

Quick Response Grants Program (QRGP) Guidelines

INTRODUCTION

The Quick Response Grants Program (QRGP) provides quick response funding support for **amounts over \$500 and up to \$1000 each**, to enable Katanning community-based organisations to develop projects that increase participation and benefit the community. Applications can be made at any time. Applicants are permitted to only apply successfully for one Quick Response Grant per financial year.

The Quick Response Grants Program is allocated from within Council's CEO Donations budget each year with applications for funding approved by the CEO following recommendation by the Community Financial Assistance Committee. The program will support projects that take place within the current financial year.

OBJECTIVES OF THE QUICK RESPONSE GRANTS PROGRAM

The Quick Response Grants Program objectives are to support small projects in a timely manner, that promote community capacity, improve social participation and inclusion as well as enhance community harmony and social cohesion.

The Shire of Katanning QRGP provides for grants assist community groups and Not for Profit organisations with their vital work and programmes to:

- promote community capacity, community harmony and social cohesion;
- encourage people and organisations to help themselves;
- ensure fair distribution of activities and services throughout Katanning; and
- encourage resident participation in activities which benefit the community.

WHO CAN APPLY?

Eligible groups and organisations must be:

- an incorporated Not for Profit organisation; or sub committees of organisations are eligible to apply, subject to providing a letter of support from the main organisation body; or
- an unincorporated Not for Profit organisation, applying through the auspice of a Not for Profit incorporated body or a Local Government authority.

WHO CANNOT APPLY?

- an unincorporated organisation without an auspice arrangement;
- an individual;
- a commercial for-profit organisation; or
- Government Agencies (including Education, Health, Transport etc).
- Organisations that currently have an application with the Community Grants Program for a project that is ongoing; or
- Organisations that have not provided an acquittal from a previous Community Grants Program and/or Quick Response Grants Program application are ineligible to apply until the required documentation has been submitted.

If you have received funding under the Quick Response Grants Program (QRGP) or Community Grants Program (CGP) you must have completed an acquittal of the funds you have received to be eligible for further funding. Failure to provide an acquittal document will automatically make you ineligible for further funding rounds. You cannot apply twice in the same financial year.

ELIGIBLE PROJECT COSTS CAN INCLUDE

- printing of posters/flyers;
- advertising and promotion;
- purchase of equipment required for the ongoing operations of the club, e.g. marquee, chairs etc;
- Assistance towards workshops/projects that benefit the Katanning community;
- Entertainment; or
- Costs associated for public events or functions in Katanning

WHAT ITEMS WILL NOT BE FUNDED

- assistance towards Councils 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 attendance;
- projects that have already commenced;
- projects not based in Katanning;
- political activities;
- projects that duplicate an existing or similar project/service within the community;
- an item benefiting an individual; or
- any item that may cause offence to others or cause the Shire's name to be in disrepute.

SELECTION CRITERIA

Each application will be assessed against the following criteria:

- Does the project meet a broader community need?
- Does the project benefit a sufficiently broad, or diverse, target group?
- Does the organisation have the capacity to undertake and manage the project?
- 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.

PUBLIC LIABILITY INSURANCE & AUSPICING

The Not for Profit organisations must have Public Liability Insurance and provide a copy of their current Certificate of Currency in order to be eligible. If your application is under auspice by another organisation you are required to provide the Public Liability Certificate of Currency of your auspice organisation.

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 submit it with your application.

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

CEO DONATIONS

This program is in addition to the approval of CEO Donations. Applications for CEO Donations to a maximum of \$500 GST exclusive may be submitted at any time throughout the year for any purpose to the Chief Executive Officer (CEO).

CEO Donations may be approved by the CEO subject to consideration under delegated authority of Council.

HOW TO APPLY (APPLICATION CHECKLIST)

Applicants must submit the following documents to apply for funding:

- A letter to the CEO that addresses the following:
 - Reason for funding request;
 - Timeline of the project that the funding will support; and
 - How the project addresses the selection criteria outlined in the guidelines.
- Certificate of Currency showing current Public Liability;
- Letter of support if you are under auspice by another organisation;
- Letters of support from other supporting groups;
- Statement by a supplier form if you are not registered for GST; and
- Quotes for all expenditure items on 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. |
| Step 2 | Submit a letter to the CEO, making sure to acquire and provide all supporting documents in the application checklist. |
| Step 3 | Applications will be assessed by the Community Financial Assistance Committee. |
| Step 4 | Applicants are notified of the outcome via written correspondence |
| Step 5 | Project is completed. |
| Step 6 | Complete the evaluation and acquittal report within the 30 days after the project has been delivered to the Shire of Katanning Administration or Community Development Officer. (Please ensure that all supporting documentation is provided – please refer to the acquittal form for details). |
| Step 7 | Payments of acquitted funds are paid to the community organisation upon receipt of an invoice sent to the Shire of Katanning. |

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, eg: Department of Sport & Recreation; Lotterywest etc, and that funding application is unsuccessful, then the approved Council funds may be accrued in the following financial year, subject to written request to the CEO.
- Where an application for outstanding funding is again unsuccessful, the approved Council financial assistance shall be withdrawn and may be made available to other community organisations.
- Where approved financial assistance is not claimed by 30 June of the following year in which the grant was approved and the organisation involved has failed to provide an explanation and request for those funds to be carried forward, the Chief Executive Officer shall advise the organisation that the approval is revoked and that they should then re-apply.
- Where funding from an outside source is approved, Council financial assistance (as approved) shall be paid to the applicant, on receipt of and up to the value of paid invoices, statements or receipts.

- 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 Community Financial Assistance Committee will reassess the viability of the project and may, if project viability is not substantiated, revoke the grant approval. Those funds may then be made available to other applicant organisations.

ACQUITTAL PROCESS & OUTCOMES

As part of the acquittal process grant recipients will be required to provide supporting documentation in the form of receipts and a completed acquittal report form to the Shire of Katanning, within 30 days of project completion. The acquittal form will be sent to applicants when funding applications are approved.

Failure to complete the acquittal by 30 June of that financial year will result in those funds being forfeited irrespective of whether funds have been spent or committed by the organisation.

Payment of the Quick Response Grant funds to successful community organisations will be made once the acquittal document along with supporting documentation is provided. Payments in advance can be agreed upon written request and at the approval of the CEO. Requests for extensions may be requested and approved by the CEO in writing.

This information is to be disseminated to the Community Financial Assistance Committee. Failure to complete the acquittal will disqualify the applicant for future grants funding. The Quick Response Grants Program is to be reported via the Shire's Annual Report.

For further information or assistance with your application contact:

Community Development Officer
08 9821 9999 or admin@katanning.wa.gov.au

Applications are to be sent to the Shire of Katanning:

Post: PO Box 130 Katanning WA 6317
Address: 52 Austral Terrace Katanning WA 6317
Email: admin@katanning.wa.gov.au