

COUNCIL POLICY COMD/CP-1 COMMUNITY GRANTS FUNDING SCHEME



OBJECTIVE

The Community Grant Funding Scheme (CGFS) is connected to the Shire's overarching vision to create a proud community who enjoy our rural lifestyle, cultural heritage, and natural environment. The CGFS supports the shire's four key objectives:

- A strong, diverse, and resilient economy,
- Respect for our heritage, natural and built environment,
- A healthy, safe, and inclusive community, and
- Effective leadership and civic responsibility.

SCOPE

Submissions are encouraged from eligible individuals, community groups, not-for-profit and commercial organisations that are seeking support for projects, activities and events that produce results in these key objective areas.

POLICY STATEMENT

1. Eligibility

To be eligible for funding, applicants must satisfy the eligibility criteria set out in the relevant CGFS Guidelines, and must:

- Offer a project or activity within the Shire's local government boundary, or if the applicant is an individual, they must be a resident of the Shire; and
- Successfully complete and acquit any project, activity, or event for which the applicant has received funding from previous Shire CGFS rounds; and
- Have no outstanding debts to the Shire; and
- Undertake the project, activity, or event for the benefit of the wider community for projects that meet the Shire's vision and objectives; and
- Apply in accordance with the requirements outlined in the relevant CGFS guidelines on the prescribed CGFS Application Form.

Legal entities are eligible for a maximum of one grant per funding category per financial year. Exceptions may be considered for a legal entity who is auspicing an application for an entity that is not a legal entity. It should be noted that the CGFS has a limited annual budget and equitable distribution of funding is a key principle in the assessment process.

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The CGFS does not provide funding for:

- Projects that duplicate existing Shire services and/or programs; or
- Activities that are already covered by existing service agreements with the Shire; or
- Projects that are only for a political or religious purpose.

2. Budget Allocation

The CGFS budget allocation is tied as a percentage of Shire rates. Based on historical proportional CGFS budget allocations, 2.5% of the annual shire rates provides sufficient budget to run an effective annual CGFS process, including multi-year service level agreements for those legal entities where recurrent funding is requested and approved.

The Proportionate Funding Allocations (PFA) for each category are designated against each category below. The designated PFA for each category, excepting Service Level Agreements (SLA), may be adjusted depending on the quality and quantity of applications.

3. Assessment of Applications

Applications will be assessed according to the following CGFS priorities:

- Build Capacity, Partnerships and Leverage Resources:
 - Increase the human and organisational capacity of recipients, or the community,
 - Maximise in-kind, cash donations and volunteer time from community, business, and/or other funding bodies,
 - Facilitate ways in which recipients can give back to the community,
 - Encourage community participation and capacity building, and
 - Demonstrate a result that will have an impact beyond the CGFS grant round.
- Demonstrate Accountability for the Expenditure of Public Funds:
 - Adopt a risk-management based approach,
 - Clearly define aims, objectives and outcomes that are measurable and relevant to the shire visions and objectives,
 - Be well-planned and achievable within clear and detailed timelines,
 - Provide evidence to establish that funds and in-kind support provided by the Shire will be used for their intended purpose,

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- Seek to maximise value for money,
- Recognise the shire's contribution, and
- Enhance the image of the Shire.

4. Funding Categories

4.1.1. Service Level Agreements

Total annual PFA: 75%

- Applicants whose primary purpose is to service the people living with the Shire.
- The purpose of the SLA is to support organisations who build the capacity of the community in key areas over a longer term.
- Applications are made once every three years.
 - For existing recipients, the application must be made 12 months prior to the end of the three-year cycle, or
 - For new applicants, the application is made through the annual grant application process.
- Applications are assessed by Community Development Officers and submitted for approval to the CEO.
- Information of successful/unsuccessful applications is provided to Council.

4.1.2. Community Grants - Major

Total annual PFA: 8.9% with individual applications up to \$2,000.

- These grants are available to eligible legal entities. Applications by non-legal entities must be via an auspicing legal entity.
- Applications can be made once per year as a part of the Shire's annual CGFS round which commences in July and closes no later than the end August each year.
- Applications are assessed against criteria outlined in the CGFS Guidelines.
- Applications are assessed by Community Development Officers and submitted for approval to the CEO.
- Information of successful/unsuccessful applications is provided to Council.

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4.1.3. Community Grants – Minor

Total annual PFA: 2.4% with individual applications up to \$500.

- These grants are available to eligible legal entities. Applications by non-legal entities must be via an auspicing legal entity.
- Applications can be made at any time. Applications must be received twelve (12) weeks prior to the commencement of the project or activity.
- Applications are assessed by Community Development Officers and submitted for approval to the CEO.
- Information of successful/unsuccessful applications is provided to council.

4.1.4. Event Sponsorship - Major

Total annual PFA: 8.9% with individual applications up to \$2,000.

- These grants are available to eligible legal entities. Applications by non-legal entities must be via an auspicing legal entity.
- Applications can be made once per year as a part of the Shire's annual CGFS round which commences in July and closes no later than the end August each year.
- Applications are assessed against criteria outlined in the CGFS Guidelines.
- Applications are assessed by Community Development Officers and submitted for approval to the CEO.
- Information of successful/unsuccessful applications is provided to Council.

4.1.5. Event Sponsorship - Minor

Total annual PFA: 2.4% with individual applications up to \$500.

- These grants are available to eligible legal entities. Applications by non-legal entities must be via an auspicing legal entity.
- Applications can be made at any time. Applications must be received twelve (12) weeks prior to the commencement of the project or activity.
- Applications are assessed against criteria outlined in the CGFS Guidelines.
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4.1.6. Cash Donations – Minor

Total annual PFA: 0.8% with individual applications up to \$200.

- Applicants must be shire residents.
- Applications can be made at any time. Applications must be received twelve (12) weeks prior to the commencement of the project or activity.
- Applications are assessed by Shire officers against the criteria outlined in the CGFS Guidelines.
- This category seeks to support individual endeavour in sport, community development, culture, and the arts, where the individual has been selected as a State, National or International representative. There are three levels of Cash Donations, depending on the level of competition:
 - International – Up to \$200 per applicant per year.
 - National – Up to \$150 per applicant per year.
 - State – Up to \$100 per applicant per year.
- Applications are assessed by Community Development Officers and submitted for approval to the CEO.
- Information of successful/unsuccessful applications is provided to Council.

4.1.7. Non-Cash Donations / Waiver of Fees

This category seeks to contribute to the viability of community projects and events. Applicants may apply for a maximum of \$500 in any one financial year. Donations may, for example, include a waiver of the cost of Shire venue hire, or the provision of shire rubbish bins at an event.

Total annual PFA: 1.6% with individual applications up to \$500.

- This category is available to eligible legal entities. Applications by non-legal entities must be via an auspicing legal entity.
- Applications can be made at any time. Applications must be received twelve (12) weeks prior to the commencement of the project or activity.
- Applications are assessed against criteria outlined in the CGFS Guidelines.
- Applications are assessed by Community Development Officers and submitted for approval to the CEO.
- Information of successful/unsuccessful applications is provided to Council.

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AUTHORISATION

The CEO has delegated authority to determine successful/ unsuccessful applications and the proportion of funding awarded based on the recommendations of the Community Development Officers, CGFS Policy and Guidelines, to approve or refuse any and all CGFS applications in accordance with this policy and any annual budget considerations.

DEFINITIONS

CGFS means Community Grant Funding Scheme.

Legal Entity means an individual, company, or organization that has legal rights and obligations.

Non-Legal Entity means any individual or group that does not have Legal Entity status such as an unincorporated body.

PFA means Proportionate Funding Allocations.

CEO means Chief Executive Officer, Shire of Donnybrook Balingup.

SLA means Service Level Agreement

LEGISLATION

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

Related Policies:	N/A	Related Procedure:	N/A
Responsible Department:	Community Development	Reviewer:	Manager Community Development
Initial Adoption Date:	27/04/2016	Review Frequency:	Triennial
Review Version		Next Due:	28/10/2023
	Decision Reference:	Synopsis:	
[Link to saved doc in PDF]	150/20	Amendment – Annual allocation tied to 2.5%, renamed budget/recurrent to service level agreements, funding process timeline	
Date Live:	27/01/2021	Synergy #	NPP6444