

## COUNCIL POLICY

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### Community Grants Program

- Policy No:** 2.9
- Policy Subject:** Community Grants Program
- Objective:** To enable Council to plan its support of community projects.
- Policy Statement:** The Community Grants Program (CGP) provides funding support in two categories of up to, and over \$5000 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 Community Grants Program is allocated from within Council's general revenue budget each year with applications being called at the beginning of May and closing at the end June for funding announced following budget approval by Council.
- A second round of funding may be held opening in December and closing end of January, if further budgeted funds remain available.
- 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
- 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;
- Organisations that have not provided an acquittal from previous CGP applications are ineligible to apply until the required documentation has been submitted.

**Advertising**

Each financial year, at the beginning of June, Council shall advertise its intention to consider applications for financial assistance under the Community Grants Program.

The advertisements will be placed in:

- At least 2 editions of the local newspaper 'The Great Southern Herald';
- The monthly Shire newsletter, 'The Shire Matters';
- The Shire of Katanning website; and
- Shire foyer information board.

**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, ground-works etc.

### **Community Donations**

This program is in addition to the approval of Community Donations. Applications for Community 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.

Community 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) 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.
- 4) Where approved financial assistance is not claimed by 31<sup>st</sup> May 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 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.
- 6) 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.
- 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 Major and Minor 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) Council's decision is FINAL and applicants may not request an appeal
- 12) Applicants are permitted to only apply successfully for one round in each 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.

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

Failure to complete the acquittal will disqualify the applicant for future CGP funding.

CGP program is to be reported via the Shire's Annual Report.

<b>Resolution No:</b>	Ordinary Council	OC08/09
<b>Resolution Date:</b>	23 July 2008	
<b>Amended:</b>	22 October 2008	OC49/09
	23 September 2009	OC43/10
	28 November 2012	OC274/12
	22 October 2014	OC/106/14
	22 July 2015	OC/73/15
	18 December 2018	OC168/18
	26 November 2019	OC311/19
<b>Source:</b>	Finance	
<b>Date of Review:</b>	October annually	
<b>Review Responsibility:</b>	Chief Executive Officer	