

## CP.32 Community Grants Program

<i>Responsible Department</i>	Development & Community Services
<i>Resolution Number</i>	C.4445
<i>Resolution Date</i>	20/04/2022
<i>Next Scheduled Review</i>	2024/2025
<i>Related Shire Documents</i>	Shire of Northam Council Plan
<i>Related Legislation</i>	Local Government Act –s5.3 Local Government (Administration) Regulations – Reg 12

### OBJECTIVE

To provide the framework for consistent financial support administration and assessment processes to ensure they are transparent, equitable, inclusive, and understood by the community.

### SCOPE

Each year the Shire of Northam receive multiple requests from community organisations and individuals for financial support and/or sponsorship for projects, events, and activities. This policy provides clear guidelines to the community for requesting funds and/or sponsorship from Council; and provides Council with a framework to ensure a consistent and equitable allocation of funds.

### POLICY

The Community Grants Program aims to strengthen and enhance the social wellbeing, development, and sustainability of the Shire of Northam community. It aims to encourage the involvement of the community in achieving the Shire of Northam's strategic direction as identified in the Council Plan.

The Community Grants Program aims to support individuals and community organisations to undertake projects, events, and activities through a range of non-competitive and competitive grant and sponsorship categories.

## SECTION 1 FUNDING ALLOCATIONS AND DONATIONS

### 1.1 Community/Progress Association Annual Budget Requests

AIM	To assist the Community/Progress Associations to undertake events, projects and programs to enhance their local community.
ELIGIBILITY	<p>Council recognised community / progress associations:</p> <ul style="list-style-type: none"> <li>• Wundowie Progress Association</li> <li>• Bakers Hill Progress and Recreation Association</li> <li>• Clackline Progress Association</li> <li>• Spencers Brook Progress Association</li> <li>• Grass Valley Progress Association</li> <li>• Southern Brook Progress Association</li> <li>• Quellington Progress &amp; Sporting Association</li> <li>• Irishtown Agricultural Hall Club Incorporated</li> </ul>
FUNDING AMOUNT	<ul style="list-style-type: none"> <li>• Requests to be received by 30 March with allocations to be determined by Council in the Annual Budget.</li> </ul>
FUNDING CRITERIA	<ul style="list-style-type: none"> <li>• No set requirement for matching funding, although the Shire of Northam may require the Association to apply for external funding to part fund the project if considered eligible</li> <li>• Budget requests are to be submitted by 30 March along with a detailed budget and project plan(s) to Shire of Northam for consideration by Council.</li> <li>• Allocation may be carried forward for up to 3 years for large scale projects. A statement of intention to carry funds forward must be submitted to Council by 30 March with a project progress report to secure the funds</li> <li>• Funds cannot be allocated to social functions unless accessible to the entire community</li> <li>• Funds cannot be allocated to third party community organisations for operational purposes (e.g. insurances)</li> <li>• Funds can only be allocated to third party community groups for infrastructure or equipment if it is of benefit to the wider community</li> <li>• Funds will be expended by 30 June of the relevant financial year. The recipient will notify the Shire in writing of any delays to the proposed timeframe</li> <li>• Acknowledgement of Shire of Northam support</li> <li>• Funding will not be issued if there are outstanding acquittals/progress reports</li> </ul>
ACQUITTAL REQUIREMENTS	<ul style="list-style-type: none"> <li>• Funding must be acquitted by 30 June unless alternative arrangements have been made.</li> <li>• The recipient will be required to provide the following: <ul style="list-style-type: none"> <li>○ Declaration by the Chairperson/President that funding was utilised in accordance with the grant agreement</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Financial statement (income and expenditure)</li> <li>○ Copies of invoices/evidence of expenditure</li> <li>○ Evidence of project outcomes and acknowledgement of Shire of Northam support</li> <li>○ Completed evaluation form</li> <li>● Unspent funds to be returned to the Shire of Northam, or will be withheld from future funding allocations.</li> </ul>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## 1.2 Educational Prizes and Donations

AIM	To recognise young people who have made an outstanding achievement or contribution at their school/institute and/or shown strong leadership skills within the community
ELIGIBILITY	<p>Council recognised schools and educational institutes:</p> <ul style="list-style-type: none"> <li>● Wundowie Primary School</li> <li>● Bakers Hill Primary School</li> <li>● Avonvale Primary School</li> <li>● Avonvale Education Support Centre</li> <li>● Northam Primary School</li> <li>● West Northam Primary School</li> <li>● St Joseph's School</li> <li>● Northam Senior High School</li> <li>● Clontarf Program</li> <li>● Wirrpanda Girls Academy</li> <li>● Central Regional TAFE</li> </ul>
FUNDING AMOUNT	<p>Council will support the following awards in the Annual Budget:</p> <ul style="list-style-type: none"> <li>● \$200 for each recognised primary school.</li> <li>● \$500 for each recognised secondary school.</li> <li>● \$500 St Joseph's School Indigenous Scholarship</li> <li>● \$200 Clontarf Program</li> <li>● \$200 Avonvale Education Support Centre</li> <li>● \$200 Wirrpanda Girls Academy</li> <li>● \$1,100 Central Regional TAFE</li> <li>● \$100 for each recognised school community association, e.g. P&amp;C or P&amp;F Association.</li> </ul>
FUNDING CRITERIA	<ul style="list-style-type: none"> <li>● Prize, award or scholarship to a nominated student in recognition of outstanding contribution or leadership</li> <li>● Shire of Northam to be recognised as donor (e.g. on Certificate)</li> <li>● Council representative to be invited to make presentation</li> </ul>
ACQUITTAL REQUIREMENTS	Photograph of presentation ceremony

### 1.3 Donations

AIM	To assist community and charitable organisations to undertake events, projects and programs to benefit the Shire of Northam community.
ELIGIBILITY	<ul style="list-style-type: none"> <li>• Registered not for profit organisation.</li> <li>• Business or profit making entities may apply if they can clearly demonstrate the donation is for a charitable purpose.</li> <li>• Must be targeted at the Shire of Northam community as a whole or target groups.</li> <li>• Are for an activity, event or program with a charitable or community service oriented purpose.</li> <li>• May include fundraising activities where charitable benefit is demonstrated.</li> </ul>
FUNDING AMOUNT	<ul style="list-style-type: none"> <li>• Up to \$200 per organisation annually.</li> </ul>
FUNDING CRITERIA	<ul style="list-style-type: none"> <li>• Acknowledgement of Shire of Northam support</li> </ul>
ACQUITTAL REQUIREMENTS	<ul style="list-style-type: none"> <li>• Evidence of acknowledgement for the Shire of Northam's support.</li> </ul>

## SECTION 2 – COMMUNITY ASSISTANCE GRANTS

### 2.1 Community Development Grants

AIM	To support the strategic development and organisational capacity building of local community groups and sporting clubs.
ELIGIBILITY	<ul style="list-style-type: none"> <li>• The applicant must be an incorporated community group or sporting club based within the Shire of Northam</li> <li>• Projects must relate to either: <ul style="list-style-type: none"> <li>○ Strategic planning</li> <li>○ Organisational capacity building</li> <li>○ Major community projects</li> </ul> </li> <li>• Consideration will not be given for the following: <ul style="list-style-type: none"> <li>○ Retrospective funding</li> <li>○ Recurrent salaries or operational costs not directly associated with the funded project.</li> <li>○ Projects that have a fundraising outcome</li> <li>○ Equipment not directly related to the project</li> <li>○ Trophies, prizes or gifts</li> <li>○ Costumes or uniforms</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Activities targeted at students in a school setting</li> <li>○ Projects considered to be better funded through other sources</li> <li>○ Applicants that have outstanding acquittals</li> </ul>
FUNDING AMOUNT	<ul style="list-style-type: none"> <li>● The funding pool will be determined by Council in the Annual Budget.</li> <li>● Minimum \$5,000 up to \$20,000 (excluding GST) per applicant.</li> <li>● Applications rounds will be open September/October and assessed by the Community Grants Assessment Committee in November of the relevant year.</li> </ul>
ASSESSMENT CRITERIA	<ul style="list-style-type: none"> <li>● Alignment with the Shire of Northam Council Plan or other organisational or regional plan</li> <li>● Management and financial capacity to deliver</li> <li>● Anticipated outcomes in response to identified need</li> <li>● Access, opportunity and participation</li> <li>● Evidence that other support and funding has been obtained or is being sought</li> <li>● Goods and services are being procured from Shire of Northam based businesses wherever possible</li> <li>● Recognition of Shire of Northam support</li> </ul>
APPLICATION REQUIREMENTS	<ul style="list-style-type: none"> <li>● Completed and signed correct application form</li> <li>● Copy of Certificate of Incorporation</li> <li>● Copy of Public Liability Insurance</li> <li>● Copy of recent organisational financial statements</li> <li>● Submitted by the advertised closing date</li> </ul>
FUNDING AGREEMENT	<p>Prior to payment, successful applicants must sign a funding agreement stating that:</p> <ul style="list-style-type: none"> <li>● Funds will be expended only for the purposes specified in the agreement unless otherwise agreed in writing by the Shire of Northam</li> <li>● 90% of the awarded funds will be claimed by 30 June of the relevant financial year. The remaining 10% of funds will be withheld until the applicant provides a financial acquittal and project evaluation that demonstrates that the funds have been spent in accordance with the approved project scope.</li> <li>● The funds will be expended by 30 June the following financial year. The recipient will notify the Shire in writing of any delays to the proposed timeframe.</li> <li>● The recipient will notify the Shire in writing of any change in scope of the project and the Shire retains the right to refuse/reduce level of financial assistance in that instance</li> <li>● Where the funding is granted for a public event, the Shire retains the right to withhold payment until Public</li> </ul>

	<p>Event Approval has been granted. Successful funding applications do not grant automatic event approval.</p> <ul style="list-style-type: none"> <li>• The recipient will acknowledge the support of the Shire in advertising and promotional materials in accordance with Shire requirements. Approval of the use of the Shire of Northam logo is required.</li> <li>• The recipient will provide an audited financial statement for the event expenditure if requested to do so</li> <li>• The recipient will provide a project acquittal, including evidentiary materials by the 30 June of the relevant financial year. The withheld 10% of funds will be paid to the applicant once all acquittal requirements have been met.</li> <li>• Funding will not be issued if the applicant has any outstanding acquittals</li> <li>• Any additional special terms and conditions as determined by the Community Grants Assessment Committee</li> </ul>
<p><b>ACQUITTAL REQUIREMENTS</b></p>	<ul style="list-style-type: none"> <li>• Grants must be acquitted by 30 June of the relevant year unless alternative arrangements have been made.</li> <li>• Grant recipients will be required to provide the following: <ul style="list-style-type: none"> <li>○ Declaration by the Chairperson/President that funding was utilised in accordance with the grant agreement</li> <li>○ Financial statement (income and expenditure)</li> <li>○ Copies of invoices/evidence of expenditure</li> <li>○ Schedule of Volunteer Labour (if applicable)</li> <li>○ Schedule of Donated Materials (if applicable)</li> <li>○ Evidence of project outcomes and acknowledgement of Shire of Northam support</li> <li>○ Completed evaluation form</li> </ul> </li> <li>• Any unspent funds are to be returned to the Shire of Northam.</li> </ul>

### 2.3 Quick Response Grant

<p><b>AIM</b></p>	<p>To support innovative responses to community and individual needs, either as a whole or target groups (sports, children, youth, seniors, persons with a disability, culturally or linguistically diverse). These grants are intended for ad hoc and smaller scale projects or to assist the delivery of projects/programs for which opportunity or need has arisen.</p>
<p><b>ELIGIBILITY</b></p>	<ul style="list-style-type: none"> <li>• Projects must take place within the Shire of Northam or significantly benefit the Shire of Northam community, with the exception of travel assistance for talented sports people and performing artists.</li> </ul>



	<ul style="list-style-type: none"> <li>• Projects must address a clearly identified community need</li> <li>• Funding can be utilised for venue hire, equipment hire and promotion</li> <li>• Funding can be applied for by sporting clubs seeking sponsorship for one off tournaments or competitions only (i.e. not for the regular season).</li> <li>• Funding can be applied for by individuals, 18 years or under, still at school who have qualified to participate in recognised State, National or International level competitions or events</li> <li>• Consideration will not be given for the following:             <ul style="list-style-type: none"> <li>○ Retrospective funding</li> <li>○ Recurrent salaries or operational costs not directly associated with the running of the project</li> <li>○ Gifts</li> <li>○ Equipment purchases or capital projects unless there is a demonstrated risk to safety or well being</li> <li>○ Applicants that have outstanding acquittals</li> </ul> </li> </ul>
FUNDING AMOUNT	<ul style="list-style-type: none"> <li>• Up to \$5,000 (excluding GST) per project.</li> <li>• The project should demonstrate other sources of funding (cash or in kind)</li> <li>• Council will make provision in the Annual Budget for allocation at the discretion of the Chief Executive Officer</li> <li>• Applications will be assessed within 25 working days of receipt by the Shire of Northam</li> </ul>
ASSESSMENT CRITERIA	<ul style="list-style-type: none"> <li>• Alignment with the Shire of Northam Council Plan or other organisational or regional plan</li> <li>• Demonstration of community need</li> <li>• Anticipated outcomes in response to identified need</li> <li>• Evidence of other support/funding</li> <li>• Goods and services are being procured from Shire of Northam based businesses wherever possible</li> <li>• Recognition of Shire of Northam support</li> </ul>
APPLICATION REQUIREMENTS	<ul style="list-style-type: none"> <li>• Completed and signed correct application form</li> <li>• Copy of Public Liability Insurance (where applicable)</li> <li>• Submitted at any time</li> </ul>
FUNDING AGREEMENT	<p>Prior to payment, successful applicants must sign a funding agreement stating that:</p> <ul style="list-style-type: none"> <li>• Funds will be expended only for the purposes specified in the agreement unless otherwise agreed in writing by the Shire of Northam</li> <li>• Funds will be expended by 30 June of the relevant financial year. The recipient will notify the Shire in writing of any delays to the proposed timeframe.</li> </ul>

	<ul style="list-style-type: none"> <li>• Where the funded amount is over \$1,000, 10% of the awarded funds will be withheld until all acquittal requirements have been met and Officers are satisfied that the funds were expended in accordance with the approved project scope.</li> <li>• The recipient will notify the Shire in writing of any change in scope of the project/event and the Shire retains the right to refuse/reduce level of financial assistance in that instance</li> <li>• Where the funding is granted for a public event, the Shire retains the right to withhold payment until Public Event Approval has been granted. Successful funding applications do not grant automatic event approval.</li> <li>• The recipient will acknowledge the support of the Shire in advertising and promotional materials in accordance with Shire requirements. Approval of the use of the Shire of Northam logo is required.</li> <li>• The recipient will provide an audited financial statement for the event expenditure if requested to do so</li> <li>• The recipient will provide a financial acquittal and project evaluation, including evidentiary materials by the 30 June of the relevant financial year. Any withheld funds will be paid to the applicant once all acquittal requirements have been met.</li> <li>• Funding will not be issued if there are outstanding acquittals</li> <li>• Any additional special terms and conditions</li> </ul>
<p>ACQUITTAL REQUIREMENTS</p>	<ul style="list-style-type: none"> <li>• Grant must be acquitted by 30 June unless alternative arrangements have been made.</li> <li>• Grant recipients will be required to provide the following:             <ul style="list-style-type: none"> <li>○ Financial statement (income and expenditure)</li> <li>○ Copies of invoices/evidence of expenditure</li> <li>○ Statement of Volunteer Labour/Donated Materials (if applicable)</li> <li>○ Evidence of project outcomes and acknowledgement of Shire of Northam support</li> <li>○ Completed evaluation form</li> </ul> </li> <li>• Unspent funds to be returned to the Shire of Northam, or will be withheld from future funding allocations.</li> </ul>