



Guidelines

WHAT IS THE CULTURAL DEVELOPMENT FUND?

The Cultural Development Fund is designed to allow Shire of Denmark based community organisations and groups, operating on a not-for-profit basis, to apply for financial assistance of up to \$2,000 to enable them to plan and implement cultural activities, appropriate to the needs of the community.

INTERPRETATION:

'Community Organisation' means any organisation which has as its members, members of the Denmark community and which operates on a "not for profit" basis.

'Not for Profit' means that the proceeds of the organisation are used for the benefit of the organisation and are not available for disbursement to the members of the organisation.

'GST' means the Federal Government's Goods and Services Tax. Provision of grant funds will be exclusive of GST unless the recipient organisation is registered for GST, in which case the grant amount will be grossed up by 10%.

'Cultural Development Fund Committee' means the Committee appointed by the Council to administer the provisions of the Cultural Development Fund.

'CEO' means the Chief Executive Officer of the Shire of Denmark.

ABOUT THE CULTURAL DEVELOPMENT FUND

AIMS OF THE CULTURAL DEVELOPMENT FUND

The aims of the Shire of Denmark Cultural Development Fund are:

- To extend the range of cultural activities in the Shire.
- To provide opportunities for community groups to interact with professional artists.
- To assist groups and in the community to become involved in cultural activities.

CONDITIONS AND REQUIREMENTS

- Project 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 and the balance following successful acquittal of the project. When the amount of the grant is less than \$500, then payment can be made at the commencement of the project.
- Where there are changes to the scope of the approved project, applicants are to contact the Director of Finance and Administration, prior to commencement, 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.

- 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.

ASSESSMENT CRITERIA

- Achievable objectives and outcomes.
- Project outcomes of artistic merit and cultural development.
- Complete budgetary details of the project to be provided.
- Level of financial contribution by the applicant.
- Applications will only be considered from groups from within the Shire of Denmark.

WHAT IS NOT FUNDED

- Ongoing expenditure in the form of operating or administrative costs e.g. rent, staff wages, utility costs, insurance, and stationery.
- Applications that benefit personal business aspirations.
- Applications for projects predominately outside the Shire of Denmark.
- Projects that duplicate an existing or similar project/service within the community.
- Applications where grant funds are to promote political purposes, unethical or profit making purposes that benefit an individual.
- Applications where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds.
- Individuals unless they are sponsored by an eligible organisation and are a resident of the Shire.
- Individuals (or sponsorship of cash prizes for individuals or teams).
- Personal living, education, medical or travel expenses.
- Activities or events that are the responsibility of a State or Federal Government.
- Organisations whose main purpose is to fundraise.
- Organisations that have not acquitted previous projects funded through the Shire of Denmark.
- Educational institutions (Parents and Citizens Associations may apply for funding).
- Activities targeted at students in a school setting.
- Deficit funding of any operation activities.
- The purchase of alcohol, prizes and gifts.
- Costumes or uniforms.
- Expenditure on projects or purchases that have been made prior to grant approval (Retrospective funding).
- Applications for activities that are not consistent with the Shire of Denmark's Strategic and/or operational plans.

HOW THE APPLICATIONS WILL BE ASSESSED

Assessment of all applications will be by Council.

ADMINISTRATION OF FINANCIAL ASSISTANCE

Financial assistance approvals shall be administered in accordance with the following:

1. 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.
 - a) 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.
2. 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.
3. Where approved financial assistance is not claimed by 31st May and the organisation involved has failed to provide an explanation and request for those funds to be carried forward, the Chief Executive Officer shall advise the organisation that the approval is revoked and that they should then re-apply.
4. 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 the Policy or Guidelines prevents the CEO, where that officer deems appropriate, from referring a request for financial assistance to Council for determination.