

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, February 2020
REVIEW DATE	February 2021

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.

Statement

Definitions

The following definitions apply to this policy:

- Community Grant is the provision of a set amount of funds, \$1,001 and over, for a single year in order to achieve a specific, identified purpose, awarded through the Community Grants Program.
- Community Donation is the provision of a set amount of funds, \$1,000 and under, for a single year in order to achieve a specific, identified purpose, awarded through the Community Grants Program.
- Community Grants Program is an annual application based, contestable funding opportunity for once off Community Donations and Grants.
- Extraordinary donation requests are 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 is a resident of the Shire of Boyup Brook.
- Organisation is an incorporated body under the *Associations Incorporation Act 2015* or a recognised corporate body created by government with an Australian Companies Number (ACN).
- Sponsorship is 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.

Responsibility of Council:

1. Funding Allocations

Council will set aside an amount of up to 2% of budgeted rate revenue as set out in the Rate Revenue Note (usually Note *) 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 Grant and donation requests in excess of 2% of budgeted rate revenue.

2. Funding Categories

Council will determine an annual funding allocation within the following categories:

- Community Donation (\$1,000 and under)
- Community Grant (\$1,001 and over)

Extraordinary donation

Policy Statement:

1. Community Grants Program

This is 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 the last Friday of April. The Humanities Committee reviews the submitted applications in May and the recommendations go to Council for consideration during the adoption of the annual budget.

Funding support will be on the basis of:

- specific and once off initiatives.
- annual support for organisations for specific ongoing initiatives.
- annual support to assist organisations to become self sufficient.

Organisations are encouraged to seek funding from other sources and not just 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 (including sporting) groups that provide community benefit.
- Funds may be used for construction, equipment, salaries, contract services, operational expenses, marketing expenses, consumables and administration 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 support the mission statement, values and strategic direction of the Shire.
- Applications \$1,000 and under must be made via letter, outlining the project, community benefit and applicants contribution. Applications over \$1,001 must complete the application form and provide additional supporting information. Only complete applications will be considered.
- Applications must reach the Shire by 5pm on the final Friday in April. Late applications will not be considered.
- 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, this will be considered by Council and a determination made.
- An acquittal of the project must be provided to the Shire 60 days after the project has been completed and no later than 30 June in the financial year, of the successful grant. 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 the 30 June shall be returned to the Shire of Boyup Brook.

- 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 donation recipients are bound by the Shire of Boyup Brook Employee Code of Conduct.
- Applicants are able to use the Shire's logo with permission and must acknowledge Shire's support in its advertising, promotion and any media publicity in regards to the funded project.

4. Assessment of Applications

A Committee comprising of Councillor representation will assess all of the eligible applications. This Committee will then make recommendations to Council in accordance with the following assessment criteria:

1. The Committee will assess each application received in the Community Grants process on its merit, and determine the value of the application 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 generally be assessed as having higher merit than applications that do not.
4. The Committee will consider funding projects which do not have direct links to Council's strategic objectives 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 during September 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 \$1,000 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:

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.
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 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; and
- the Register shall be made available to the Committee prior to the next year's budget deliberations.