

## Strategic Outcome Supported: 13 - Increased community capacity

### 1. Policy Objective

- 1.1. The objective of this policy is to:
- a. Demonstrate Council's commitment to community and economic development; and
  - b. Assist to build the capacity of the community; and
  - c. Enhance the capacity of community groups, clubs, not-for-profits and social enterprise organisations to provide one-off projects, community services and events; and
  - d. Increase community and visitor participation in community activities and/or events; and
  - e. Support innovation, creation and the development of community initiatives; and
  - f. Offer an annual (contestable) community minor grants program to support one-off activities and projects; and
  - g. Offer a three-year grant Service Level Agreement program to cover ongoing operational costs for community services and/or events.

### 2. Policy Scope

- 2.1 This policy applies to eligible community groups, clubs, not-for-profits and social enterprise organisations seeking support for projects, events and activities that:
- a. Provide social or economic benefit to the community; and
  - b. Produce results in one or more of Council's five key aspirations identified in the Council Plan.

### 3. Policy Definitions

- 3.1 **Community Events Rubbish Collection Service** means a provision by the Shire that allows event organisers to request free kerbside rubbish bins for their events. These bins are provided at no cost under the condition that they must be collected and returned according to the terms specified in the event approval, supporting community events by ensuring effective waste management and maintaining a clean environment.
- 3.2 **Community Grants (CG)** means a financial allocation provided to eligible entities to support one-off or recurring activities and projects that generate social or economic benefits for the community. These grants can be used for a wide range of purposes, including construction, equipment purchase, operational costs, and marketing, with individual grants capped at \$2,000.

- 3.3 **Eligible entities** mean local community groups, including sporting clubs, not-for-profit organisations, social enterprises, and commercial ventures that provide a demonstrable community benefit. These entities must be legally recognised and aligned with the goals outlined in the Council Plan to be considered for funding under this policy.
- 3.4 **Facility Hire Fee Waivers** means to waive or reduce fees for the use of Shire-owned facilities. This is intended to support community groups or events that can demonstrate a significant direct benefit to the community.
- 3.5 **Minor Cash Donations** means small monetary grants, capped at \$350 per request, provided at the CEO's discretion to support minor community initiatives, events, or individuals needing financial assistance to participate in activities that offer community benefit.
- 3.6 **Service Level Agreements (SLA)** means a formal, annual commitment between the Council and a funding recipient. The SLA is designed to support ongoing operational costs of eligible entities, such as utilities, insurance, rent, wages, and other essential expenses. It ensures that the funded entity can consistently deliver community services or events that benefit the broader community.

## 4. Policy Statements

### Annual Funding Allocation

- 4.1 Council will determine an annual funding allocation for the provision of Service Level Agreements, community grants and donations. The total funding allocation will be up to \$128,000. This amount is subject to an annual review.
- 4.2 The annual funding allocation will be applied to the following categories of grant or donations:
  - 4.2.1 Service Level Agreements (SLA); and
  - 4.2.2 Annual Community Grants (CG); and
  - 4.2.3 Minor Cash Donations; and
  - 4.2.4 Facility Hire Fee Waivers; and
  - 4.2.5 Community Events Rubbish Collection Service.

### Application Processes/Timelines

- 4.3 Service Level Agreements (SLA)
  - 4.3.1 Applications can be submitted for renewal of expiring Service Level Agreements or for new Service Level Agreements. The application period will commence no later than the 3rd week of January each year and will close at 9am on the first Monday in April.
  - 4.3.2 Applications will be assessed by Council.
  - 4.3.3 Council will endeavor to approve applications at its May Ordinary Council meeting each year, to inform the annual budget.

- 4.3.4 Payments of the funding to the entity will not occur until after the annual budget is adopted by Council. This applies to both continuing Service Level Agreements and new Service Level Agreements.

#### 4.4 Community Grants (CG)

- 4.4.1 The total annual Community Grant allocation cannot be set until Council determine the annual SLAs at its May meeting.
- 4.4.2 Applications for funding under the Community Grants will be called no later than the 3rd week of June each year and the application period will run for a period of six (6) weeks.
- 4.4.3 Applications will be assessed by Council.

#### 4.5 Minor Cash Donations & Facility Hire Fee Waivers

- 4.5.1 Written applications must be addressed to the Chief Executive Officer.

#### 4.6 Community Events Rubbish Collection Service

- 4.6.1 Written applications must be addressed to the Chief Executive Officer.
- 4.6.2 No monies will be paid to the applicant.

### **Guidelines and Requirements – SLA's and CG's**

- 4.7 Application will not be considered if they do not address all questions in the grant application form or provide comprehensive details for each question.
- 4.8 Late applications will not be considered.
- 4.9 Applications will only be considered from eligible entities.
- 4.10 An acquittal must be submitted to the Shire at the end of each financial year for Service Level Agreements and upon completion of the project for both SLA's and CG's.
- 4.11 Failure to submit an acquittal will result in the suspension of consideration for future applications until the required acquittal is provided.
- 4.12 Grant applications will not be considered retrospectively (i.e. for a project that is completed or already underway).
- 4.13 Recipients of SLA or CG funding are ineligible to receive additional funding for the same project or event under any other Shire funding, grant, or donation category.

### **Funding Conditions – SLA's and CG's**

- 4.14 All acquittals will include a report detailing the outcomes of the funded activity which will be provided to Council Members in the quarterly information bulletin.
- 4.15 Council may use the information provided by funded entity for its own promotional purposes.
- 4.16 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.
- 4.17 All funded entities must acknowledge the support of the in all their promotional material.

- 4.18 The Shire's contribution shall be considered by the funded entities as sponsorship and acknowledged accordingly.
- 4.19 Grant funding payments may be suspended at any time if, in the opinion of Council, the conditions of the funding agreement have not been met or satisfactory progress has not been achieved.
- 4.20 Any change to a funded project cannot proceed without a formal resolution from Council. The applicant must submit a written grant variation request to the Shire clearly stating any proposed changes to the project and the reason why the changes are required.

## Assessment of Applications for SLA's and CG's

- 4.21 Council will assess applications for SLA's and the CG's.
- 4.22 Applications will be assessed on its merit and determine the value of the application in relation whole of community benefit.
- 4.23 Applications that include a cash contribution from the applicant, rather than solely relying on in-kind support or grant funding, will be evaluated as having higher merit.
- 4.24 Applications that clearly support the achievement of Council's strategic objectives and actions, as outlined in the Council Plan, will generally be considered to have higher merit than those that do not.

## 5. Delegation and Authorisation

- 5.1 Delegation 1.2.24 Defer, Grant Discounts, Waiver or Write off Debts.
- 5.2 Council authorises the Chief Executive Officer to approve cash donation requests, where a group or individual can demonstrate a significant direct benefit to the community or where, in the opinion of the Chief Executive Officer, special circumstances justify the donation. Examples may include support for minor community events, initiatives, or individuals seeking financial assistance to participate in activities at a State or National level where they have achieved recognition.
- 5.3 Council authorises the Chief Executive Officer to determine requests for donation of facility hire, where a group or individual can demonstrate significant direct benefit to the community.
- 5.4 Council authorises the Chief Executive Officer to determine requests for donation of rubbish collection services for events that can demonstrate significant direct benefit to the community.
- 5.5 All donations and grants will be reported to Council in the quarterly information bulletin.

## 6. Legislation

- 6.1 *Local Government Act 1995*
- 6.2 *Local Government (Financial Management) Regulations 1996*

# Community Grants and Donations

Shire of Donnybrook Balingup Council Policy COMD / CP-1 V3



## 7. Version Control – Governance

<b>Related Policy(s):</b>	Nil.		
<b>Related Procedure(s):</b>	Community Grants and Donations Policy		
<b>Responsible Department(s):</b>	Community Development		
<b>Review to be conducted by:</b>	Manager Development Services		
<b>Review frequency:</b>	<input checked="" type="checkbox"/> Annual (1 year)	<input type="checkbox"/> Biennial (2 years)	<input type="checkbox"/> Triennial (3 years)
<b>Version Date:</b>	16 Aug 2024	<b>Next Due:</b>	2025

Policy Version Details:				
Ver. #:	Synopsis:	Ver. Date:	Ref.:	Synergy:
1	Initial adoption of policy	27 Apr 2016	N/A	N/A
2	Amendment – Annual allocation tied to 2.5%, renamed budget/recurrent to service level agreements, funding process timeline	28 Oct 2020	150/20	NPP6444
3	Amendment – Change to policy name, objective, scope, the inclusion of Eligibility and Funding Categories, Budget allocations changed from 2.5% of Shire Rates to up to \$128,000, Application Process and Timelines, Assessment Criteria, changes to Authorisations. See Council Resolution for more details.	28 August 2024	146/08-24	NPP12795