

Policy F.02 Guidelines for Community Grants

OBJECTIVE

The Council will provide the provision of financial assistance to promote and support community-based initiatives, which meet the Shire's strategic direction annually through the Community Grants Program.

DEFINITIONS

The following definitions apply to this policy:

Community Grant	The provision of a set amount of funds, up to \$5000.00, for a single year in order to achieve a specific, identified purpose, awarded through the Community Grants Program.
Community Grants Program	An annual application based, contestable funding opportunity for once off Community Grants.
Extraordinary Donation Requests	Requests made to the CEO and Shire President in writing for cash or in-kind support outside of the Community Grants Program. Requests to hire Shire facilities such as the town hall or oval as well as Shire plant and equipment are considered extraordinary donation requests.
Individual	A resident of the Shire of Boyup Brook.
Organisation	An incorporated body under the <i>Associations Incorporation Act 2015</i> or a recognised corporate body created by government with an Australian Companies Number (ACN).
Sponsorship	The provision of cash, in-kind support or subsidy to organisations or individuals in return for specifically identified promotional opportunities for the Shire. Sponsorship requests are made in writing to the CEO and will be assessed on a case-by-case basis separate to the Community Grants process.

POLICY STATEMENT

1. Community Grants Program

An annual application based, contestable funding opportunity for a once off contribution for a specific purpose. The Community Grants Program opens in March each year and closes on the last Friday of April. Applications are reviewed in May by Council for consideration during the adoption of the annual budget.

Funding support will be based on specific and once off initiatives, and annual support to assist organisations to become self-sufficient.

Large events such as, but not limited to, the Boyup Brook Country Music Festival are not eligible under this program and will need to negotiate a Service Agreement (projects occurring annually over a three-year period) with the Shire.

Organisations are encouraged to seek funding from other sources and not rely on Shire funding support. Council may consider providing only a portion of the total funds requested. Preference will be given to applications that leverage funds and demonstrate a larger percentage of contribution.

2. Eligibility

- Applicant organisations must be local community groups (preferably incorporated) that provide community benefit.
- Funds may be used for construction, equipment, contract services, operational expenses and marketing expenses.
- Only one application per year may be funded for any one organisation.
- The funding is not to be used for direct profit or financial gain to the organisation.
- The proposal must align with the Shire of Boyup Brook Strategic Community Plan.
- Applications must reach the Shire by 4:00pm on the last Friday in April. Late applications will not be accepted.
- The applicant organisation must be able to demonstrate the capacity to manage and be accountable for the funds and the project.
- Grants will not be provided retrospectively (for a project that is already complete or underway).

3. Funding Conditions

- Council will only allocate funds for identified purposes and with specific expenditure estimates provided and will not provide block grants under any circumstances.
- Applicants shall agree that they do not represent the Shire in any capacity.
- Council may require applicants to seek part funding from other sources.
- The Shire of Boyup Brook will determine terms of payment.
- All funded entities will be required to enter into a Funding Agreement with the Shire of Boyup Brook which will detail specific conditions and terms relevant to that project.
- Funding must only be used for the purposes specified in the Funding Agreement. Any change to the purpose of the funding cannot proceed without a formal resolution from Council. The applicant will be required to make their request in writing, as per the Funding Agreement. This will be considered by Council and a determination made.
- An acquittal of the project must be provided to the Shire within 60 days of the project being completed. Failure to provide an acquittal will eliminate consideration of future applications until such time as an acquittal is received.
- Any funds that have not been spent and acquitted by 30 June shall be returned to the Shire of Boyup Brook as per the Funding Agreement.
- Payments of grant funding may be suspended at any time if, in the opinion of Council, any of the conditions of the funding agreement, or satisfactory progress, has not been achieved.
- The applicant is responsible for applying for all relevant permissions and licences associated with the project. If the project involves Shire property, the applicant must also complete the relevant hire processes and/or obtain written permission from the Shire and abide by all associated lease conditions.
- All grant and sponsorship recipients are bound by the Shire of Boyup Brook Employee Code of Conduct.
- Applicants can use the Shire's logo with permission and must acknowledge Shire's support in its advertising, promotion and any media publicity in regard to the funded project.

4. Assessment of Applications

Council will assess all eligible applications using the following assessment criteria:

1. Applications will be assessed on their merit in relation to whole of community benefit.
2. Applications which demonstrate a cash contribution (not just in-kind) from the organisation will be assessed as having higher merit than applications solely reliant upon grant funding.
3. Applications which demonstrate a strong ability to assist Council deliver strategic objectives and actions (as identified in the Strategic Community Plan) will be assessed as having higher merit than applications that do not.
4. Council will consider funding projects which do not have direct links to the Strategic Community Plan based on the applicant's ability to explain how the project will benefit the community and why they believe their project should be funded.

Council will make the final decision and include these grant allocations in the Annual Budget. Successful applicants will be notified after the adoption of the budget. Decisions regarding funding applications are final and will not be reconsidered during the financial year in which the application was made.

5. Extraordinary Requests

The Chief Executive Officer may in consultation with the Shire President approve combined extraordinary requests of up to \$1,000 cash or in-kind (excluding administrative support eg. photocopying), to local community groups throughout the year when requested.

Annual Budgets shall include \$2,000 per year inclusive of cash and in-kind for this purpose.

Extraordinary in-kind support may be carried out during normal working hours where there is no impact on work programs.

Extraordinary requests are once off requests for waiving hall or outdoor space hire fees, hiring Shire equipment or asking for additional support outside of the Community Grants Program timeframe.

The process to apply for an extraordinary request is as follows:

1. Applicant applies in writing to the CEO and Shire President, outlining the request, community benefit, total cost and any other relevant details.
2. The CEO and Shire President set the conditions and approve the request in writing.
3. The applicant agrees to the conditions and completes either a Hire Form or Miscellaneous Hire Agreement and pays any associated bond or fees if applicable.
4. The applicant abides by the conditions of agreement and completes the project.

Alternatively, the CEO shall put to Council requests received throughout the year and outside of the Community Grants process.

RESPONSIBILITY OF COUNCIL

1. Funding Allocations

Council will set aside an amount of up to \$25,000.00 in the Annual Budget for the Community Grants Program. Council may reserve any of this amount not distributed in the year it was set aside, to fund future requests.

Council will not normally fund annual Community Grants requests that exceed the budgeted amount.

RESPONSIBILITY OF THE CEO

- Extraordinary requests, either they be cash or in-kind, use of facilities or plant, or in-kind provision of materials or labour, are to be recorded separately in the Shire's Chart of Accounts (COA).
- Information about each extraordinary in-kind request recorded in the Shire's COA shall include the beneficiary of the in-kind request, a brief scope of the works or benefit, and the total cost of the benefit.
- An Extraordinary Requests Register (the Register) be kept covering the period 01 July to 30 June of a financial year and shall include the information itemised in dot points 1 and 2 above.
- The Register shall be made available to Council prior to the following year's budget deliberations.

POLICY NO.	F.02
POLICY SUBJECT	Guidelines for Community Grants
ADOPTION DATE	21 February 2019
VARIATION DATE	21 December 2007, 18 May 2017, 9 July 2018, 20 February 2020, 18 June 2020, 29 February 2024
LAST REVIEW DATE	29 February 2024