

COMMUNITY GRANTS 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.

The program will recognise the important role community groups play in achieving the Shire's vision – "A place of welcome for all, where we work together, with thriving industry creating jobs, a bright future for our young people, and a bustling town in a beautiful and productive rural setting."

OBJECTIVE

- a. Enhance the community's or organisation's capacity to provide one off projects, services and events.
- b. Improve the quality and opportunities for user accessibility and/or safety of community space.
- c. Increase community participation in community activities.
- d. 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

Council grant funding of up to \$5000 (per application, per annum) is available to assist current or potential community groups or clubs to establish or to continue a service or activity that results in the betterment of the community.

The purpose of the grant funding application must adhere to the purposes and/or objectives of this policy and Council retains the right to refuse any non-compliant application on these grounds.

Council will fund this policy to encourage the growth and sustainability of community contribution to the well-being of the Shire of Quairading.

1. Allocation of Resources

Council will review and confirm allocation of resources annually as part of their annual budget processes.

Resources will be allocated to a specific general ledger account.

A single tranche will be allocated and available to community groups/clubs upon the adoption of the annual budget.

Major Grants applications will open on 1st March and be due on 30th April each calendar year.

Small Grants applications will be due twice per year:

ROUND ONE: Open: 1st October, Due: 30th November

ROUND TWO: Open: 1st March, Due 30th April

This will ensure:

- Council is using an accountable and transparent selection process to approve applications.
- Applications will be assessed on merit, and the worthiest applications will be selected against a priority criteria.
- Council can plan for the mid to longer-term funding of on-going significant projects.
- The Shire can provide a designated resource to assist community groups to prepare applications over a three-month period.
- Applicants have three months to respond to a very simple application process.

A process whereby applicants can apply all year around assumes an unlimited amount of funding for the program or a lack of structure whereby projects can be prioritised according to value to the community (i.e. the least valuable projects may be submitted early in the financial year and the most valuable projects submitted after the funds have been exhausted). An 'all year around' model also makes it difficult for Council to demonstrate transparency and to select according to priority. Finally, it is incredibly challenging for Council to do mid to long-term financial planning for significant projects without a prioritisation plan.

Community clubs/groups will be allowed to apply for a grant once per year.

Organisations may not apply for funding under the Community Grants Program if they have also received funding under the Business Support Grants Program in the same year. There is a requirement to provide an acquittal report back to the Shire to show where funds have been spent at the end of each financial year.

2. Category of Projects

Applicants may apply for funds for small projects, major projects and/or events.

- **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 half from Council, and one half 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 half from Council, and one half 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.

3. Eligibility

- a. Applicant groups must be based within the Shire of Quairading.
- b. All successful project activities and events are to be completed by the end of the financial year in which funding was awarded.
- c. Applicants should demonstrate a link to the Shire's strategic plans and strong community benefit for their project or event.
- d. Incorporation is desirable but not essential.

- e. Verification by applicant that funding request could not be covered by insurance.
- f. Funding will not be awarded to private businesses or individuals.
- g. Requests for funding or support cannot be for a project, event or activity that has already occurred.

4. General Conditions

- a. Council's position is to fund to a maximum of one half 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.
- b. 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.
- c. Council may opt to use their employees or equipment in lieu of a cash contribution.
- d. Council reserves the right to carry out a progress inspection or request a progress report at any stage of the project.
- e. Budget allocation for the Community Grants Program will be determined during the Council's annual budgeting process.
- f. Allocation of grant funding, partial or entire, will be at the sole discretion of the Council.
- g. The Chief Executive Officer is given delegated authority to approve or reject variations to the Applicant's project budget following approval of the grant from Council.
- h. Any applications received that are considered to not completed in their entirety or lacking in information, will be returned to the applicant for resubmission. It is encouraged that applicants carefully read through and address each criteria item to ensure the application will be considered.

5. 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:

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

6. Assessment Process

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

GUIDELINES

Annexure A - Assessment Criteria

Annexure B - Community Grants Program Funding Process (Attached).

Community Grants Application Form (Separate Document).

STATUTORY ENVIRONMENT

Local Government Act 1995

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Graeme Fardon	29/3/18	169-17/18	New Policy		
02	Graeme Fardon Richard Bleakley			Policy Review Project	Dec 18	
03	A&R Committee	20/12/18	115-18/19	Revised 12/12/2018		
04	Grants Team	19/12/19	94-19/20	Revised document	Dec 21	
05	Grants Team	17/12/20	104-20/21	Revised Document	Dec 22	
06	Grants Team	16/12/21	99-21/22	Revised Document	Dec 23	
07	Nicole Gibbs	29/06/23	279 - 22/23	Biennial Review	June 2025	

ANNEXURE A

1. Assessment Criteria

Each grant submission will be assessed based on the following criteria

1 – Community Benefit:

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

2 – Organisation:

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

3 – Project Cycle:

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

4 – 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).

5 – Weighting

Weighting for each criteria to be determined by the Council.

Proposed weighting is: -	
Community Benefit -	40%
Organisation -	20%
Project Planning -	40%
Priority Ranking	No/No of Applications

2. 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 Grants Program Funding Process

