



<b>POLICY NO</b>	<b>CP/COM-3582</b>	
<b>POLICY</b>	<b>Community Grant Scheme</b>	
<b>RESPONSIBLE DIRECTORATE</b>	Community Development	
<b>COUNCIL ADOPTION</b>	Date: June 2008	Resolution No:
<b>REVIEWED/MODIFIED</b>	Date: April 2014	Resolution No:
	Date: 25/08/2015	Resolution No: 11072
	Date: 28/03/2017	Resolution No: 11636
	Date: 22/08/2017	Resolution No: 11760
<b>LEGISLATION</b>	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i> <i>Local Government (Rules of Conduct) Regulations 2007</i>	
<b>RELEVANT DELEGATIONS</b>	N/A	

### **OBJECTIVES:**

The objectives of this Policy are to provide direction for the Shire of Wyndham East Kimberley Community Grant Scheme to ensure that financial support is provided in a manner that:

- Leads to improved outcomes for the Shire of Wyndham East Kimberley community in alignment with the Council's Strategic Community Plan;
- Is equitable;
- Is consistent;
- Is accessible;
- Ensures due diligence when providing financial support to community organisations;
- Maximises efficiency and reduces the administration burden where possible;
- Ensures the value of all Shire contributions and support (i.e. subsidised use of facilities, low rental leases) are taken into account when assessing financial contributions; and
- Ensures the value of the Community Grant Scheme is recognised by recipients and the community.

### **DEFINITIONS:**

'Community Organisation': incorporated, not for profit, service groups and associations.

'Private Organisation/Individual': Any individual, business, group or organisation not classified as a "Community Organisation" as per the above definition. This includes government agencies.

'Grant': The transfer of money from one organisation to another. In the case of the Community Grant Scheme, these grants are conditional, meaning the money is given for a specific purpose and may not be used for any other project or activity.

'Sponsorship': A commercial arrangement in which a sponsor provides a contribution, money or 'in kind' support to an activity in return specified benefits. Sponsorship is not philanthropic. A sponsor expects to receive a reciprocal benefit beyond a modest acknowledgement \*\*1

### **POLICY STATEMENT/S:**

The Shire of Wyndham East Kimberley is committed to providing support for not for profit, community based, sporting, cultural, environmental, service groups and associations. This

support is to foster high quality programs, community events, facilities and services that provide benefit to the community of the Shire of Wyndham East Kimberley.

To meet the objectives listed above, the following guidelines apply:

**Equitable:**

- Applications for large contributions (over \$500) will be assessed through a competitive process

**Consistent:**

- A clear process for assessment is in place that aligns with the objectives of the Shire of Wyndham East Kimberley Strategic Community Plan
- Assessment criteria are in place prior to the commencement of the advertising of the Grant round

**Accessible:**

- Applications are advertised with sufficient timeframe
- Forms used are written in clear language and well formatted
- For small amounts of up to \$500.00, some funding is made available through a Quick Grants process to allow access to support at relatively short notice for projects that typically are not organised up to 12 months in advance.

**Due Diligence:**

- For events, Grant funding will not be provided until Shire approval has been issued
- Applications will provide and prompt applicants for sufficient information so that informed recommendations can be made to Council.
- Applications will require evidence of:
  - Incorporation
  - Not for profit status
  - The ability to complete the project as detailed in the application
  - Copy of the Shire Rates Notice.
- All grants must be acquitted, with applicants providing evidence:
  - That all funds were spent in accordance with their Grant application.
- Any unspent contribution must be returned to the Shire

**Reduce Administrative Burden:**

- While meeting due diligence, application and acquittal forms are as user friendly as possible

**Ensure the value of Shire contributions is acknowledged:**

- Other Shire contributions towards applicants should be taken into account when assessing applications including:
  - Use of Shire facilities and equipment at community (subsidised) rates
  - Rates assistance
  - Other Shire grants such as Quick Grants or financial support

**Ensure the Shire receives adequate recognition for its contribution:**

- Applicants must state how they will recognise the Shire's contribution
- Applicants must provide evidence of this recognition within their acquittal.

**Eligibility:**

To be eligible for funding under the Community Grant Scheme;

#### Applicants:

- Must be, or be under the auspice of, a Community Organisation as defined in this Policy
- Must not have any outstanding debts to the Shire
- Must have no outstanding previously received Grant acquittals to the Shire
- May not be an organisation where the primary purpose is to promote political beliefs; or
- May not be an organisation where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds.

#### Grants:

- Must directly benefit the Shire of Wyndham East Kimberley Community
- Will not fund projects that are underway or completed at the time the application is assessed. In the case of Annual Community Grants, this is the date that the grants are adopted by Council
- Funding events will be conditional on the event being approved by the Shire and complying with all relevant legislation
- Must not be used for trophies, prizes, insurance or operational expenditure
- Must not be used for projects that are primarily fundraiser projects, where the funds raised from the project are to be directly forwarded to another organisation that does not meet the eligibility criteria
- In the case of Capital/building works, must be on a crown reserve or land owned or vested in the Shire of Wyndham East Kimberley (or at Council's discretion); or
- In the case of Capital/building works, must not be on property directly managed by the Shire.

#### **Community Grant Scheme:**

Funding for the Community Grants Scheme will be adopted by Council in the Annual Budget.

To meet the Grant Scheme objectives and to support a wide variety of programs, projects and events; grants will be distributed to community organisations.

To ensure funding is allocated and available for rates assistance three (3) grant allocations with specific budgets will be adopted;-

1. Quick Grants
2. Annual Community Grants
3. Rates Assistance Grants.

#### **Quick Grants:**

Quick Grants are a mechanism for the Shire to support local clubs and community groups for amounts of up to \$500.00.

The grants are available at any time and the application process is relatively basic. Quick Grants primarily cater for small projects and initiatives that are unlikely to be planned many months in advance. They provide a mechanism for the Shire to offset Shire fees and charges in a fair and equitable manner as opposed to the provision of waivers on an ad hoc basis.

- Organisations are eligible for one Quick Grant per year only
- May be submitted at any time
- Fully completed applications must be submitted a minimum of four weeks prior to the activity.

Quick Grants are assessed based on:

- Applicant Eligibility
- Project Eligibility
- Demonstrated need
- Demonstrated community benefit

#### Annual Grants:

Annual Grants provide the opportunity for not for profit, community based, sporting, cultural, environmental, service groups and associations to apply for funding for larger scale projects over \$500.00.

Annual Community Grants may support (noting eligibility requirements):

- Capital Works
- Purchase of equipment; or
- General project expenses.

#### Rates Assistance Grants:

Rates Assistance Grants provide the opportunity for not for profit community groups and associations occupying rateable land to apply for funding for the payment of their rates. A Rates Assistance Grant is only applicable to rates, and not to service charges, the waste management charge, and/or the Emergency Services Levy.

Residential properties not used in the primary service delivery of the community group or association's activities or services will not be eligible for a Rates Assistance Grant.

Community groups or associations that in the opinion of Council, provide activities which are not core activities and/or are in direct competition with a service provided by an established private operator within the district, will not be eligible for rates assistance for that portion of the site being utilised for the activity.

Annual Grants and Rates Assistance Grants shall be assessed against the following criteria:

- Demonstrated need for funding
- Benefits to the community, including:-
  - Improved quality, range and access to services by the community
  - Addressing key social issues within the community
  - Local economic benefit
  - Benefit to a wide range of people from a variety of backgrounds
- Demonstrated community support for the organisation and the project or activities planned or the services provided
- The organisation's demonstrated ability or capacity to achieve measurable outcomes for the community and to deliver the project or services successfully.
- Demonstration of links to Council's Strategic Community Plan.

Priority will be given to applications that:

- Can demonstrate ongoing benefit to the community (i.e. capital works project, equipment purchase, , community development or economic development)
- Demonstrate partnerships with other Community Organisations and funding sources
- Demonstrated community support for the organisation and the services provided or project/activities planned

- Provide co-contribution for annual grants, whether through other grant funding sources or the applicants own contribution. Applicants should aim to contribute a minimum of 50% of the project costs (this may be in kind). Applications for more than 50% of a project cost will be considered however the applicant should provide reasoning why they are not able to contribute half of the project costs
- Are from Community Organisations that do not already receive financial support from the Shire including subsidised lease fees and subsidised facility hire fees
- Provide evidence that grant funding is being spent locally; and/or
- Promote access and inclusion.

#### Community Grant Timeframes:

- Annual Grants and Rates Assistance Grants will open 1 April and close 31 May.
- All organisations receiving Annual Grants will be required to expend and acquit the funds within four (4) weeks of the completion of the event, or 31 May on the financial year of issue.

*Note: Annual Grants are not Sponsorship. The difference between grants and sponsorship is critical in the management of the perception of corruption with regard to Shire financial support. It may be viewed that any personal benefit to any individual involved in the decision making process could influence the decision making process. For this reason, given the purpose of the Community Grant Scheme is to provide support for Community organisations and events, there should be no expectation of reciprocal benefit beyond modest acknowledgement. Therefore all Shire contribution through this scheme will be a “grant” as opposed to “sponsorship”<sup>1</sup>.*

Any sponsorship benefits provided by a grant recipient other than acknowledgement of the Shire’s contribution will not be accepted.

#### **Assessment:**

Quick Grants will be assessed by the Manager Community Services.

Annual Grants and Rates Assistance Grants will be assessed by the Community Grants Assessment Panel. The Panel will consist of a minimum of three Shire Officers facilitated by the Director Community Development.

The Assessment Panel will draft and present an assessment report to Council for consideration and adoption.

#### **Acquittal:**

The Shire has a duty to ensure that the funding distributed through this Community Grants Scheme is spent in accordance with the approved application. To ensure the use of funds is monitored, all grant recipients must complete an acquittal providing proof of:

- Total project Expenditure (including copies of invoices)
- Completion of the project in accordance with the application
- Recognition of the Shire’s contribution.

Acquittals will be assessed by the Manager Community Services. Past acquittals may be used when assessing grant applications. Acquittals deemed to provide insufficient information may result in:

- The applicant being required to return funds, or;
- The insufficient acquittal being noted during assessment of future grant applications.

### **EXPLANATORY NOTES:**

The Shire of Wyndham East Kimberley is supportive of activities, programs, projects and events that positively contribute to the community of the Shire of Wyndham East Kimberley.

The Shire provides ongoing support for community organisations in a number of ways, as follows:-

- Community Facilities are hired to community groups by the Shire at well below the cost of maintaining them (specific Community fees);
- Provision of administrative support for community groups in developing their governance functions and in increasing their capacity and resilience;
- Community Leases are provided at well below market rental;
- Provision of grants to assist with Shire rates; and
- Direct financial support.

This Community Grant Scheme enables the Shire to provide direct financial support, and to provide this support in an equitable and transparent manner. The Scheme ensures that funding distributed maximises the benefit to the Shire of Wyndham East Kimberley Community and is used in an appropriate manner.

### **RISKS:**

#### **Corrupt behaviour:**

The possibility of any personal benefit to any individual involved in assessment and approval of financial support is reduced through the Shire not accepting any reciprocal benefit.

Councillors must declare an interest should they hold an interest in any of the organisations applying for funding.

Annual Community Grant Panel members will be replaced should they hold an interest in any of the organisations applying for funding.

Thorough assessment process conducted using a pre-approved assessment tool with a panel of three, followed by review by Council.

#### **Liability from supporting an unregulated or unapproved event or project:**

Any approval for funding will be conditional upon the applicant gaining all approvals.

#### **Financial risk to the Shire**

Approval of total funding limited to amount adopted within the Annual Budget.

\*1 Independent Commission Against Corruption. 'Sponsorship in the Public Sector'; A Guide to Developing Policies and Procedures for Both Receiving and Granting Sponsorship, May 2006