

## Community Grants Program (CGP) Guidelines

### 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 an amount of funds within the budget to provide financial support to community organisations that meet the objectives of the Community Grants Program (CGP).

There are three CGP categories that are available to community organisations:

1. Minor community grant under \$5,000 (ex GST)
2. Major community grant over \$5,000 (ex GST)
3. Triennium community grant (Minor and Major available)

The Community Grants Program application period is open each financial year from the **beginning of October and closes at the end of November** with funding announced following approval by Council in December. A second round of funding may be held at a later date, if further budgeted funds remain available.

### OBJECTIVES OF THE COMMUNITY GRANTS PROGRAM

The Community Grants Program objectives are to support projects that promote community capacity, improve social participation and inclusion as well as enhance community harmony and social cohesion.

The Shire of Katanning CGP 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.

### ADVERTISING

Before and during the funding round, advertising of the CGP will commence.

The advertisements will be placed in:

- local newspapers ‘The Great Southern Herald’;
- the monthly Shire newsletter, ‘The Shire Matters’;
- the Shire of Katanning website;
- the Shire of Katanning Facebook page; and
- Shire information boards

### 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); or
- Organisations that currently have an application with the Quick Response 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), Community Grants Program (CGP) or Community Financial Assistance Program (CFAP) 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. shade tent, tables, chairs etc.
- Assistance towards workshops/projects that benefit the Katanning community.
- Entertainment.
- 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.

## MINOR COMMUNITY GRANTS (under \$5,000 GST exclusive)

Minor community grants may be used for any purpose, including minor building construction, repair, equipment purchase 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, groundworks etc.

## 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 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.

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

## 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 for the CGP.

If your application is being auspiced 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.

## 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. 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.

## 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. Late applications will not be accepted for consideration. Unsuccessful applicants will be advised.

Organisations that have not provided an acquittal from previous CGP or CFAP applications are ineligible to apply until the required documentation has been submitted. Tips for your application can also be found on the website.

## DOCUMENTS REQUIRED TO BE PROVIDED

- A completed application form;
- Certificate of Currency showing current Public Liability;
- Letter of support if you are being auspiced 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	Complete the application form.
Step 3	Submit the application by the closing date, making sure to acquire and provide all supporting documents in the application checklist. Late applications will not be accepted.
Step 4	<p>Recommendations of applications received are considered at the December Ordinary Council Meetings. Council Meeting commences at 6pm and is held in the Council Chambers at the Shire of Katanning Administration and Civic Centre</p> <p>You will be notified in writing when Council will be making decisions regarding the CGP allocations to give the applicants an opportunity to attend the meeting.</p> <p>Applicants are encouraged to attend Council meeting during the assessment of the CGP grant and have the opportunity to make a presentation (2-3 minutes) to Council on their project during 'Public question/statement time'.</p>
Step 5	Applicants are notified of the outcome via written correspondence.
Step 6	A grant agreement between the Shire of Katanning and the applicant is to be signed.
Step 7	Project is completed.
Step 8	Complete the evaluation and acquittal report within the 30 days after the project has been delivered to the Shire of Katanning Administration or Community Relations Officer. (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 sent to the Shire of Katanning.

## 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.

## CONFLICT OF INTEREST

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

## 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 CGP funds may be accrued in the following financial year, subject to written request to the CEO.
- Where an application for accrued funding is again unsuccessful, the approved Council CGP monies shall be withdrawn and may be made available to other community organisation.
- Where funding from an outside source is approved any CGP monies (as approved) shall be paid to the applicant, on acquittal of the project.
- Where approved financial assistance is not claimed by 31 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.
- 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 may, if project viability is not substantiated, revoke the grant approval. Those funds may then be made available to other applicant organisations.
- 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.
- 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.
- Applications that have multiple funding sources/financial contributors will be preferred.
- 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.
- 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.
- Council's decision is FINAL and applicants may not request an appeal.
- Applicants are permitted to only apply successfully for one round in each financial year.
- 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.

## 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 CGP experience.

Shire Councillors must be invited to the event/launch/first use of equipment etc.

## 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.

Payment of the CGP 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.

Failure to complete the acquittal by 31 May of that financial year will result in those funds being forfeited irrespective of whether funds have been spent or committed by the organisation. Failure to complete the acquittal will disqualify the applicant for future CGP funding.

This information is to be disseminated to the Community Financial Assistance Committee. The Community Grants Program is to be reported via the Shire's Annual Report.

### **For further information or assistance with your application contact:**

Community Relations Officer

08 9821 9999 or [publicrelations@katanning.wa.gov.au](mailto:publicrelations@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](mailto:admin@katanning.wa.gov.au)