

## Community Grants Program (CGP) Guidelines

### 1. INTRODUCTION

The Shire of Katanning is committed to recognising the value of all community organisations and has developed a clear and powerful vision of “together we are building Katanning’s future”. Each year the Shire of Katanning allocates funds within the budget specifically for providing financial support to the community organisations that meet the objectives of the Community Grants Program (CGP).

Three CGP categories are available to eligible community organisations located within Katanning:

1. Minor Community Grants under \$5,000 (ex GST)
2. Major Community Grants over \$5,000 (ex GST)
3. Triennium Community Grants (minor and major available)

The Community Grants Program application rounds are open each financial year.

**Round 1: 1 August until 10 September** with funding announced following Council approval in September.

**Round 2: 1 February until 31 March**, (providing funds were not exhausted in Round 1) with funding announced following Council approval in April.

### 2. OBJECTIVES OF THE COMMUNITY GRANTS PROGRAM (CGP)

The CGP aims to support projects that promote community capacity, improve social participation and inclusion as well as enhance community harmony.

The Shire of Katanning's CGP provides funding to assist community groups and not-for-profit organisations with their vital work and programs to:

- Enhance community capacity, foster harmony, and promote social cohesion within the community.
- Motivate individuals and organizations to take initiative in supporting their own growth and development.
- Ensure equitable distribution of activities and services across Katanning; and
- Promote resident involvement in activities that enhance the community.

### 3. ADVERTISING

Before and during each funding round, advertising of the CGP will commence. Advertisements will be placed in:

- Local newspaper ‘The Great Southern Herald.’
- Quarterly Shire newsletter, ‘The Shire Matters.’
- As a Latest News item on the Shire of Katanning website.
- the Shire of Katanning Facebook page; and
- Shire information pin up boards.

### 4. WHO CAN APPLY?

To be eligible to apply, applicants must be:

- Incorporated not-for-profit organisations: or subcommittees of an organisation subject to providing a letter of support from the main organisation body; or
- Unincorporated not-for-profit organisations applying through the auspice of a not-for-profit incorporated body or a Local Government authority.

## 5. WHO CANNOT APPLY?

- Unincorporated organisations without an auspice arrangement.
- Individuals.
- Commercial for-profit organisations.
- Government Agencies (including education, health, transport).
- Organisations that have a current application open with the Quick Response Grants Program; or
- Organisations that have not provided an acquittal from previous CGP grants and/or Quick Response Grants. (Remaining ineligible until the required documentation is completed and submitted).

Previous recipients of the Quick Response Grants Program (QRGP) or Community Grants Program (CGP) must have completed and submitted the required acquittal documents for any funds previously received to be eligible to apply for further rounds.

Failure to meet all acquittal requirements automatically disqualifies you from applying in further funding rounds.

**Each organisation may submit only one application for funding per financial year.**

## 6. ELIGIBLE PROJECT COSTS MAY INCLUDE

- Printing of marketing materials (posters/flyers).
- Advertising and promotions.
- Purchase of equipment required for the ongoing operations of the club/group, e.g. shade tent, tables, chairs etc.
- Assistance towards workshops/projects that benefit the Katanning community.
- Entertainment.
- Costs associated with public events or functions in Katanning.

## 7. ITEMS THAT WILL NOT BE FUNDED

- Assistance towards Council rates or standard user agreements.
- Assistance towards financial operating costs of the applicant e.g. rent, staff wages, utility costs, insurance, stationery etc.
- Alcohol.
- Conference attendances.
- Projects that have already commenced or been finalised.
- Projects not based in Katanning.
- Political activities.
- Projects that are a duplicate of an existing or similar project/service within the community.
- An item directly benefiting an individual; or
- Any item that may cause offence to others or cause the Shire's name to be in disrepute.

## 8. MINOR COMMUNITY GRANTS (UNDER \$5,000 EXCLUSIVE OF GST)

May be used for any purpose including minor building construction, repairs, equipment purchase or hire, events or functions.

## 9. MAJOR COMMUNITY GRANTS (\$5,000+ EXCLUSIVE OF GST)

Major Community Grants are generally provided for purposes such as the purchase or construction of a building, purchase of equipment, groundworks etc.

## 10. CEO DONATIONS & QUICK RESPONSE GRANTS PROGRAM

This program is in addition to the approval of CEO Donations and Quick Response Grants.

Applications for CEO Donations to a maximum of \$500 GST exclusive may be submitted to the Chief Executive Officer (CEO) at any time throughout the year, for any purpose. CEO Donations may be approved by the CEO subject to consideration under delegated authority of Council.

Applications for Quick Response Grants to a maximum of \$1,000 GST exclusive may be submitted to the Shire of Katanning at any time throughout the year, for any purpose. Quick Response Grants may be approved by the CEO following recommendation from the Community Financial Assistance Committee.

## 11. SELECTION CRITERIA

Applications will be assessed against the following:

- Does the project meet a broader community need?
- Does the project benefit a sufficiently broad, or diverse, target group?
- Does the applicant organisation have the capacity to undertake and manage the project successfully?
- Does the application represent value for money?
- Collaborative community wide projects are encouraged.

The level of assistance available is limited by Council's budget allocation and its priorities. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

## 12. PUBLIC LIABILITY INSURANCE & AUSPICING

Not-for-profit organisations must have Public Liability Insurance and provide a Certificate of Currency in order to be eligible for the CGP.

If your application is under auspice by another organisation you are required to provide the Public Liability Certificate of Currency of your auspice organisation.

## 13. ABN & GST

To comply with the requirements of the Federal Government's Goods and Services Tax (GST) you must advise on your application if your organisation is registered for GST. If you do not have an ABN or are not registered for GST, you are required to complete a **Statement by a Supplier form** and include it with your application.

The Shire of Katanning cannot release funds to successful applicants without an ABN or signed Statement by a Supplier form.

## 14. SHIRE VALUES AND COMMITMENT

All applicants must demonstrate that the organisation or community group has a vision that is consistent with the Shire of Katanning's. Organisations or community groups who apply to the CGP that engage in negative public comments that disparage the Shire, Councillors and/or staff may have their application denied on this basis.

## 15. HOW TO APPLY

Applicants must complete an application form located on the Shire of Katanning website. The application must address the selection criteria provided within the application guidelines and include all required attachments such as budgets, receipts, quotes and letters of support. All applicants will be advised of the outcome of their application.

### **Late applications will not be considered.**

Organisations that have not provided an acquittal from previous CGP or CFAP applications are **ineligible to apply** until the required documentation has been completed and submitted.

Tips for your application:

- Projects that can demonstrate benefits to the wider community are preferred.
- Projects that can demonstrate contributions from the community or community groups will be preferred.
- Applications that have multiple funding sources/financial contributors will be preferred.
- Applications for major and minor grants received from individuals will not be accepted.
- Projects requesting funding for salary costs, administration support and recurring expenditure are ineligible for support.

## 16. DOCUMENTS REQUIRED FOR APPLICATION

Please be aware that all documents provided are included in Council Meeting attachments and are visible to the public. If you wish for your information (such as contact details) to remain confidential, please advise the **Community Development Officer** upon confirmation of receipt of your application.

### Documents to be included with your application:

- A completed application form.
- Certificate of currency for your/your auspice organisation Public Liability insurance.
- Letter of support from the auspice organisation (if applicable).
- Letters of support from other groups (not compulsory but strengthens applications).
- Signed **Statement by a Supplier form** if you are not registered for GST; and
- Quotes for **ALL** expenditure items of the project budget.

APPLICATION PROCESS	
Step 1	Contact the Shire of Katanning to discuss your project idea and confirm that it falls within the Guidelines & familiarise yourself with the Guidelines.
Step 2	Download and complete the application form.
Step 3	Collate all supporting documents and attachments listed on the <b>Application Checklist</b> and submit Application <u>before</u> the closing date. <b>Late applications will not be accepted.</b> Applicants will receive a confirmation email from the Community Development Officer within 5 working days of receiving applications. If no confirmation is received after this time, please call the Shire on <b>9821 9999</b> as soon as possible.
Step 4	Recommendations from applications received are considered at the September or April Ordinary Council Meeting. Council Meeting commences at 6pm and is held in the Council Chambers at the Shire of Katanning Administration and Civic Centre. <b>Applicants are advised in writing of when CGP Applications will be going to Council Meeting for decision. This is to provide applicants the opportunity to attend the meeting.</b> Applicants are encouraged to attend Council meetings during the assessment periods of the CGP and take the opportunity to present (2-3 minutes) to Council on their project during 'public question/statement time' to strengthen their application with further information.
Step 5	Applicants are notified of outcome via written correspondence.
Step 6	Grant Agreement between the Shire of Katanning and successful applicant to be signed.
Step 7	Project is completed.

<b>Step 8</b>	Successful applicant completes evaluation and acquittal report within 30 days of completion/delivery of project. Submit report and receipts to the Shire of Katanning <b>Community Development Officer</b> . (Please ensure all supporting documentation and receipts are included – refer to the acquittal form for details).
<b>Step 9</b>	Invoice to be raised and sent to Shire of Katanning. Upon receipt and processing of invoice, payment of acquitted funds will be made to the recipient organisation.

## 17. ASSESSMENT COMMITTEE

The CGP Grant Assessment Committee shall consist of:

- Three nominated Councillors.
- Chief Executive Officer or nominated delegate; and

The Councillors shall be resourced by self-nomination at the biennial Council Standing Committee forum.

## 18. CONFLICT OF INTEREST

Councillors and Shire employees involved in assessing applications for funding must declare any financial interest, proximity interest or impartiality interest before the relevant application is considered and follow the necessary procedure regarding such declaration.

## 19. ADMINISTRATION OF FINANCIAL ASSISTANCE

Financial assistance approvals shall be administered in accordance with the following:

- Where financial assistance is approved by Council for projects that are dependent upon funding from an outside source, e.g.: Department of Sport & Recreation; Lotterywest etc, and that funding application is unsuccessful, then the approved Council CGP funds may be accrued in the following financial year, subject to written request to the Shire CEO.
- Where requests for financial assistance are received outside of application deadlines, the requests will not be accepted, and the applicants will be advised accordingly.
- Where an application for accrued funding is again unsuccessful, the approved Council CGP monies shall be withdrawn and may be made available to another community organisation applicant.
- Where funding from an outside source is approved, any CGP monies (as approved) shall be paid to the applicant, upon receipt of acquittal for the project.
- Where approved financial assistance is not claimed by 6 months after the grant was approved and the organisation involved has failed to provide an explanation or request for those funds to be carried forward, the CEO shall advise the organisation that the initial funding approval is now revoked and they will then be required to re-apply.
- Where the level of financial assistance from an outside source has been reduced below that requested by an organisation, the organisation shall be required to demonstrate its ability to meet the funding shortfall. In such circumstances the CGP Committee will reassess the viability of the project and, if project viability is not substantiated, may revoke the grant approval. The funds may then be made available to other applicant organisations.
- Applicants may only be granted one approval per financial year.
- Projects requesting funding for salary costs, administration support and recurring expenditure are ineligible for support.
- Applications for major and minor grants received from individuals will not be accepted.
- Council's decision is **FINAL**. Applicants are not permitted to seek an appeal.

- Failure to satisfactorily fulfil the grant acquittal requirements will render any applicant ineligible for future funding from the Shire of Katanning. Additionally, measures may be taken to reclaim the grant funds if they were disbursed upfront.

## 20. SHIRE ACKNOWLEDGEMENT

Approved recipients are required to publicly acknowledge the Shire of Katanning's contribution to their project or equipment. This will entail incorporating the Shire of Katanning logo into all promotional and marketing materials. Recipients must provide supporting evidence of this.

All items purchased with grant funds must clearly display a "Proudly sponsored by the Shire of Katanning" inscription or an acknowledgment sticker, which will be supplied by the Shire. Notifications of successful applications will be shared on the Shire of Katanning's Facebook page, as also should be shared on recipient's social media platforms.

Recipients must liaise with the Shire's Community Development Officer\* to acquire the Shire's logo for project promotion purposes. Additionally, it is mandatory for recipients to submit any promotional materials featuring the logo to the Community Development Officer for approval **BEFORE** any public release. This procedure guarantees the proper use of the Shire's logo and ensures the Shire is accurately represented in all communications.

The Shire may request highlights of the project's success and positive impact for promotional purposes. We require your cooperation to showcase these achievements, aiming to inspire and motivate other community groups to participate in the Community Grants Program (CGP).

Shire President and Councillors should be extended an invitation to any events, launches, or initial uses of the funded equipment or project outcomes.

\*Harmony Blair, Community Development Officer [admin@katanning.wa.gov.au](mailto:admin@katanning.wa.gov.au)

## 21. ACQUITTAL PROCESS & OUTCOMES

Completion of the acquittal process is a crucial part of the CGP process. Grant recipients are required to submit both receipts and a completed acquittal report form to the Shire of Katanning within 30 days following the completion of their project. The necessary acquittal form will be provided to applicants upon the approval of their funding applications.

The disbursement of CGP funds to successful community organisations will occur following the receipt of the completed acquittal report form along with the necessary supporting evidence.

Advance payments may be requested in writing and are subject to the CEO's approval. Requests for deadline extensions must also be submitted in writing and can only be approved by the Shire's CEO.

Failure to complete and submit all acquittal requirements within 6 months following the application's approval, will result in the allocated funds being forfeited, regardless of whether they have been expended or committed by the organisation. Incomplete acquittals will also disqualify the organisation from all future CGP funding rounds until acquittals have been satisfactorily completed.

This protocol is to be communicated to the Community Financial Assistance Committee. Additionally, the activities and outcomes of the Community Grants Program will be detailed in the Shire's Annual Report.

## 22. APPLICATION ASSISTANCE AND SUBMISSION

**For further information or assistance with your application contact:** Harmony Blair, Community Development Officer 9821 9999 or [admin@katanning.wa.gov.au](mailto:admin@katanning.wa.gov.au)

**Completed applications are to be submitted via one of the below options and addressed to:**

**SHIRE OF KATANNING COMMUNITY GRANTS PROGRAM**

**ATTN: Community Development Officer**

**Email:** [admin@katanning.wa.gov.au](mailto:admin@katanning.wa.gov.au)

**Post:** PO Box 130 Katanning WA 6317

**In person:** 52 Austral Terrace Katanning

