

CORPORATE SERVICES

CS.3 COMMUNITY GRANTS POLICY

Document Status	Adopted
Statutory Environment	Local Government Act 1995

Record of Policy Review					
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01	Graeme Fardon	29 March 2018	169-17/18	New Policy	
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03	A&R Committee	20 December 2018	115-18/19	Revised 12/12/2018	
04	Grants Team	19 December 2019	94-19/20	Revised document	5/12/2019
05	Grants Team	17 December 2020	104-20/21	Revised Document	3/12/2020

PURPOSE

Council's Annual Community Grants Program is a strategic tool for capacity building, supporting innovation and addressing community need in line with the Council and Community's vision.

OBJECTIVE

- Enhance Community Organisation's capacity to provide one off projects / services / events.
- Improve the quality and opportunities for user accessibility and / or safety of Community space.
- Increase Community participation in Community activities.
- Help provide funding for a service or activity seen as a need for the betterment of and improvement to the enjoyment of life within the Community.

POLICY

Funding is available to assist community groups in establishing and or continuing a service or activity seen as a need for the betterment of and improvement to the enjoyment of life within the community.

Allocation of Resources

Council will review and confirm allocation of resources annually as part of their Annual Budget processes.

- **In-Kind** - A single tranche allocated and available to Groups / Clubs throughout the financial year from the adoption of the Annual Budget.
- **Small Grants** - Grant funding allocation divided into two tranches:
 - Grant submissions (closure 31st March) 75%
 - Grant submissions (closure 30th September) 25%
- **Major Projects and Events** - A single tranche allocated and available to Groups / Clubs from the adoption of the Annual Budget
- **Annual Recurrent Funding** - A single tranche allocated and available to Groups / Clubs from the adoption of the Annual Budget.

Category of Grants

Grants will be categorised as either In-kind, Small Grants, Major Projects and Events, or Annual Recurrent Funding.

- **In-Kind Contribution** - Each community group can apply to the CEO for in-kind contributions towards events or projects throughout the year. CEO has delegated authority to approve / reject applications. This may include access to venues, equipment or staff (max \$500 annually). Applications must be received at least 4 weeks prior to the event or project commencement.
- **Small Grants** cover requests for financial assistance from Council for between \$500 and \$2500 ex GST. Support may be either financial or in-kind and based on one third from Council, and two thirds from the applicant organisation and/or by way of external funding. Groups can only apply for one small grant per year. There is a requirement to provide an acquittal report back to Council to show where funds have been spent at the end of each financial year.
- **Major Projects and Events** covers requests for financial support over \$2,500. Support may be either financial or in-kind and based on one third from Council, and two thirds from the applicant organisation and/or by way of external funding. Maximum of one application per year. There is a requirement to

provide an acquittal report back to Council to show where funds have been spent at the end of each financial year.

In-Kind, Small Grants and Major Projects and Events grant funding is for projects, events and activities, and **not** for operational costs.

- **Annual Recurrent Funding** is financial support extended to community groups that maintain or operate in Shire-owned or club-owned venues / clubrooms. Groups must submit an application form each year by 31st March. There is a requirement to provide an acquittal report back to Council to show where funds have been spent at the end of each financial year.

Eligibility

- Applicant groups must be based within the Shire of Quairading.
- All successful project activities and events are to be completed by the end of the financial year in which funding was awarded.
- Applicants should demonstrate a link to the Shire's strategic plans and strong community benefit for their project or event.
- Incorporation is desirable but not essential.
- Verification by applicant that request is not covered by insurance.
- Funding will not be awarded to private businesses or individuals.
- Requests for funding or support cannot be for a project / event / activity that has already occurred.

General Conditions – Grant 1 – In-Kind Funding

- Applications are welcome all year-round.
- An In-Kind grant is an offer by the Shire to provide a service, piece of equipment or a facility, which is normally charged at a set fee, free of charge or at a reduced cost.
- Bond fees are still applicable.
- CEO has delegated authority to approve / reject applications. This may include access to venues, equipment or staff (max \$500 annually).
- Applications must be received at least 4 weeks prior to the event or project commencement.
- Budget allocation for the Community Grants Program will be determined during the Council's Annual Budgeting Process.
- Allocation of grant funding, partial or entire, will be at the sole discretion of the Council.

General Conditions – Grants 2 & 3 – Major Grants & Events / Small Grants Funding

- Grants 2 & 3 are for minor capital works or the purchase of equipment or events and activities.
- Grants 2 & 3 may be used as additional leverage for external funding.
- Council's position is to fund to a maximum of one third of the total project cost and applicants are encouraged to contribute their own funding and/or obtain grant or loan funding for the remaining project costs.
- Voluntary labour and equipment may be included in the applicant's contribution but may not exceed one third of the completed value of the project. Volunteer hourly rate should be included at \$20.00/hour.
- Council may opt to use their employees or equipment in lieu of a cash contribution.

- Council reserves the right to carry out a Progress Inspection or request a Progress Report at any stage of the project.
- Budget allocation for the Community Grants Program will be determined during the Council's Annual Budgeting Process.
- Allocation of grant funding, partial or entire, will be at the sole discretion of the Council.
- The Chief Executive Officer is given delegated authority to approve or reject changes to the Applicant's project Budget following approval of the grant from Council.

General Conditions – Grant 4 – Recurrent Funding

- A single round of funding with applications to be submitted by 31st March.
- Application is for support of operational and maintenance costs of the club / organisation.
- Application is not for capital works, events or activities.
- Budget allocation for the Community Grants Program will be determined during the Council's Annual Budgeting Process.
- Allocation of grant funding, partial or entire, will be at the sole discretion of the Council.

Acquittal

All Groups that receive funding will have to provide the following after their project's completion or by no later than 31st July of the next financial year:

- Completed Acquittal Form (to be provided);
- Proof the project, activity or event took place (e.g. photographs etc.);
- Proof of expenditure (e.g. copy of financial records and invoices paid); and
- Evaluation of project, activity or event (e.g. copy of participant feedback, surveys etc.).

Assessment Process

- Applications will be assessed by the Grants Team based on Grant Criteria and a recommendation made to Council.
- Applications will be presented to Council and assessed based on eligibility and merit.
- Allocation of grant funding is at the discretion of the Council
- All applicants will be contacted regarding the outcome of the application process by post.

Submission Deadline

All applications must be received by COB 31st March or 30th September annually. Applications can be received via mail, email or printed copies dropped into the Front Counter at Shire Administration Office. Late applications will not be accepted.

GUIDELINES

[Annexure A - Assessment Criteria](#)

[Annexure B - Community Grant Scheme Funding Process \(Attached\).](#)

[Community Grants Application Form \(Separate Document\).](#)

Annexure A

Assessment Criteria

Each Small and Major Grant Submission will be assessed based on the following criteria

Criteria 1 – Community Benefit:

- Does the project align with Shire’s Strategic Community Plan?
- Is there identified and demonstrated community need?
- What are the benefits (value adding) to the Quairading community?

Criteria 2 – Organisation:

- Incorporated body? Y/N
- Purpose of organisation including the type and number of activities they undertake annually
- Current Membership
- Current Financial Position (incl. Financial Statement)
- Sustainability of organisation

Criteria 3 – Project Cycle:

- Planning and design of project
- Management and delivery of project (incl. milestones and works schedule)
- Project Budget
- Financial contribution - \$; In-Kind, External
- Evaluation of project
- Sustainability of project

Score

Each Grant Application will be assessed based on these criteria

Each criteria will be evaluated and given a score between 1 (Poor) and 5 (Excellent).

Weighting

Weighting for each criteria to be determined by the Council.

Proposed weighting is: -	
Community Benefit -	40%
Organisation -	20%
Project Planning -	40%

Ranking

Following the individual evaluations, the scores will be entered into a Ranking Spreadsheet.

This spreadsheet will aggregate the *Criteria Scores*, and apply the *Weighting Ratios*.

The spreadsheet will then determine the Ranking of the individual grant applications.

Annexure B**Shire of Quairading Community Grant Scheme Funding Process**