

COUNCIL POLICY

Quick Response Grants Program

- Policy No:** 2.14
- Policy Subject:** Quick Response Grants Program
- Objective:** To enable Council to plan its support of community projects up to \$1,000.00 GST inclusive that fall outside of the CEO Donations amount and Community Grants Program application times.
- Policy Statement:** The Quick Response Grants Program (QRGP) provides quick response funding support for amounts over \$501.00 GST inclusive and up to \$1,000.00 GST inclusive each, to enable Katanning community-based organisations to develop projects that increase participation and benefit the community.
- Guidelines:**
- Selection Criteria**
- Each application will be assessed against the following criteria:
- Does the project meet a 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
- Funding Rounds**
- 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.
- Eligible Projects can include:**
- Printing of posters/flyers;
 - Advertising & promotion;
 - Costs associated for public events or functions in Katanning;
 - Purchase of equipment required for the ongoing operations of the club, e.g. shade tent, tables, chairs etc.; and
 - A discount will be considered in fees for Council venues including tip fees and the supply of sand, gravel etc. This excludes the bar/kitchen, where full hiring costs apply.

What items will not be funded

- Assistance towards Council's rates or standard user agreements;
- Assistance towards financial operating costs of the applicant e.g. rent, staff wages, utility costs, insurance, stationery, etc;
- Food, drinks and alcohol;
- Interstate and overseas travel;
- Conference attendance;
- Projects that have already commenced;
- Projects not based in Katanning;
- Projects that duplicate an existing or similar project/service within the community; or
- An item benefiting an individual.

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 can not apply?

- An unincorporated organisation without an auspice arrangement;
- An individual;
- A commercial for profit organisation;
- 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.

Quick Response Grants (Up to \$1,000 GST inclusive)

Quick Response Grants may be used for any purpose, including minor building construction, repair, equipment purchase or hire, events or functions.

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. Applications will be received from community-based organisations.

CEO Donations shall be referred to the Chief Executive Officer for consideration under delegated authority of Council.

Administration of Financial Assistance

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

- 1) 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 subject to section 4 below, the Council funds may be held until the following financial year, such funds again being made available to the organisation involved, on condition that their application for funding from the outside source is approved in that financial year.
- 2) 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.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) Approved applications must acknowledge that the Shire of Katanning has provided funding towards their project and to include the Shire of Katanning logo on all promotional and marketing material.
- 9) Applications for grants received from individuals will not be accepted
- 10) Projects requesting funding for salary costs, administration support and recurring expenditure are ineligible for support.
- 11) Applicants are permitted to only apply successfully for one Quick Response Grant per financial year.

Acquittal process and 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

document 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.

This information is to be disseminated to the Community Financial Assistance Committee.

Failure to complete the acquittal will disqualify the applicant for future Quick Response Grants funding.

The Quick Response Grants Program is to be reported via the Shire's Annual Report.

Resolution No: Ordinary Council OC98/20

Resolution Date: 22 September 2020

Amended:

Source: Finance

Date of Review: October annually

**Review
Responsibility:** Chief Executive Officer