Shire of Wyndham East Kimberley
CP/COM - 3582
Annual Grants Scheme

OBJECTIVE:

The objective of the Annual Grants Scheme is to provide consistent, equitable and accessible funding opportunities for local community based organisations for the purposes of community and economic development activities, events and projects.

POLICY:

Scope & Limitations
Each year the Shire will invite submissions from the community. These funds are non-recurrent funding and applications will be received in two rounds with submission closing dates of 30 May and 30 September each year.

Background
The purpose of this funding is to offer not for profit community, sporting, cultural, environmental, service groups and associations and not for profit economic development organisations financial assistance to foster high quality programs, community events, facilities and services that provide benefit to the community of the Shire of Wyndham East Kimberley.

Guiding Statement

Administration and resourcing

- Council shall make an allocation for Annual Grants within each annual budget. This funding pool shall be an amount of $120,000 in 2008/09 and shall be increased inline with the adopted rate increase each subsequent year.

- The distribution of the funds shall be via an application process. The process shall involve the following:
  - Annual Grants will be promoted through direct distribution to community organisations annually, promotion in the local newspaper and on community radio broadcasts. Application forms and additional information will be available from the Shire Offices and on the Shire's website.
  - Annual Grants shall be assessed on the following criteria:
    - Demonstrated need for funding.
    - Benefits to the community, including community development and/or economic development outcomes.
    - Demonstrated partnerships and ability to source additional funds and/or partnerships.
    - Demonstrated community support for the organisation and the project or activities planned.
    - The organisation's demonstrated ability or capacity to achieve measurable outcomes for the community.
    - Demonstration of links to Council's Strategic Direction and Objectives.
  - The Annual Grants will be decided by Council decision based on recommendations from the Grants Assessment Panel
  - The Grants Assessment Panel will consist of:
    - A minimum of 2 Councillors
    - Director Community Development
    - One other Shire staff member as appropriate

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- Projects, activities and events should be in keeping with Council's Strategic Direction and Objectives as noted in Council's Strategic Plan.
- All recommendations of the Grants Assessment Panel will be referred to a Briefing Session and then presented to Council for consideration.
- All organisations receiving community grants will be required to expend and acquit the funds within 12 months of the grant being approved at an Ordinary Council Meeting.

Limitations

- Community organisations or events where the primary purpose is to promote political beliefs.
- Community organisations or events where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds.
- Individuals (or sponsorship of cash prizes for individuals or teams).
- Activities or events that are the core responsibility of a state or federal government department, though contribution to components that expand on the core responsibilities may be considered.
- Projects that have already been completed or are currently in progress.
- Funds not to be used for trophies, prizes, insurance or operational expenses (including loan repayments) incurred in the conduct of community activities.
- Applicants must seek other funding where available.
- Applications must be submitted on Council's prescribed forms.
- Council employees, equipment or facilities may be used in lieu of cash distribution and costed against the relevant ledger folio.
- All works are to be completed to the satisfaction of Council.
- Organisations will be limited to one successful application for funds per financial year.
- Council does not intend the Grants to be utilised for monetary profit, but that they help not for profit to achieve their objectives and provide benefits to the community.
- Applicants must provide evidence of their own contribution (financial and in-kind) as well as contributions from other sources towards the project.
- Applicants seeking capital/building funding for a project need to ensure that the project relates to crown reserve or land owned or vested in the Shire of Wyndham East Kimberley (or at Council's discretion).

Outcomes

Local community based organisations will be provided with consistent, equitable and accessible funding opportunities to support community and economic development activities, events and projects.

GOVERNANCE REFERENCES

Statutory Compliance	Local Government Act 1995 Section 6.2
Industry Compliance	
Organisational Compliance	
Process Links	Annual Grants Scheme Procedures/ Work Instructions Annual Grants Application Form

POLICY ADMINISTRATION

Directorate		**Officer Title**			**Contact:**
Community Development		Director Community Development			Ext:151
Date Effective	17 June 2008				
Date Adopted	17 June 2008	**Last Reviewed**		17 November 2009	
Risk Rating	Low	**Review Cycle**	Annual	**Next Due**	17 November 2010

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