

COUNCIL POLICY

Recreation and Culture

Policy Number

7.16

Policy Subject

Community Financial Assistance Programme

Policy Statement

To enable Council to plan its support of community projects.

Objective

The Community Financial Assistance Programme (CFAP) provides funding support in two categories of up to, and over \$5000 each, to enable the Shire to support projects that promote community capacity, improve social participation and inclusion as well as enhance community harmony and social cohesion.

GUIDELINES

Selection Criteria

Each application will be assessed against the following criteria:

- (a) Does the project meet a community need?
- (b) Does the project benefit a sufficiently broad, or diverse, target group?
- (c) Does the organisation have the capacity to undertake and manage the project?
- (d) Does the application represent value for money?
- (e) collaborative community wide projects are encouraged; and
- (f) demonstrating alignment with the Shire of Katanning community vision.

Who can apply

Eligible groups and organisations must be:

- (a) an incorporated Not for Profit organisation; or
- (b) an unincorporated Not for Profit organisation, applying through the auspice of a Not for Profit incorporated body or a Local Government authority.

Who can not apply

- (a) an unincorporated organisation without an auspice arrangement;
- (b) an individual;
- (c) a commercial for profit organisation; or
- (d) Government Agencies (including Education, Health, Transport etc).

If you have received funding under the Community Financial Assistance Programme you must have completed an acquittal of the funds you have received to be eligible for further funding. If you require a copy of the acquittal form please contact the Administration Support Officer.

Eligible Projects can include

- (a) printing of posters/flyers;
- (b) advertising & promotion;
- (c) purchase of equipment required for the ongoing operations of the club, e.g. shade tent, tables, chairs etc. Equipment for administration purposes is ineligible including: computer equipment and office equipment;
- (d) a maximum of 50% discount will be considered for any amounts contained within Council Fees and Charges. This includes venue hire; and
- (e) demonstrating alignment with the Shire of Katanning community vision.

What items will not be funded

- (a) kitchen and bar (Shire owned) fees and charges;
- (b) assistance towards councils rates or standard user agreements;
- (c) assistance towards financial operating costs of the applicant e.g. rent, staff wages, utility costs, insurance, stationery, computer, office equipment etc;
- (d) food, drinks and alcohol;
- (e) interstate and overseas travel;
- (f) conference attendance;
- (g) projects that have already commenced;
- (h) projects not based in Katanning;
- (i) political activities;
- (j) projects that duplicate an existing or similar project/service within the community;

- (k) an item benefiting an individual; or
- (f) any item that may cause offence to others, or cause the Shire's name to be in disrepute.

Public Liability Insurance and 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 for the CFAP. (Please discuss this with the Administration Support Officer for further clarification in regards to this.

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

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 are not registered for GST you are required to complete a Statement by a Supplier form and submit it with your application.

Documents Required To Be Provided

- (a) completed Application form;
- (b) Certificate of Currency showing current Public Liability;
- (c) Statement by a supplier if you are not registered for GST; and
- (d) quotes for all expenditure items on the project budget.

Minor community grants (Under \$5,000 GST exclusive)

Minor community grants may be used for any purpose, including minor building construction, repair, equipment purchase (excluding office equipment) or hire, events or functions.

Major community grants (\$5,000 GST exclusive or more)

Major community grants are generally provided for purposes such as building purchase or construction, purchase of equipment (excluding office equipment), ground-works etc.

Community Donations

This Programme is in addition to the approval of Community Donations. Applications for Community Donations to a maximum of \$300 GST exclusive, may be submitted at any time throughout the year for any purpose to the CEO.

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

Funding Rounds

The Community Financial Assistance Programme is allocated from within Council's general revenue budget each year over two rounds.

Round 1 applications are called for at the beginning of May and close at the end of June for funding expected to be announced in the July.

Round 2 of funding may be held if further budgeted funds remain available. Round 2 will open in December and close at end of January with funding expected to be announced in February.

Advertising

Before and during each funding round advertising of the CFAP will commence.

The advertisements may be placed in:

- (a) local newspapers 'The Great Southern Herald';
- (b) the monthly Shire newsletter, 'The Shire Matters';
- (c) the Shire of Katanning website;
- (d) the Shire of Katanning facebook page; or
- (e) Shire information boards.

Shire Acknowledgement

Approved applications must acknowledge that the Shire of Katanning has provided funding towards their project/equipment and applicants are to include the Shire of Katanning logo on all promotional and marketing material. Supporting evidence must be supplied.

All sponsored equipment must acknowledge the Shire of Katanning by engraving 'Proudly sponsored by the Shire of Katanning' or placing an acknowledgement sticker, as provided by the Shire of Katanning. Approved applications will be published on the Shire of Katanning facebook page.

Advertising the success of and positive outcomes of the project may be requested and the Shire requests that cooperation is provided to enable this to happen. It is envisaged that these examples may encourage other community groups to get involved with the CFAP experience.

SHIRE VISION

All applicants must demonstrate that the organisation or community group has a vision that is consistent with the Shire of Katanning.

Organisations, community groups or individuals representing those groups who apply to the CFAP that engage in negative public comments regarding the Shire or community may have their application denied on this basis.

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 brief evaluation report to the Shire of Katanning, within 30 days of project completion. Failure to complete the acquittal will disqualify the applicant for future CFAP funding.

Payment of the CFAP 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, failure to complete the acquittal document by 31st May of that financial year will result in those funds being forfeited irrespective of whether funds have been spent or committed by the organisation. Requests for extensions may be requested and approved by the CEO in writing.

Administration of Financial Assistance

- (a) 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 CFAP funds may be accrued in the following financial year, subject to written request from the CEO.
- (b) Where an application for accrued funding is again unsuccessful, the approved Council CFAP monies shall be withdrawn and may be made available to other community organisation.
- (c) Where funding from an outside source is approved any CFAP monies (as approved) shall be paid to the applicant, on acquittal of the project.
- (d) Where approved financial assistance is not claimed by 31st May of the 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

CEO shall advise the organisation that the approval is revoked and that they should then re-apply.

- (e) 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 CFAP 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.
- (f) Where requests for financial assistance are received outside the deadline for receipt of applications they shall not be accepted and the applicants will be advised accordingly.
- (g) Projects that are able to demonstrate benefits to the wider community will be preferred. Those projects that can demonstrate contributions from the community or community groups will be preferred.
- (h) Approved applications must acknowledge that the Shire of Katanning has provided funding towards their project/equipment and to include the Shire of Katanning logo on all promotional and marketing material. All sponsored equipment must acknowledge the Shire of Katanning by engraving 'Proudly sponsored by the Shire of Katanning' or placing an acknowledgement sticker, as provided by the Shire of Katanning. Approved applications will be published on the Shire of Katanning facebook page.
- (i) Applications for Major and Minor grants received from individuals will not be accepted.
- (j) Projects requesting funding for salary costs, administration support and recurring expenditure are ineligible for support.
- (k) Council's decision is FINAL and applicants may not request an appeal
- (l) Applicants are permitted to only apply successfully for one round in each financial year.
- (m) If the applicant does not satisfactorily acquit its grant, the applicant will be ineligible to apply for further Shire of Katanning funding and action may be taken to recover the grant funds if they have paid up front.

STEPS IN THE FUNDING PROCESS

Step 1

- Attend an information session on the CFAP guidelines, application forms and acquittals.
- Contact the Shire of Katanning to discuss your project idea and confirm that it falls within the guidelines.

Step 2

- Complete the application form.

Step 3

- Submit the application by the closing date. Late applications will not be accepted.

Step 4

- Recommendations of applications received are considered at Ordinary Council Meetings. (4th Wednesday of the month). Council Meeting commences at 6pm and is held in the Council Chambers (next door to the Town Hall) Austral Terrace.
- Round 1 - May/June funding assessed in July, Round 2 - December/January funding assessed in February.
- You will be notified in writing when Council will be making decisions regarding the CFAP allocations to give the applicants an opportunity to attend the meeting.
- Applicants are encouraged to attend Council meeting during the assessment of the CFAP grant, and have the opportunity to make a presentation (2-3 minutes) to Council on their project during 'Public question/statement time'.

Step 5

- Applicants are notified of the outcome via written correspondence.

Step 6

- Public announcement of all successful applicants made.

Step 7

- Project is delivered.

Step 8

- Complete the evaluation and acquittal report within the 30 days after the project has been delivered to the Administration Support Officer at the Shire of Katanning. (Please ensure that all supporting documentation is provided – please refer to the acquittal form for details).

Step 9

- Payments of acquitted funds are paid to the community organisation upon receipt of an invoice.

Step 10

- Advertising the successes and positive outcomes of the completed project.

Resolution No: Ordinary Council OC08/09

Resolution Date: 23 July 2008

Amended: 22 October 2008 OC49/09

23 September 2009 OC43/10

28 November 2012 OC274/12

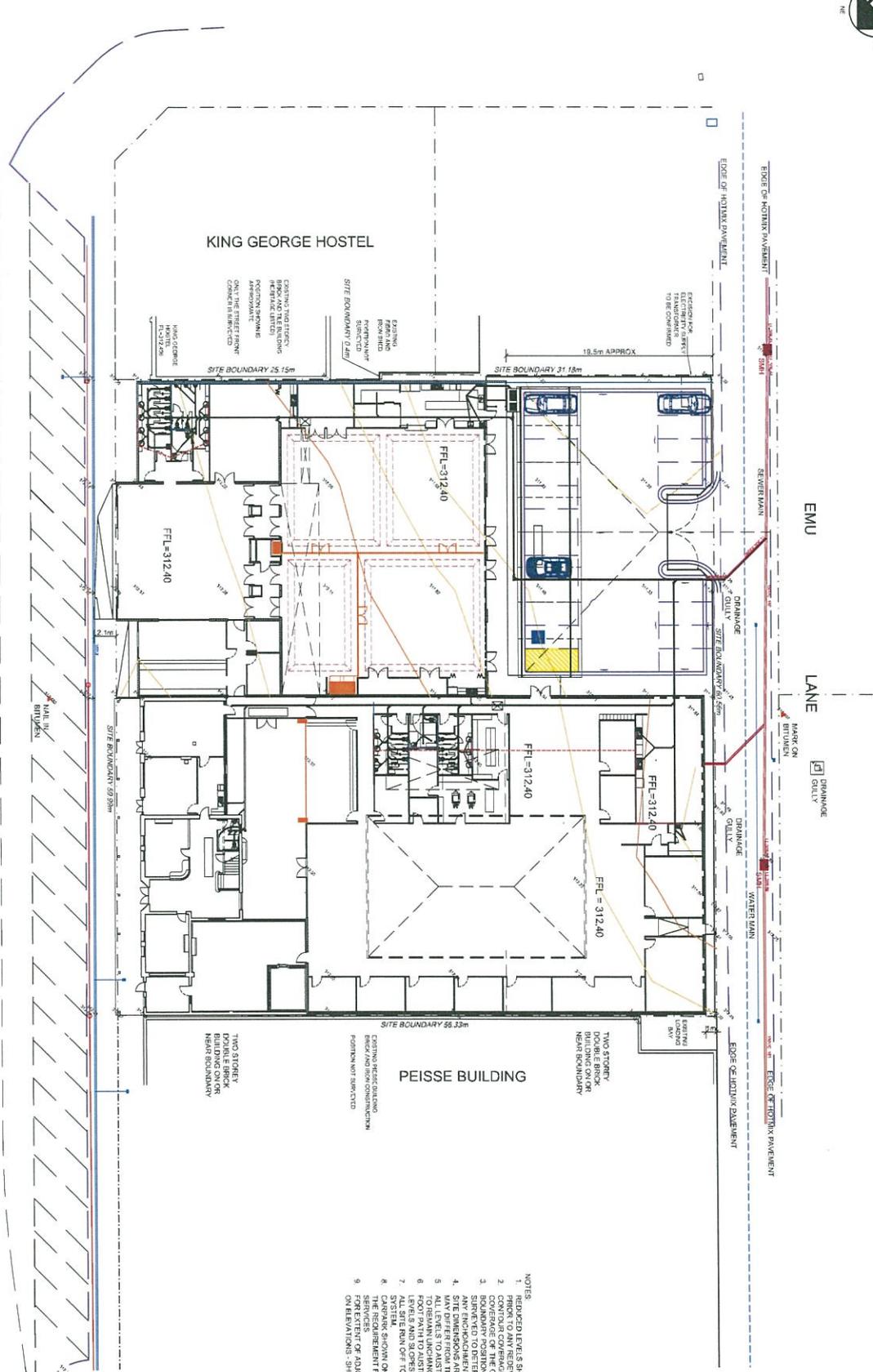
22 October 2014 OC/106/14

Source: Manager of Community & Recreation Services

Date of Review: October annually

Review

Responsibility: Director of Corporate and Community Services



- NOTES
1. REDUCED LEVELS SHOWN ARE BASED ON SURROUNDING FIELD SURVEY. PROPOSED LEVELS SHOWN ARE BASED ON DEMOLITION OF THE OLD HOTEL. CONTOUR COVERAGE IS ONLY PARTIAL ON ACCOUNT OF THE CITE COVERAGE OF THE OLD HOTEL.
 2. THE PROPOSED DEMOLITION OF THE OLD HOTEL IS SUBJECT TO THE SURVEY TO DETERMINE THE ACTUAL BOUNDARY POSITIONS AND ANY ENCROACHMENTS.
 3. THE PROPOSED DEMOLITION OF THE OLD HOTEL IS SUBJECT TO THE SURVEY TO DETERMINE THE ACTUAL BOUNDARY POSITIONS AND ANY ENCROACHMENTS.
 4. ALL LEVELS TO AUSTRAL TERRACE AND EMU LANE ROAD PAVEMENT MAY DIFFER FROM TITLE DISTANCES.
 5. ALL LEVELS TO AUSTRAL TERRACE AND EMU LANE ROAD PAVEMENT ARE TO BE REFINED TO APPROPRIATE LEVELS AND SLOPES.
 6. ALL LEVELS TO AUSTRAL TERRACE AND EMU LANE ROAD PAVEMENT ARE TO BE REFINED TO APPROPRIATE LEVELS AND SLOPES.
 7. ALL LEVELS TO AUSTRAL TERRACE AND EMU LANE ROAD PAVEMENT ARE TO BE REFINED TO APPROPRIATE LEVELS AND SLOPES.
 8. CARPARK SHOWN ON THIS PLAN IS PROVISIONAL AND SUBJECT TO THE REQUIREMENT FOR POWER, DRAINAGE, SEWER AND WATER FOR EXTENT OF ADJOINING BUILDINGS REFER TO OUTLINE SHOWN ON ELEVATIONS SHEET A08.
 9. ON ELEVATIONS SHEET A08.

NO.	DATE	BY	REVISIONS
01	2023/10	ISSUED BY DESIGN DRAWING	

Shire of Katanning
Heart of the great southwest

NEW COUNCIL ADMINISTRATION CENTRE
 42 - 52 AUSTRAL TERRACE - KATANNING
 PROPOSED NEW CIVIC AND ADMINISTRATION BUILDING
 SITE PLAN

DESIGNED	JMS	CHECKED	APPROVED	DATE
EXAMINED				

SCALE: 1:100
 SHEET NO. A16
 OF A16

