

CS 1 – Community Grants Policy

1 Objectives

The main objectives of the Community Grants Policy are to:

- 1.1 Demonstrate Council's commitment to community and economic development.
- 1.2 Assist to build the capacity of the community.
- 1.3 Enhance the capacity of community groups, clubs, not-for-profits and social enterprise organisations to provide one-off projects, community services and events.
- 1.4 Increase community and visitor participation in community activities and/or events.
- 1.5 Support innovation, creation and the development of community initiatives.
- 1.6 Offer a one-year grant funding opportunity to support one-off activities and projects.
- 1.7 Offer a three-year grant funding opportunity to cover ongoing operational costs for community services and/or events.

2 Scope

This policy applies to eligible community groups, clubs, not-for-profits and social enterprise organisations seeking support for projects, events and activities that:

- 2.1 Provide social or economic benefit to the community;
- 2.2 Produce results in one or more of Council's five key aspirations identified in the Community Strategic Plan:
 - A friendly, welcoming and inclusive community;
 - Our natural environment is valued, conserved and enjoyed;
 - Our built environment is maintained, protected and enhanced;
 - Our economy is strong, diverse and resilient; and
 - Our leadership is visionary, collaborative and accountable.

3 Definitions

3.1 Auspicing Organisation

means an incorporated organisation with a current ABN which agrees to work with a non-incorporated community group to receive, hold and disburse grant funds on behalf of the non-incorporated group. The auspicing organisation will be responsible for the management of grant funds according to all conditions of the grant, and for the acquittal of those funds within the agreed timeframe.

3.2 Sporting Club

means an association dedicated to a particular sport, that can demonstrate formal membership.

3.3 Community Group

means a not-for-profit entity that offers programs and services to meet the needs of the community through a common goal/interest or cause. Most members of a community group work voluntarily. A

community group must demonstrate that it has provided financial or in-kind support to the community, beyond its immediate membership.

3.4 Incorporated Association

means an organisation that has been incorporated under the *Associations Incorporation Act 2015*.

4 Policy

Council will provide grant funding to assist established community groups, sporting clubs and incorporated associations, within the Shire, to establish new, or to continue current services, projects or activities that result in social or economic benefit to the community.

4.1 Allocation of Resources (Financial and In-Kind)

- 4.1.1 Council will review and confirm the allocation of resources annually as part of the annual budgetary processes.
- 4.1.2 A single tranche will be allocated and available to community groups, sporting clubs and incorporated associations on an annual basis.
- 4.1.3 Eligible organisations can apply for a one-year grant (maximum value of \$5,000 per annum).
- 4.1.4 Alternately, eligible organisations can apply for a three-year grant (maximum value of \$5000 per annum).

4.2 Timeline

Council's Community Grants Program opens on the first Monday of December (9:00am) and closes on the first Friday of the following March (4:30pm). The Program operates on an annual basis, targeting projects and/or events beginning in July of the following financial year.

A Working Group comprising of Councillors will assess eligible grant applications and will make recommendations to Council in accordance with the assessment criteria (outlined below). This assessment will take place no later than early May, with Working Group recommendations put to Council in the May Ordinary Meeting of Council.

4.3 Categories

4.3.1 One-Year Grant

This grant is available to eligible entities to support one-off or annual activities and projects. The maximum limit is \$5,000.

Funding may be used for construction, purchase of equipment, salaries, contract services, operations, marketing, consumables and administration expenses.

4.3.2 Three-Year Grant

This grant is available to eligible entities to support ongoing operational costs only. The three-year grant is to provide longer-term security for the group, enabling the applicant to forward-plan and support the sustainability of community and economic development.

Funding may be used for utility expenses, insurance, rent, wages, and other ongoing operational expenses.

4.4 Eligibility

Funding applications must satisfy the eligibility criteria set out in the Funding Guidelines, which include (but are not limited to):

- 4.4.1 The organisation must be based within the Shire.
- 4.4.2 Applicants must offer a project, event or activity within the Shire's local government boundary.
- 4.4.3 Applicants must have successfully completed and acquitted any project, activity or event for which the applicant had previously received Shire funding.
- 4.4.4 Funding will not be awarded to private businesses or individuals.
- 4.4.5 Projects, events and activities must be completed in the financial year in which the funding is provided.
- 4.4.6 Projects, activities or events will not be funded if they have already commenced before funding has been awarded.

Organisations are eligible for a maximum of one grant per funding category (per financial year) to a maximum of \$5,000 per category per year. An Auspicing Organisation is eligible to apply for funding for its own organisation as well.

4.5 Assessment of Applications

Applications will be assessed against the Community Grants Program priority of Building Capacity, Partnerships and Leveraging Resources:

- 4.5.1 Maximise in-kind, cash donations and volunteer time from community, business and/or other funding bodies (partnerships).
- 4.5.2 Facilitate ways in which recipients can give back to the community.
- 4.5.3 Encourage community participation and capacity building.
- 4.5.4 Demonstrate a result that will have an impact beyond the Community Grant Program.
- 4.5.5 Demonstrate accountability for the expenditure of public funds.
- 4.5.6 Adopt a risk management-based approach to project management.
- 4.5.7 Clearly define aims, objectives and outcomes that are measurable and relevant to the Shire's visions and objectives.
- 4.5.8 Provide well-planned and achievable milestones within a detailed timeline.
- 4.5.9 Provide a detailed budget.
- 4.5.10 Seek to maximise value for money.
- 4.5.11 Outline how the group will recognise the Shire's contributions.

4.6 Grant Conditions

- 4.6.1 A representative from the organisation applying for funding must meet with a representative from the Shire prior to applying. The contact details are provided on the application form.
- 4.6.2 Applicants must answer all questions in the grant application and provide full details on all questions (including by providing a detailed budget).

- 4.6.3 Applications must reach the Shire no later than 4:30pm on the first Friday in March annually. Late applications will not be considered and will not be presented to the Working Group.
- 4.6.4 A detailed acquittal of the one-year grant funded activity must be provided to the Shire by the end of the financial year in which the funding was provided.
- 4.6.5 An annual report must be provided to the Shire by the end of each financial year for the duration of a three-year grant.
- 4.6.6 A detailed acquittal of the three-year grant funded activity must be provided to the Shire by the end of the three-year period for which the funding was provided.
- 4.6.7 Grants will not be provided retrospectively (i.e. for a project that is completed or already underway).
- 4.6.8 Council may use the information provided by the funded entity for its own promotional purposes.
- 4.6.9 All funded entities will be required to enter into an agreement with the Shire, which will detail specific conditions and terms relevant to that project.
- 4.6.10 All funded entities must acknowledge the support of the Shire in all their promotional material.
- 4.6.11 Allocation of grant funding (partial or entire) will be at the sole discretion of Council.
- 4.6.12 The Chief Executive Officer is authorised to approve or reject variation requests for a change in purpose on funded projects.

5 Risk Management

The risks of not having this Policy in place include:

- 5.1 Non-compliance with financial legislation;
- 5.2 Reputational risk by not providing transparent and clear criteria and structure to the Community Grant process.

6 Accountabilities and Responsibilities

- 6.1 Council is accountable for:
 - Ensuring the organisation has in place a lawful, transparent, and accountable policy framework, supported by a suite of compliant and appropriate policies and procedures.
 - Endorsing (or not) each organisational policy document in a timely and effective manner.
 - Delegating implementation of each policy document to the CEO.
- 6.2 The CEO is accountable for ensuring the development, implementation, monitoring and review of this policy document, in accord with governing legislation and Council directives.
- 6.3 The Executive Management Team and Managers is responsible for:
 - Ensuring that all employees under their direction comply with this policy document.
 - Enacting process to redress non-compliance with this policy document.
- 6.4 All employees are individually responsible for complying with this policy document.

7 Applicable Legislation and Documents

Act	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.6.7 Municipal Fund
Regulation	<i>Local Government (Financial Management) Regulations 1996</i>
Local Law	N/A
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

8 Administration

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