other purpose without prior consultation and agreement by Council.
- c. Applicants must indicate all other sources of funding they have sought and/or received in relation to the project and/or event in their application.
- d. Each Community Organisation must provide copies of the previous year's Financial Statements.
- e. For funding over \$500, Community Organisations must provide a copy of their current financials.
- f. Applicants are to contribute an amount which Council believes adequate based on the type of project, their financial position and their ability to secure alternative funding. Subject to this the degree of contribution will be considered in the assessment process
- g. Grantee is to agree to the terms and conditions of the grant.
- h. Recipients must adhere to any additional terms and conditions applied to the condition of funding.
- i. If required, a Completion Report must be submitted at the completion of the project and/or event.

- j. The Community Grants are made on the basis of a one off payment and no ongoing commitment by Council is implied.
- k. Grant monies must be accounted for separately within the organisations records and any unspent funds must be returned to Council.
- l. If the project and/or event is discontinued within 12 months from receipt of the grant, all unspent funds must be returned to Council and/or approval to reuse the funds must be negotiated with the CEO.
- m. Council's support must be acknowledged on all promotional materials.

## 2.4. Funding Acknowledgment

Organisations that receive funding via any of the funding streams must acknowledge the Shire's financial support.

Acknowledgements can include the following;

- Shire Logo and/or acknowledgement included on promotional materials.
- Acknowledgement of Shires contribution in any speeches.
- Acknowledgement of Shires contribution in media reports.
- Shire Logo or Shire of Wyalkatchem included on uniform and/or clothing for funding that contributes to its purchase.
- Shire Logo included on appropriate signage.
- If applicable, as prescribed within funding conditions.

## 2.5. Shire Assessment

Assessment Criteria is directly based on that outlined in the Community Assistance Grant Scheme Policy.

Independent Council Officers will conduct an initial assessment of the grant applications, ranking the applications against the key selection criteria, with recommendations being considered by Council for their endorsement.

Allocation of grant funding is not guaranteed and will depend upon how well the applications meet the selection criteria, the number and quality of applications received, funds held by community organisations, and the amount available in Council's Budget.

## 2.6. Key Selection Criteria

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;

## 2.7. Lower Priorities

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; and
4. Events/projects where other funding avenues have been identified.

## 2.8. 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. Council reserves the right to apply conditions on funding.
4. Council reserves the right to make public announcements grant allocations and recipients.
5. All applications will be advised, in writing, of the outcome of their application.

## 2.9. Checklist

### All Applications

- Applicant is an incorporated.
- Application has been signed by an authorised committee member.
- Answers have been provided for every question – Please attach any additional information you feel will give more weight to your application
- Applicant is aligned to a funding objective.
- Where applicable, any previous funding has been acquitted.
- Bank account details are supplied

### Waiving of fees and Quick Response Grant

- Financial Details – Income equals expenditure
- For requests over \$500; Income & Expenditure Statements for the current year (less than 2 months old)
- Income & Expenditure Statements for the prior financial year.

### Other Useful Documents

The following documents maybe useful to form part of your submission.

- Quotations
- Confirmation of applied funding
- Applied funding – advice of outcome
- Letters of support
- Project plan
- Design plan
- In-kind calculations
- Audit report
- Copy of bank statements
- Incorporation certificate

### 3. Awarding Grant

#### 3.1. Assessment

**Quick Response Grants** applications will initially be assessed by relevant Council Officers, with a report and recommendations submitted to the Ordinary Council meeting. The assessment will be carried out as outlined below.

1. Application will be first assessed to ensure they meet eligibility criteria.

2. Application will be assessed against the programs assessment criteria and program’s objectives. Applicants may be requested to provide additional supporting information considered appropriate.

3. Council report will be prepared for consideration and determination.

4. Council to consider recommendations and approve funding allocations.

5. Successful and unsuccessful applicants will be notified immediately after the Council meeting.

It is anticipated that the above process will take approximately 4 weeks.

As stated, Council Officers will conduct the initial assessment of the grant applications with the final decision being made by Council.

Council reserves the right to offer less funding than requested, if it believes that the project or event can still proceed with a greater contribution from the applicant. Bank balance, equity and other funding opportunities are also taken into consideration during the assessment of applications.

Council will also give consideration to the funding pool available and reserves the right to offer less funding than requested to enable support of multiple applications.

It should be noted that it is the intention of Council to support a variety of programs, activities and initiatives. Applications for \$1,000 or less is preferred. While preferred, it does not prevent applications being made up to \$2,000.

**Waiving of fees and sponsorship** applications will be initially assessed by relevant Council Officers. The final assessment and decision will be made by the Chief Executive Officer, unless it has been deemed to fall outside the CEO delegated authority. Where the CEO does not have delegated authority, the request will be considered by Council – as per the Quick Response Grant process.

#### 3.2. Notification Process

Notification of successful and unsuccessful applications will take place immediately following the Council Meeting.

Successful applicants will be notified by:

- Email notification including request to sign any applicable grant agreement documents.

Unsuccessful applicants will be notified by:

- Email notification including details of the Contact Officer to discuss the application and provide feedback.

## 4. Managing Grants

### 4.1. Funding Agreements

If applicable, successful applicants will be required to enter a Funding Agreement with Council by completing Terms and Conditions and Appendices.

### 4.2. Payment Arrangements

The payment process for the Community Grants Program is as follows:

- Payments are made by Council on receipt of the completed Terms and Conditions and Appendices, if required.
- Payments will be made electronically or via cheque.
- Council reserves the right to pay a pro-rata portion of the grant upfront and the remainder on the completion of the grant.
- Council reserves the right to withhold payment until the acceptance of the completion form.

### 4.3. Application of GST for Funding

The imposition of the Goods and Services Tax (GST) applies to some funding submissions. In order for Council to comply, the following approach will be taken so that no applicant will be worse off:

- a. Successful applicants must have an Australian Business Number (ABN) to apply or be auspiced by a group / organisation that has an ABN.
- b. Applicants who are registered for GST must provide their GST details. Applicants that have applied for an ABN or for GST registration but have not yet received confirmation must state so on the form. Successful applicants will be required to provide completed details before funding can be paid.
- c. The Council will determine if the funding is considered a taxable supply for GST purposes and add GST to the funding if those conditions (set by the ATO) are met.
- d. If GST is added to the funding submission, applicants that are registered for GST will be

required to report the funding on their BAS statement. Applicants that are not registered for GST will not be required to take any further action.

- e. Council will raise a Recipient Created Tax Invoice for funding payment, based on the GST status of the organisation.

### 4.4. Terms and Conditions of Grant

If successful in this funding round, applicants will be subject to the following conditions:

1. The Grant must be used solely for the project and/or event as detailed in the Application Form.
2. The Grant will be paid in full when Council receives all of the required documentation.
3. The Completion Report must be signed off by the Grantee's appointed committee member or Project Sponsor.
4. The Grantee shall satisfactorily complete the project and/or event by the date nominated in the Terms and Conditions signed by successful applicants.
5. The Grantee must ensure that Wyalkatchem Shire's contribution to the project and/or event is acknowledged on promotional materials, media reports and/or by appropriate signage.
6. The Grant is made on the basis that the Grantee provides a financial contribution to the project and/or event.
7. The Grant recipient must advise Council immediately if the project and/or event is terminated. If a termination occurs, Council will request the refund of whole or part of the Grant previously paid to the Grantee.
8. The Grantee shall advise Council if the project and/or event is completed for less than the project and/or event total cost as set out in the Application Form. In such cases the Grant may be reduced on a pro rata basis.
9. Upon reasonable notice, the Grantee shall permit a Council Officer access to accounting records relating to the project and/or event and where relevant, to inspect any project and/or event site, works and/or equipment.

10. Any variations to the conditions of the Grant (as detailed in the Application Form) must be in writing and signed by both parties. Variations may be subject to approval by Council. Council reserves the right to deny any variations.
11. If any Grant conditions are breached, or if Council is of the reasonable opinion that the project and/or event is not proceeding satisfactorily, Council may withhold payment to be made under this Grant and/or require the repayment to Council of the amount determined.
12. Council reserves the right to publicise the benefits accruing as a result of the provision of this Grant.
13. Council has the right to issue a mutually agreed media release regarding the project and/or event.
14. Council may include the name of the Grantee and the amount of the Grant in any of its public documents.
15. The Grantee shall comply with all applicable Acts and Legislation.
16. The Grantee shall engage where and when required, suitably qualified trades persons to complete works requiring certification.
17. The Grantee shall ensure that their funded project and/or event and all contractors / employees have appropriate insurance coverage.
18. The Grantee must obtain any necessary permits (for example – building, planning) and thereafter comply with the requirements of such permits.
19. Should the Grantee not commence the project and/or event by the nominated date in the returned Terms and Conditions document, the Grant may be terminated at the discretion of Council and the funds requested to be returned to Council.
20. The Grantee will sign and return the Terms and Conditions document by the date nominated.

## 5. Review and Evaluation

### 5.1. Reporting

The reporting arrangements for this program vary between grants. Reports are to be submitted as per time frames identified in the successful applicant’s administration package.

Grant	Reporting Requirements
Waiving of Fee/s	Nil
Sponsorship	Nil
Quick Response Grants	Completion Report

### 5.2. Feedback

In order to continually improve the manner of grant allocation, feedback from the community regarding the criteria, timing and targeting of these grants is encouraged.

Any comments regarding these matters should be directed to:

Chief Executive Officer  
 Shire of Wyalkatchem  
 P O Box 224  
 Wyalkatchem WA 6485  
 ☎ 08 9681 1166  
 📧 [ceo@wyalkatchem.wa.gov.au](mailto:ceo@wyalkatchem.wa.gov.au)