

**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 annually advertise its intention to consider applications for financial assistance from community 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 Categories**

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

**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.

**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 (inc. Christmas Parade)

**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 organization / group);
- Type of organisation applying (e.g. incorporated, volunteer group);
- Contact details for the organization/ group;
- Which funding category is being applied for;

- How much money is being asked for;
- What the funding is for, including details;
- A nominated contact person or persons from the organisation;

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

#### **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.
- Applicants are to have public liability insurance.
- 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.

Applicant 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.

# Shire of Denmark

## COMMUNITY FINANCIAL ASSISTANCE PROGRAM



## Guidelines

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### What is the Community Financial Assistance Grant Program?

The Community Financial Assistance Grant is designed to allow the Shire of Denmark to fund locally based community organisations and groups, operating on a non-for profit basis, an opportunity to apply for financial assistance funding.

### Interpretation:

**'Community Organisation'** means any organisation which has 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%.

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

### About the Community Financial Assistance Grant Program?

#### CATEGORIES OF FUNDING:

- Cultural
- Development Arts
- Sporting
- Environment
- Historical
- Events (Inc. Christmas Parade)

#### MINOR COMMUNITY FINANCIAL ASSISTANCE GRANTS (\$201 - \$5,000):

Minor Community Financial Assistance Grants may be used for various purposes, 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.

#### MAJOR COMMUNITY FINANCIAL ASSISTANCE GRANTS (OVER \$5,000):

Major Community Financial Assistance 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.

**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 organization / group);
- Type of organisation applying (e.g. incorporated, volunteer group);
- Contact details for the organization/ group;
- Which funding category is being applied for;
- How much money is being asked for;
- What the funding is for, including details;
- A nominated contact person or persons from the organisation;

**CONDITIONS AND REQUIREMENTS:**

- Project must commence and be completed within 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, 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 there are changes to the scope of the approved project, 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 a reconsideration of the grant funding is required.
- 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.

**HOW 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.

Following this assessment, the preliminary recommendation will be presented to Council who will have the final determination.

**WHAT CAN BE FUNDED:**

- Advertising and promotion of events;
- Printing and copying of advertising material;
- Purchase of equipment or hire fees for events;
- Applications where grant funds are to promote political purposes, unethical or profit making purposes that benefit an individual.
- Relief from Council imposed fees and charges for events.

**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.
- An item benefiting an individual.
- 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 Community Plan and or operational plans.

**Administration of the Community Financial Assistance Grant Program?**

Financial assistance approvals 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 an invoice 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

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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.

