



## COMMUNITY GRANTS POLICY

<b>Document Status</b>	Adopted
<b>Date Adopted</b>	29 <sup>th</sup> March 2018
<b>Statutory Environment</b>	Local Government Act 1995

### Record of Policy Review

<i>Policy Owner</i>	<i>Council Adoption</i>	<i>Resolution #</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>
CEO – Graeme Fardon	29 March 2018	169-17/18	New Policy		

## 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.

## OBJECTIVES

- 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.

### Eligibility

- Small grant assistance may be either financial or in-kind. The minimum amount per application is \$500.
- Capital projects (>\$2,500) assistance may be either financial or in-kind and based on one third of the total project with matching one third from applicant and one third by way of an external grant funding and /or Loan.
- Applicants are required to be based within the Shire of Quairading.
- All projects and activities funded are to be completed by the End of the Financial Year.
- Applicants should demonstrate strong community benefit or need and support for a project or activity.
- Applicants should not be an Individual or request funding or support for a project / event / activity that has already occurred.

### General Conditions

- Council's general philosophy 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 Grant Program will be determined during the Council 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:

- 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 Invoices paid).
- Evaluation of project, activity or event (e.g. copy of participant feedback, surveys etc.).

**Assessment Process**

- Applications to be assessed by the Chief Executive Officer and a recommendation made to Council.
- Applications to be presented to Council and assessed based on eligibility and merit.
- All applicants to be contacted regarding the outcome of the application process by post.

**Submission Deadline**

All applications to be received by COB 31<sup>st</sup> March (BEFORE 11<sup>th</sup> May 2018). Late applications will not be accepted.

**GUIDELINES**

Assessment Criteria – Annexure A (Attached)

Community Grants Application Form (Separate Document)

Community Grant Scheme Funding Process – Annexure B (Attached).

## Annexure A

### ASSESSMENT CRITERIA

Each Grant Submission will be assessed based on the following criteria

#### Criteria 1 – Community:

- Does the project align with Shire’s Strategic Community Plan?
- Identified and demonstrated community need?
- Benefits to the Community

#### Criteria 2 – Organisation:

- Incorporated body? Y/N      Does it have a Constitution? Y/N
- Structure and Mode of Operation
- Type of activities
- Membership
- Ownership of assets
- Financial management (incl. Financial Statement)
- Sustainability

#### Criteria 3 – Project:

- Type of Project
- Planning and design of project
- Management and delivery of project (incl. schedule)
- Project Budget
- Financial contribution - \$; In-Kind
- 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: -	
<b>Community</b>	40%
<b>Organisational</b>	20%
<b>Project –</b>	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

## YEAR 2018/2019

## Shire of Quairading Community Grant Scheme Funding Process

## Step 1

- Contact the Grant Project Officer to discuss your project idea and confirm it is in eligible for the Community Grant Scheme and request an application package. (08) 9645 2400 or gpo@quairading.wa.gov.au

## Step 2

- Complete the Community Grant Scheme Application Form.

## Step 3

- Submit the Community Grant Scheme application form to the Shire of Quairading before the closing date of 11<sup>th</sup> May 2018.

## Step 4

- Grants Team to evaluate and rank applications with recommendations forwarded to Council's Budget Workshop for consideration in the 2018/19 Annual Budget.

## Step 5

- Successful applications for the Community Grant Scheme funding will be included in the Annual Budget to be adopted in July of the new financial year.

## Step 6

- Successful applicants of the Community Grant Scheme funding will be notified in writing of their success in August of the Financial Year 2018/2019.
- Unsuccessful applications will also be notified.

## Step 7

- Successful applicants of the Community Grant Scheme must ensure they have acquitted their funds by way of completing the Community Grant Scheme Acquittal form and return it to the Shire of Quairading by 4pm 30<sup>th</sup> June 2019.