

P040125

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 urgent or emergency financial assistance where required.
5. To provide guidelines for the consideration and approval, or otherwise, of financial assistance applications.
6. To minimise out of budget, ad hoc requests.

Policy

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

Proponents requesting financial assistance from the Council, that cannot be accommodated under ~~staff delegated~~ ~~editions authority~~ or which are not included in the Council's Budget or assessed under an advertised round, will be advised of Council's funding procedures and be requested to apply for the next round of the appropriate funding. ~~Any such advice will be included in Council's subsequent monthly Information Bulletin.~~

Community Donations (\$0 - \$200)

~~This Donations program is in addition to the Community Financial Assistance Program. Applications for Community Donations, to a maximum of \$200 GST exclusive, may be submitted at any time throughout the year for any purpose. Applications will be received from community-based organisations. Community Donations shall be referred to the Chief Executive Officer for consideration under delegated authority of Council.~~

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

Minor Community Grants may be used for any purpose, including minor building construction, maintenance or repair, equipment purchase or hire, events or functions, relief from Council fees and charges ~~etc. A minimum grant of \$201 applies. Applications should address the following criteria:~~

- ~~Type of organisation (e.g. sport and recreation, community based, general interest, health and welfare, artistic, religious etc);~~
- ~~Organisation membership;~~
- ~~Nature of service/facility provided;~~
- ~~Demonstrated need or community benefit;~~
- ~~Applicant's financial position;~~
- ~~Purpose of the grant; and~~
- ~~Provision of a detailed project budget including GST breakdown. Details of applications to other possible funding sources. (e.g. Dept of Sport and Recreation, Healthways, Lotteries, etc.)~~

Major Community Grants (Over \$5,000)

Funding for approved grants will be allocated from within Council's general revenue budget.

Major Community Financial Assistance Program Grants may be used for any various purposes, but are generally provided for purposes such as building purchase or construction, purchase of equipment, ground-works etc. Applications should address the following criteria:

- ~~Type or organisation (e.g. sport, community, hobby, health and welfare, artistic, religious etc);~~
- ~~Organisation membership;~~
- ~~Nature of service/facility provided;~~
- ~~Project details/planning/design/timing;~~
- ~~Demonstrated need or community benefit;~~
- ~~Financial position of the applicant;~~
- ~~Financial viability of project;~~
- ~~Other financial/in kind contributions;~~
- ~~On-going management;~~
- ~~Existing services and facilities of a like nature, within Denmark;~~
- ~~Provision of quotes (2) for all items greater than \$500 in value; and~~
- ~~Provision of a detailed project budget including GST breakdown.~~
- ~~Details of applications to other possible funding sources. (e.g. Dept of Sport and Recreation, Healthways, Lotteries, etc.)~~

Applications of that have significant matching contributions from the applicant and or other funding agencies and are consistent with Councils' Strategic and operational plans will be looked upon more favourably.

Funding Categories

Cultural Development

Arts

Sporting

Environment

Historical

Events (incl Christmas Parade)

HOW THE APPLICATIONS WILL BE ASSESSED

Applications must be completed using a Shire of Denmark Community Financial Assistance Program form.

The Council Community Financial Assistance Program Assessment Panel, consisting of 2 x Shire Officers and 2 x Councillors will assess the applications in accordance with the following criteria:

- Type of Organisation;
- Suiting an appropriate funding category;
- Applications that align with the Shire of Denmark's Strategic Community Plan
- Demonstrated need or community benefit with achievable objectives and outcomes;
- The financial capacity of the group in alignment with their proposed request

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- 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 C.F.A.P. submissions
- Applications will only be considered from groups within the Shire of Denmark.

Following the assessment process, preliminary recommendation will be presented to Council who will have the final determination. Council reserve the right to part-fund an application.

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

~~An amount is to be set by Council annually via its Budget Process which is available for use to fund applications to the Community Financial Assistance Grants scheme. Applications that fall within this category will be assessed by Council.~~

Major Community Grants (Over \$5,000)

~~Applications that fall within this category will be assessed by Council in conjunction with its overall competitive Budget process.~~

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 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.

Conditions and Requirements

- Project must commence and be completed in the financial year for which funding has been approved.
- When the amount of 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 grant is less than \$500 than payment can be made at the commencement of the project.
- Where changes to the scope of the approved project changes applicants are to contact the Director Corporate and Community Services, 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.
- 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 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.
- 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.

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)
AMENDED by Res: 090215 / 10 February 2015
AMENDED by Res: 110217 / 21 February 2017

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