

COMMUNITY GRANTS

Objectives

1. To provide financial assistance for organisations and/or projects which benefit the community and/or demonstrate methods for sustainable enterprise and activity.
2. To assist community based (not-for-profit) organisations to develop and maintain services and facilities in a sustainable manner.
3. To minimise out of budget, ad hoc requests from community organisations.

Policy

Council will seek to strengthen the sustainability of local community organisations through the distribution of an annual grant scheme. The grant scheme will be called 'Community Grants' and the Shire of Denmark will advertise its intention to consider applications from community organisations/groups based within the Shire.

Applications will be assessed by Shire Officers and endorsed by Council.

Criteria

- Alignment with the Shire of Denmark's Strategic Community Plan;
- Alignment with the Shire of Denmark's Sustainability Strategy;
- Demonstrated need or community benefit with achievable objectives and outcomes;
- Intention for funds to be spent largely or wholly within the Shire of Denmark and largely or wholly for the benefit of the residents of the Shire of Denmark;
- Capacity of the applicant, financial and otherwise;
- Completeness of application including budgetary details, risk assessment and supporting information (e.g., quotes or letters of support);
- Assessment of the applicants prior Community Grant (previously known as CFAP) submissions and project delivery history;
- Application/confirmation of contributing funds.

Funding Pool

The total pool of funding is determined during the annual budget process and may vary year to year.

Co-funding opportunities from external parties that align to the objectives of this policy will be at the discretion of Council.

Grant Classifications

Community Grants provide financial assistance for not-for-profit groups and may be used for any purpose including but not limited to; ground-works, minor building construction, maintenance or repairs, equipment purchase or hire, events or functions, relief from Council fees and charges.

Community Grants are available between \$201 and \$10,000.

Funding Categories

- Cultural Development Arts
- Sporting
- Environment
- Historical

- Events
- Sustainable Enterprise

- AMENDED JUN07
- Ad Hoc Out of Budget Expenditure added as a result of Res: 160108 / 22JAN08
- AMENDED by Res: 320310 / 23 March 2010
- AMENDED by Res: 221013 / 22 October 2013 (Special Meeting)
- AMENDED by Res: 090215 / 10 February 2015
- AMENDED by Res: 110217 / 21 February 2017
- AMENDED by Res: 100419 / 16 April 2019

COMMUNITY FINANCIAL ASSISTANCE PROGRAM**Objectives**

1. To provide financial assistance for organisations and/or projects which benefit the community.
2. To assist community based (not for profit) organisations to develop and maintain facilities.
3. To provide community based (not for profit) organisations with relief from Council imposed fees and charges.
4. To provide guidelines for the consideration and approval, or otherwise, of financial assistance applications.
5. To minimise out of budget, ad hoc requests.

Policy

That the Council annually advertise its intention to consider applications for financial assistance from community organisations / groups within the Shire, based on application forms as approved by the Director Corporate and Community Services which are to be in accordance with this Policy.

Grant Classifications

The Community Financial Assistance Program (CFAP) will be separated into two classifications; Minor and Major Community Grants.

Minor Community Grants (\$201 to \$5,000)

Minor Community Grants may be used for any purpose including but not limited to, minor building construction, maintenance or repairs, equipment purchase or hire, events or functions, relief from Council fees and charges etc. A minimum grant amount of \$201 applies.

Major Community Grants (Over \$5,000)

Major Community Grants may be used for various purposes, but are generally provided for purposes such as building purchase or construction, purchase of equipment, ground-works etc.

Funding Categories

- Cultural Development Arts
- Sporting
- Environment
- Historical
- Events

Application Information

Applications must be completed using a Shire of Denmark Community Financial Assistance Program Application form and as a minimum include the following information:

- Who is applying (name of organisation / group);
- Type of organisation applying (e.g. incorporated, volunteer group);
- Contact details and nominated contact person for the organisation/ group;
- Which funding category is being applied for;
- How much money is being applied for;
- What the funding is for, including details;
- Organisation / groups' current financial statement with advisory notes.

How the applications will be assessed?

Applications will be assessed against the following criteria:

- Alignment with the Shire of Denmark's Strategic Community Plan;
- Demonstrated need or community benefit with achievable objectives and outcomes;
- The capacity of the group, both financial and otherwise;
- Completeness of application with budgetary details, risk assessment and supporting information (e.g. quotes or letters of support);
- Assessment of the applicant in regards to previous CFAP submissions;
- Success in previously delivering projects;
- Whether matching funding has been applied for / given from other organisations;
- The funding will be spent largely or wholly within the Shire of Denmark and will be largely or wholly for the benefit of the residents of the Shire of Denmark;
- The group applying is based within the Shire of Denmark.

A list of the assessment criteria and associated information is listed in the Community Financial Assistance Program Guidelines.

Conditions and Requirements

- The project / event must commence and be completed in the financial year for which funding has been approved.
- When the amount of the grant is \$500 or more, 50% of the grant will be paid on approval of the project / event, on production of a tax invoice. The balance will be paid following successful acquittal of the project and on production of a tax invoice. The acquittal must be accompanied by proof of expenditure such as invoices paid, receipts or copies of statements.
- When the amount of the grant is less than \$500, payment of the full amount can be paid on commencement of the project on production of a tax invoice, and the acquittal must be sent on completion of the project.
- Where the scope of the approved project changes, applicants are to contact the Director Corporate & Community Services, who will determine if the changes are deemed to be "substantial" and if reconsideration of the grant funding is required.
- Project and financial reports must be submitted to the Shire within one month from the completion of the project on the acquittal form provided.
- Applicants are permitted to only apply successfully for one round in each financial year.
- Applicants are to have public liability insurance.
- Acknowledgement that "This project is assisted by the Shire of Denmark" must be made in all publicity associated with the project. Use of the Shire of Denmark logo is encouraged.
- Funding of the community project does not necessarily imply that Council supports the project theme or objectives.

Approved Community Financial Assistance grants shall be administered in accordance with the following:

- Where financial assistance is approved by Council for projects that are dependent upon funding from an outside source, e.g. Sport and Recreation WA; Lotteries Commission etc., and that funding application is unsuccessful or the level of financial assistance from an outside source has been reduced

below that requested by an organisation, the organisation shall be required to demonstrate its ability to meet the funding shortfall.

- In such circumstances the Council will reassess the viability of the project and may, if project viability is not substantiated, revoke the grant approval. Those funds shall then be made available to other applicant organisations.
- Council financial assistance (as approved) shall be paid to the applicant, on receipt of and up to the value of copy invoices, statements or receipts.
- Where approved financial assistance is not claimed by 31st May and the organisation involved has failed to provide an explanation, the Chief Executive Officer shall advise the organisation that the approval is revoked and that they should then re-apply.
- Where requests for financial assistance are received outside the deadline for receipt of applications they shall not be accepted and the applicants will be advised accordingly.

Nothing in this policy prevents the CEO, where that officer deems appropriate, from referring a request for financial assistance to Council for determination.

Applicants should refer to the Application Form and Guidelines prior to submitting an application.

Responsible Officer

The Director Corporate and Community Services is the responsible officer for implementing this policy.

AMENDED JUN07

Ad Hoc Out of Budget Expenditure added as a result of Res: 160108 / 22JAN08

AMENDED by Res: 320310 / 23 March 2010

AMENDED by Res: 221013 / 22 October 2013 (Special Meeting)

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