



SHIRE of WYNDHAM | EAST KIMBERLEY

# COMMUNITY GRANT PROGRAM GUIDELINES

Community Funding

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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 in alignment with the Council's Strategic Community Plan.

The aim of the Community Grant Program is to provide assistance to local community groups / organisations that make positive contributions to the quality of life within the local government area.

These guidelines set out the specific criteria for each approved funding category and are designed to assist applicants apply and Shire staff to assess applications in an equitable, consistent process to support for community programs, projects and events.

## 1.1 Collaborative Approaches & Consultation

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All applicants are encouraged to consider collaborating on projects that work towards a common goal or support a common target group. We encourage groups to work together, learn from each other's experience and avoid unnecessary duplication. Applications that provide evidence of early consultation with participants and key stakeholders will be highly regarded.

## 1.2 Shire Managed Venues

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If your project will be held in a venue under the control of the Shire, it is recommended that you contact the venue, request a quote and make a tentative booking before you submit your application. Remember to include the cost as an expense for your project. If your grant application is successful, Council will consider the funding level for the cost of hiring the venue.

## 1.3 Volunteers

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The Shire values and recognises the enormous amount of work done by volunteers within our community. We encourage organisations seeking funding to work within best practice principles with regard to Volunteer Management in line with Volunteering WA.

Applications that demonstrate significant volunteer involvement will be highly regarded.

## 1.4 Access and Inclusion

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The Shire is committed to providing dignified and equitable access for all. It is important that applications are inclusive of people living with disability and their caregivers. This may include considerations to the following:

- ✓ Accessible parking at the venue
- ✓ Provision of accessible facilities such as toilets, ramp access and accessible seating
- ✓ Consideration for assistance animals
- ✓ Acceptance of Carer Cards and/or Companion Cards for carers
- ✓ Information available in accessible format, such as large print and signage

Applicants are encouraged to visit the State Government's [Creating Accessible Venues](#) website.

## 2 GRANT CATEGORIES

Grant Category	Amount	Category Forecast Budget	Approval	Definition
Quick Grant	\$0 - \$500	\$10,000	CDO	Small-scale, time sensitive or unforeseen projects and events that have a positive impact on the community.
Community Programs	\$500 - \$15,000	\$15,000	Council	Annual program support for the delivery of community development programs and services
Facilities Grant – Buildings and Property	\$500 - \$20,000	\$64,000	Council	Support community groups with the costs associated with community facilities
Facilities Grant - Rates Assistance	As per rates notice	\$76,000	Council/CEO	Support community groups with the cost of rates.
Events Grant	\$500 - \$50,000	\$105,000	Council	Assist with the delivery of events that deliver significant benefits to the community
Community Support Grant	\$500 - \$3,000	\$30,000	CEO	Support community groups during a State of Emergency

2020/21 budget for Community Grants Program: \$300,000

## 3 GENERAL ELIGIBILITY AND CONDITIONS

### 3.1 General eligibility criteria

In order to be eligible for funding in all Grant categories an organisation must be:

- ✓ A registered charity and/or not-for-profit sporting, social or cultural organisations providing community services or benefits
- ✓ Based in and registered to an address within the local government area

Unincorporated organisations are eligible to apply for \$1,000 or less as long as they are supported by an auspice organisation. An auspice organisation must be nominated to be responsible for the legal contractual arrangements and holding bank account.

### 3.2 General Funding Criteria

The Shire will favour the following criteria:

- ✓ Projects, events or programs that align with the Shire's Strategic Community Plan
- ✓ Projects that address a specific significant social, cultural, recreational and/or wellbeing community issue
- ✓ Strong partnerships with other community groups or government agencies

- ✓ Evidence of support, development and engagement of volunteers in the project
- ✓ Significant financial and in-kind contributions from additional sources other than the Shire

Applications Ineligible or less likely to be funded include those that:

- ✓ Do not align to the Shire's Strategic Community Plan
- ✓ Charge an entry fee, participation fee or other associated fees relating to the project that do not constitute fundraising/charity
- ✓ That are exclusive to the Recipient's members
- ✓ Support for an individual pursuit
- ✓ Intend to pay wages and or pay honorariums using Council funds
- ✓ Projects with a political or religious purpose
- ✓ Projects or events that have the potential to make a profit and/or where other funding sources are considered to be more appropriate
- ✓ Applications that do not demonstrate sound planning, project and financial management strategies
- ✓ Applications from an applicant that conducts themselves in a way considered to be injurious or prejudicial to the character or interests of the Shire

### 3.3 Conditions of funding

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All Community Grant funding is subject to the following conditions:

- ✓ Agree to complete an Acquittal Report Form and failure to do so may render the applicant ineligible for future funding.
- ✓ Ensure that if any equipment is purchased that it must remain property of the incorporated or auspicing organisation.
- ✓ The grant provided must be used for the approved program.
- ✓ The Shire reserves the right to request further information in considering any application.

## 4 QUICK GRANT

Quick Grants are a mechanism for the Shire to support local clubs and community groups. 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.

### 4.1 Dates

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- ✓ Applications are open throughout the year and assessed as required

### 4.2 Funding amounts

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- ✓ Applications under \$500 (ex GST)
- ✓ Applicants are not required to make a co-contribution

### 4.3 Funding Criteria

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- ✓ One off projects that demonstrate benefit to the community including but not limited to:
  - Resources and equipment
  - Venue hire
  - Minor repairs and maintenance
  - Small community events open to the public

Grant funding is not available for the following:

- ✓ trophies, prizes, insurance or operational expenditure
- ✓ 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
- ✓ Expenses without documentation or invoices
- ✓ Bond payments for Shire facility hire

### 4.4 Eligibility and Conditions

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This is to be read in conjunction with the general eligibility criteria referred to in this document. The following specific conditions apply to this category:

- ✓ Organisations are eligible for one Quick Grant per financial year only
- ✓ Where projects are organised by multiple organisations, only one Quick Grant may be approved for that project

### 4.5 Assessment approval and awarding

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- ✓ Applications are assessed by Shire Officers against the funding criteria
- ✓ The Shire aims to process your application within 21 business days of submission
- ✓ The decision to award grants is made by the Community Development Officer (CDO)

## 5 COMMUNITY PROGRAMS GRANT

Community Programs Grant provides one off grants and three-year service agreements for not for profit community groups with a focus on community development programs and services that align with the Shire's Strategic Community Plan and/or a service the Shire may be expected to otherwise provide.

### 5.1 Dates

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- Applications are open on an annual basis during a one month period
- Community Programs Grants are awarded for one (1) to three (3) years

### 5.2 Funding amounts

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- Applications over \$500 (ex GST) and under \$15,000 (ex GST)
- Council may consider amounts higher than \$15,000 if additional budget can be allocated
- Applications must not exceed 50% of the total project cost
- Annual funding for this category is limited to \$15,000 (subject to the Annual Adopted Budget estimates)

### 5.3 Funding criteria

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- Ongoing or one off community program that demonstrates benefit to the community including but not limited to programs that support:
  - Vulnerable or isolated community members
  - Youth, early years, seniors and/or people with disability
- Grant funding is not available for the programs that:
  - Do not directly support the goals and outcomes of the Strategic Community Plan Focus Area 1 People *Healthy vibrant active communities*
  - Charge program fees over the value of \$500 or memberships over the value of \$500

### 5.4 Eligibility and Conditions

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This is to be read in conjunction with the general eligibility criteria referred to in this document. The following specific conditions apply to this category:

- All applicants should demonstrate significant volunteer involvement.
- Demonstrate ability to provide quarterly progress and performance reporting
- Community Programs Grants that are awarded for more than one (1) year will require a signed service agreement with the Shire

Applications made under this category must include:

- Program delivery outline
- Performance indicators
- A business plan, where funding is over \$5,000

### 5.5 Assessment approval and awarding

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After the grants category has closed and we have received your application:

- Shire Officers review all applications for eligibility.
- The Community Grants Review Panel use the Assessment Criteria to assess all eligible applications



- ✓ The Community Grants Review Panel make recommendations to Council for funding.
- ✓ The Council considers the recommendations at a Council meeting.
- ✓ The Council makes the final decision on the outcome of all eligible applications.
- ✓ All applicants will receive a letter and/or email with the result of their application within 21 days of the Council decision.

## 6 FACILITIES GRANT – BUILDING AND PROPERTY

The Community Facility Property Grant aims to assist community groups within the Shire to upgrade, extend community facilities that will benefit the community.

The fund provides an opportunity to part fund an infrastructure project with strong community benefits.

### 6.1 Dates

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- Applications are open on a yearly basis during a one month period

### 6.2 Funding amounts

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- Applications over \$500 (ex GST) and to a maximum amount of \$20,000 (ex GST)
- Applications must not exceed 50% of the total project cost
- Annual funding for this category is limited to \$64,000 (subject to the Annual Adopted Budget estimates)

### 6.3 Funding criteria

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One off projects that demonstrate benefit to the community including but not limited to:

- Planning, design and development for the establishment, enhancement or extension of community facilities
- Capital improvements to community facilities

### 6.4 Eligibility and Conditions

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This is to be read in conjunction with the general eligibility criteria referred to in this document. The following specific conditions apply to this category:

- Projects undertaken on Shire owned or managed land
- Projects undertaken on land in community ownership, long-term lease or management order will also be considered
- Applications will be prioritised based on how the application supports the goals of the Shire's Strategic Community Plan.
- Organisations are eligible for one Community Facility Grant per year only

### 6.5 Assessment approval and awarding

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After the grants category has closed and we have received your application:

- Shire Officers review all applications for eligibility.
- The Community Grants Review Panel use the Assessment Criteria to assess all eligible applications
- The Community Grants Review Panel make recommendations to Council for funding
- The Council considers the recommendations at a confidential Council meeting
- The Council makes the final decision on the outcome of all eligible applications
- All applicants will receive a letter and/or email with the result of their application within 21 days of Council decision

## 7 FACILITIES GRANT - RATES ASSISTANCE

Rates Assistance is a grant up to the amount of rates levied on community facilities operated by not for profit incorporated associations to offset the annual rate liability.

Rates Assistance provide the opportunity for not for profit community groups and associations occupying rateable land to apply for funding for the payment of their rates.

Some charitable organisations may be eligible for a rates exemption under the Shire's Rates Exemptions for Charitable Organisations Policy (CP/FIN-3208).

### 7.1 Funding

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- ✓ The grant is only applicable to rates, and not to service charges, the Waste Receptacle Service, and/or the Emergency Services Levy
- ✓ Applications are open on an annual basis during a one month period

### 7.2 Eligibility and Conditions

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This is to be read in conjunction with the general eligibility criteria referred to in this document. The following specific conditions apply to this category:

- ✓ 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
- ✓ The provision of commercial services where any revenue and surplus received is for the benefit of the group or organisation, such as a bar does not disqualify eligibility.
- ✓ The percentage of rates assistance will be less than 100% if part of the rateable property is used for a commercial purpose with the revenue and surplus being retained by a third party, and/or residential purpose

Applications made under this category must include:

- ✓ Copy of the Shire Rates Notice
- ✓ Copy of certificate of incorporation
- ✓ Copy of lease agreement or certificate of title

### 7.3 Annual renewal of Rates Assistance Grant

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To minimise the administrative burden on community groups that have previously received the Rates Assistance Grant the Shire will provide an annual renewal process for up to three (3) years. The Shire will invite the community group to confirm that their circumstances remain unchanged from the details provided in a previous application. If any circumstances have changed or have undertaken a new lease the community group will be required to complete a new full Rates Assistance Grant application.

### 7.4 Assessment and approval

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After the grants category has closed and we have received your application:

- ✓ Shire Officers review all applications for eligibility
- ✓ The Shire Officers use the Assessment Criteria to assess all eligible applications
- ✓ The Shire Officers make recommendations to the Council for funding
- ✓ The Council considers the recommendations and approves for a 3 year period
- ✓ If the application is a renewal, the CEO reviews and approves application
- ✓ All applicants will receive a letter and/or email with the result of their application within 21 days of a decision

## 8 EVENTS GRANT

The Events Grant category aims to support organisations to develop and conduct sustainable local and regional community events that celebrate diversity, creativity, inclusion and a vibrant community.

Events Grants are available to incorporated not-for-profit associations and those limited by guarantee to assist with the delivery of events that deliver significant benefits to the community. All applicants must demonstrate significant volunteer involvement.

It is not the intent of the Events Grant to fund events into perpetuity. It is a requirement that all events demonstrate how they will make efforts to develop a sustainability plan to ensure the ongoing viability of the event without ongoing financial support from the Shire.

### 8.1 Dates

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- ✓ Applications are open on an annual basis during a one month period

### 8.2 Funding

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- ✓ Applications over \$500 (ex GST) to a maximum amount of \$50,000 (ex GST)
- ✓ Council may consider amounts higher than \$50,000 if additional budget can be allocated
- ✓ Applications must not exceed 50% of the total project cost
- ✓ Funding will not be granted for events that have already been started or completed
- ✓ Only one form of grant funding will be provided for any event per financial year
- ✓ Annual funding for this category is limited to \$105,000 (subject to the Annual Adopted Budget estimates)

### 8.3 Funding criteria

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Events that demonstrate benefit to the community including but not limited to:

- ✓ Bring community together and encourage a sense of identity, belonging for residents
- ✓ Community involvement in the design, planning and running of the event
- ✓ Promote the East Kimberley as a place to live, visit and do business

### 8.4 Eligibility and Conditions

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This is to be read in conjunction with the general eligibility criteria referred to in this document. The following specific conditions apply to this category:

- ✓ All applicants should demonstrate significant volunteer involvement
- ✓ Open to all members of the community
- ✓ Funding is conditional on the event being approved by the Shire and complying with all relevant approvals.

Applications made under this category must include:

- ✓ A copy of Certificate of Incorporation
- ✓ Evidence of Public Liability Insurance
- ✓ A budget for the event

As well as providing financial support, in-kind support may be offered where deemed applicable upon assessment. This may include assistance with event specific requirements.

### 8.5 Signature Events

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Funding within the Events Grant will be allocated to Signature Events. Signature Events are considered regular annual large scale events within the Shire that in addition to providing community benefit also bring additional tourists and an economic advantage to Shire towns.

Organisers of Signature Events will be offered Signature Events Agreements to simplify the grant process for these regular annual events. Signature Event Agreements are to be offered for local events such as the Ord Valley Muster.

Key points to the Signature Events are as follows:

- ✓ Signature Events are to meet the Event Grant criteria and also demonstrate additional economic advantage to the local economy
- ✓ Signature Events are to meet the Event Grant eligibility and conditions and also provide a business plan
- ✓ Signature Event Agreements can be for up to a three (3) year term, with an annual review to ensure compliance with the terms and conditions of funding.
- ✓ Budget is to reflect the above allocations. Any changes to the budget and approved allocations are to be determined by Council.

## 8.6 Assessment and approval

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After the grants category has closed and we have received your application:

- ✓ Shire Officers review all applications for eligibility.
- ✓ The Community Grants Review Panel use the Assessment Criteria to assess all eligible applications
- ✓ The Community Grants Review Panel make recommendations to Council for funding
- ✓ The Council considers the recommendations at a confidential Council meeting
- ✓ The Council makes the final decision on the outcome of all eligible applications
- ✓ All applicants will receive a letter and/or email with the result of their application within 21 days of Council decision

## 9 COMMUNITY SUPPORT GRANT

In response to state of emergencies and times of crisis, the Shire will offer Support Grants designed to help not-for-profit organisations and community groups to continue to maintain community services. Community groups are able to apply for one grant per financial year.

The Community Support Grant will help support organisations that have lost their fundraising capabilities and their ability to deliver their services to community members in need during states of emergencies, and with extra costs associated with the emergency for example cost of extra cleaning supplies.

### 9.1 Dates

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Funding will be made available when an emergency is declared.

### 9.2 Funding

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- ✓ Applications over \$500 (ex GST) to a maximum amount of \$3,000 (ex GST)
- ✓ The funding available will be dependent on the emergency and subject to the Annual Adopted Budget)

### 9.3 Funding criteria

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Grant funding is available for but not limited to:

- ✓ Ongoing or one off projects that demonstrate benefit to the community including but not limited to projects that:
  - Support vulnerable or isolated community members
  - Provide opportunities to engage new volunteers
  - Develop online and e-commerce capabilities to the benefit of the community
  - 
  - Projects must be able to be delivered within the declared emergency conditions
- ✓ Financial assistance with unexpected costs due to the state of emergency that impact the viability of the organisation.

Grant funding is not available for the following:

- ✓ Reimbursement for any goods or services purchased prior to the declaration of an emergency
- ✓ Expenses without documentation or invoices; and
- ✓ Any costs that insurance or state/federal emergency relief funds will cover or reimburse.

### 9.4 Eligibility and Conditions

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This is to be read in conjunction with the general eligibility criteria referred to in this document. The following specific conditions apply to this category:

- ✓ Demonstrate a need for financial support where funding will contribute towards ensuring that the organisation is able to continue delivering benefit for the local community during the State of Emergency.

- ✓ Demonstrate funding will contribute towards helping organisations recover and restart community services and program delivery. This could include developing new ways of working, membership drives and events during and after the State of Emergency.
- ✓ Applications will be prioritised based on how the application supports the goals of the Shire's Strategic Community Plan.

## 9.5 Assessment and approval

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- ✓ Applications are processed by Shire Officers against the funding criteria.
- ✓ The Shire aims to assess your application within 5 business days of submission.
- ✓ The decision to award grants is made by the Chief Executive Officer.
- ✓ Approval to distribute funds is made by the Chief Executive Officer.
- ✓ The Chief Executive Officer's decision is final and there is no review or appeal process.

## 10 APPLICATION AND ASSESSMENT PROCESS

Shire Officers that are involved in the administration of the Community Grants Program are available to provide guidance and assist you in the preparation of your application.

### 10.1 How to apply

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- ✓ Applications will only be accepted on the forms made available by Council at the time the grant category funding round is advertised;
- ✓ Application forms may be obtained from the Shire's website and Administration Offices. Please keep a copy of the application for your records
- ✓ Applications must include all supporting documentation where required, i.e. Certificate of Incorporation, quotations, etc (see requirements for each category)
- ✓ Applications from unincorporated groups and organisations must be authorised by an auspicing organisation;
- ✓ Late applications will not be considered under any circumstances.

Completed applications must be submitted by post and/ or email to the Chief Executive Officer:

PO Box 614, 20 Coolibah Drive, Kununurra WA 6743

[mail@swek.wa.gov.au](mailto:mail@swek.wa.gov.au)

### 10.2 How applications are assessed

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The high demand for funding under the Community Grant Program will mean that not all grant applications can be approved. Although an application may meet the assessment criteria, grants are highly competitive and approval will depend on available funds and the number and quality of applications. We reserve the right to reject any application that does not meet the eligibility criteria of the relevant grant category and the general criteria.

Any disputes or complaints regarding the Community Grant Program or the process will be dealt with in accordance with Council's Complaints Management Policy (CS-3280).

### 10.3 Assessment criteria

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In order to assess applications fairly, a list of criteria has been developed to reflect the philosophy and principles that provide a consistent approach. Applications will be assessed against the following key selection criteria and ranked in order of priority:

#### **Alignment to the Strategic Community Plan (35 per cent weighting)**

- ✓ Are the application's aims and outcomes clearly identified?
- ✓ Does the application support the goals of the Shire's Strategic Community Plan.

#### **Community need (25 per cent weighting)**

- ✓ Is there a clearly identified and demonstrated local need for this application?
- ✓ Does the application and activities identified effectively address this need?

#### **Budget (10 per cent weighting)**

- ✓ Does the budget accurately reflect the scope of the application?
- ✓ Is the application financially viable?
- ✓ Has matching funding been identified and/or secured?



### **Organisational capacity (15 per cent weighting)**

- ✓ Is the application well planned and achievable within the timeframe?
- ✓ Is there a clear link between the community need, the community outcomes and the activities that will be delivered?
- ✓ Does the application identify appropriate partners that will work with them in a collaborative way?
- ✓ Is the scope of the project appropriate?

### **Access and equity (15 per cent weighting)**

- ✓ Does the application address issues of social exclusion or barriers to participation?
- ✓ Does the application target vulnerable sectors of the community?
- ✓ Is the application accessible and inclusive?
- ✓ Does the application address issues of disadvantage?

## 10.4 Roles and responsibilities

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### Community Development Officer (CDO)

- ✓ Review all applications for eligibility

### Community Grant Program Review Panel:

- ✓ Review and assess each individual application for funding through the Community Grant Program against the assessment criteria.

### Chief Executive Officer (CEO):

- ✓ Review the Community Grant Program Review Panel or Shire Officers recommendation (approve/not approve).

### Council:

- ✓ Community Grant Program – Review recommendation and make final determination to approve or not approve any changes the Chief Executive Officer has made to the Community Grant Program Review Panel's recommendations.
- ✓ Service Agreements – Review recommendation and make final determination to approve or not approve offer financial assistance via a Service Agreements.
- ✓ Signature Events – Review recommendation and make final determination to approve or not approve the offer of financial assistance via a Signature Event Agreement.

### Executive Management Team:

- ✓ Service Agreement – Annual review of compliance to the terms and conditions of the funding.
- ✓ Signature Events – Annual review of compliance to the terms and conditions of the funding.

## 11 SUPPORTING INFORMATION

### 11.1 Period of Funding and Extensions

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Grant funding is expected to be expended within the financial year in which it is approved or a written request for an extension and carry-over of funds must be made to, and approved by, the CEO or Council at least two (2) months prior to the end of the financial year.

### 11.2 GST Information

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Under the federal legislation relating to the Goods & Services Tax (GST); financial assistance received by an organisation may be subject to GST. This is general information only and should not be relied upon as comprehensive. Community organisations and individuals should seek their own financial advice.

#### Organisations that have an Australian Business Number (ABN) and are registered for the GST:

Will be liable to pay GST to the Australian Taxation Office (ATO) on any financial assistance received from the Shire. In this case, the Council will provide a “cashed-up” amount, i.e. it will include an additional 10% for the GST.

For example if an organisation applies for financial assistance of \$1,000 and the Council approves it, they will receive \$1,100. Organisations will be asked to provide a Tax Invoice to the Shire of Wyndham East Kimberley, and the Council will then claim the GST component back from the ATO as an input tax credit.

#### Organisations that have an Australian Business Number (ABN) and are not registered for the GST:

Will not be liable to pay GST to the Australian Taxation Office (ATO), on any financial assistance received from the Shire. In this case, the Council will not provide a “cashed-up” amount.

#### Organisations that do not have an Australian Business Number (ABN) and are not registered for GST:

Will not be liable to pay GST on any financial assistance received from the Shire, if they can provide proof that their organisation is not required to have an ABN (please complete the “Statement by a Supplier” form which is available from the Australian Taxation Office). If this is not provided grant funding will be withdrawn.

### 11.3 Shire of Wyndham East Kimberley

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The Shire of Wyndham East Kimberley is the local government covering the local government area or district of the Wyndham East Kimberley and includes the towns of Wyndham and Kununurra.

The Shire of Wyndham East Kimberley is abbreviated to ‘Shire’ in referring to the organisation and also the local government area.

### 11.4 Eligible community organisations

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To be eligible for a Community Grant a community organisation must be a registered incorporated association and/or registered charity providing community services or benefits within the Shire of Wyndham East Kimberley. An unincorporated community organisation are eligible to apply for \$1,000 or less as long as they are supported by an auspice organisation that is a registered incorporated association. An auspice organisation must be nominated to be responsible for the legal contractual arrangements and holding bank account.

#### Incorporated association

An incorporated association is a not-for-profit organisation incorporated in Western Australia under the *Associations Incorporation Act 2015*. Incorporated associations can be set up for many social, sporting and community purposes. When a group incorporates, it becomes a legal entity in its own right which is able to do things in its own name. For example an incorporated association can own land, borrow money and enter into contracts.

The Associations and Charities Branch of WA Consumer Protection have developed [A Guide for Incorporated Associations in Western Australia](#) to assist associations and clubs.

### Not-for-Profit

To be eligible for incorporation the association must be not-for-profit. 'Not-for-profit' refers to the membership, purpose and activity of the association. This does not mean that an association cannot make a profit from its operations. As a not-for-profit organisation an association may operate a business and make a profit but **no** profits or property can be distributed to the members. A not-for-profit organisation is permitted to:

- ✓ Employ people (including members) and pay them wages or salary
- ✓ Commercially trade with the public
- ✓ Charge admission fees to events organised for the promotion of the association's objectives
- ✓ Arrange competitions between members for prizes and trophies
- ✓ Provide facilities or services for members (e.g. a bowling club running a bar)
- ✓ Remunerate a member in good faith for services provided to their association

### 11.5 Auspice

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Auspice Organisation must be based in the Shire of Wyndham East Kimberley and registered to an address within the local government area.

Auspice Organisation is to ensure:

- ✓ that the program/project for which the funding is sought, furthers the mission/objectives of their organisation in some way
- ✓ checks the constituent documents (constitution, rules, by-laws)
- ✓ that entering into the auspicing agreement is consistent with the objectives and powers of their organisation. In the context of grant applications, an auspice organisation is legally and financially responsible to receive the approved grant money, ensure program/project is completed on time, submits acquittal and evaluation report.

### 11.6 Freedom of Information

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Applications for funds/other forms of support and other written information provided to Council will be treated confidentially. However, the provisions of the *Freedom of Information Act 1982*, apply to all documents held by the Shire.

### 11.7 Agreement

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Agreement (Agreement form) is a form of written contract which stipulates general and specific requirements, including mandatory conditions, to which the Council and the nominated other party (i.e. the recipient of the proposed community support) agree to by way of a signed letter or separate agreement document. A funding agreement is designed to ensure that grant money is spent appropriately and that the project will proceed according to plan. The agreement will outline your organisation's reporting and acquittal responsibilities.

In addition to a grant agreement other agreements that are used under the Community Grant Program include:

- ✓ Three (3) year Service Agreements – Community Programs
- ✓ Three (3) year Signature Event Agreements – Events



## GRANT FUNDING AGREEMENT

2020/2021 FINANCIAL YEAR

**RETURN THIS PAGE AND ATTACHED REQUEST FOR GRANT TO RECEIVE YOUR PAYMENT**

**THIS AGREEMENT IS BETWEEN THE SHIRE OF Wyndham East Kimberley AND [Community\_Group].**

Upon acceptance of a [Category] Grant of \$[Value] for your [Activity] Project, [Community\_Group] agrees to the following conditions:

1. A Tax Invoice must be submitted to the Shire of Wyndham East Kimberley before the grant will be issued. If you do not request your cheque by June 30th 2019 the funds will no longer be available.
2. The grant must only be used for the purpose specified above, and as detailed in your grant application submitted to Council.
3. Any variation to the project, as submitted in your application, must be received in writing by the Shire of Wyndham East Kimberley, and approved by Council PRIOR to the commencement of works.
4. The grant is to be expended by 30 June 2021 and a completed acquittal report forwarded to the Shire office within 30 days of the completion of the project.
5. Insurance of volunteer workers taking part in the project is the responsibility of [Community\_Group].
6. Any publicity, promotional material or plaques relating to the project, must acknowledge the support of the Shire of Wyndham East Kimberley. The Shire logo is available in an electronic pdf format.
7. If grant money is conditional, have you attached evidence that conditions have been met?

YES NO

### GRANTEE

I hereby declare that I have been authorised to sign this agreement on behalf of [Community\_Group] and agree that the above conditions will be observed.

Signed:

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Name:

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Date:

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Position:

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Witness:

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Name:

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Date:

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Position:

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### SHIRE OF WYNDHAM EAST KIMBERLEY

Signed:

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Name:

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Date:

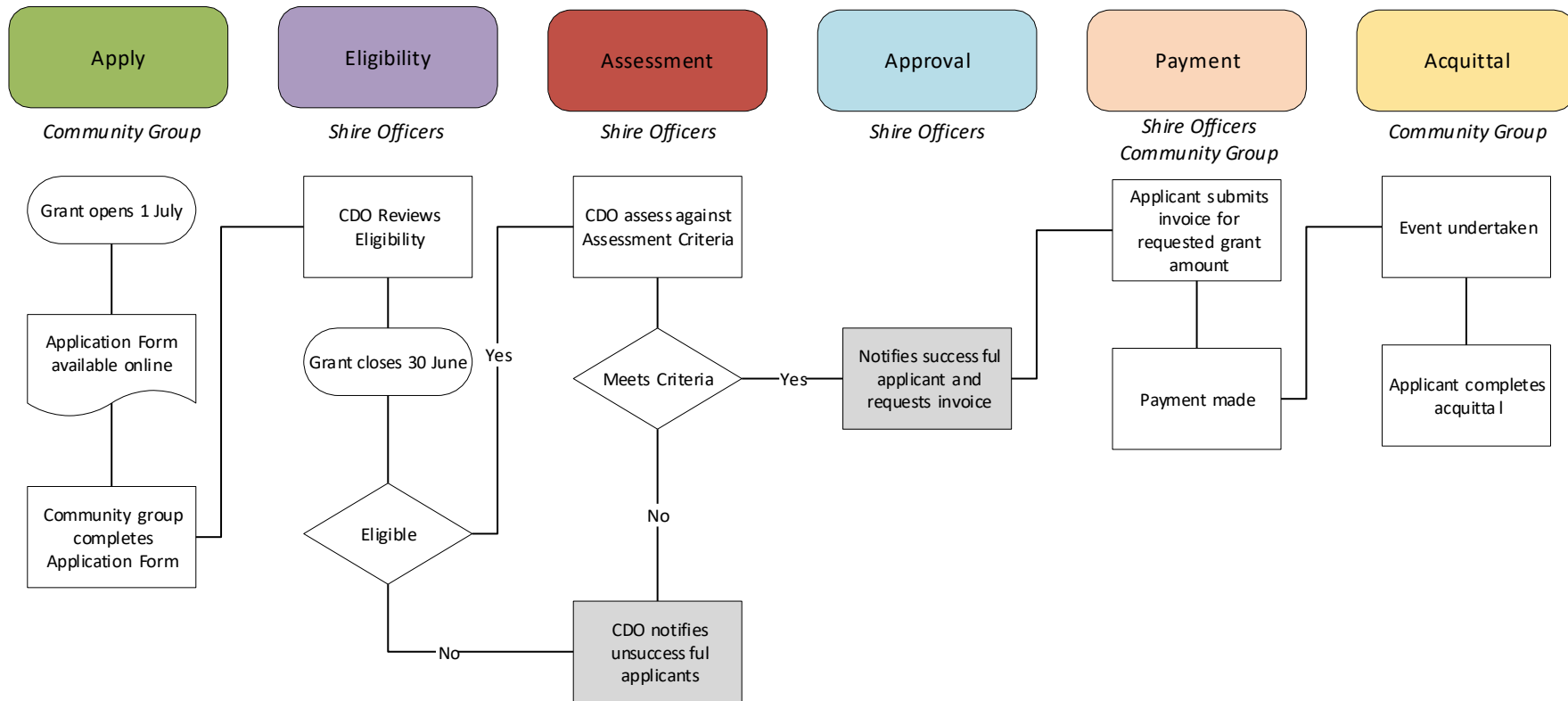
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Signed on behalf of the Shire of Wyndham East Kimberley

## Community Grant Program

# Quick Grant

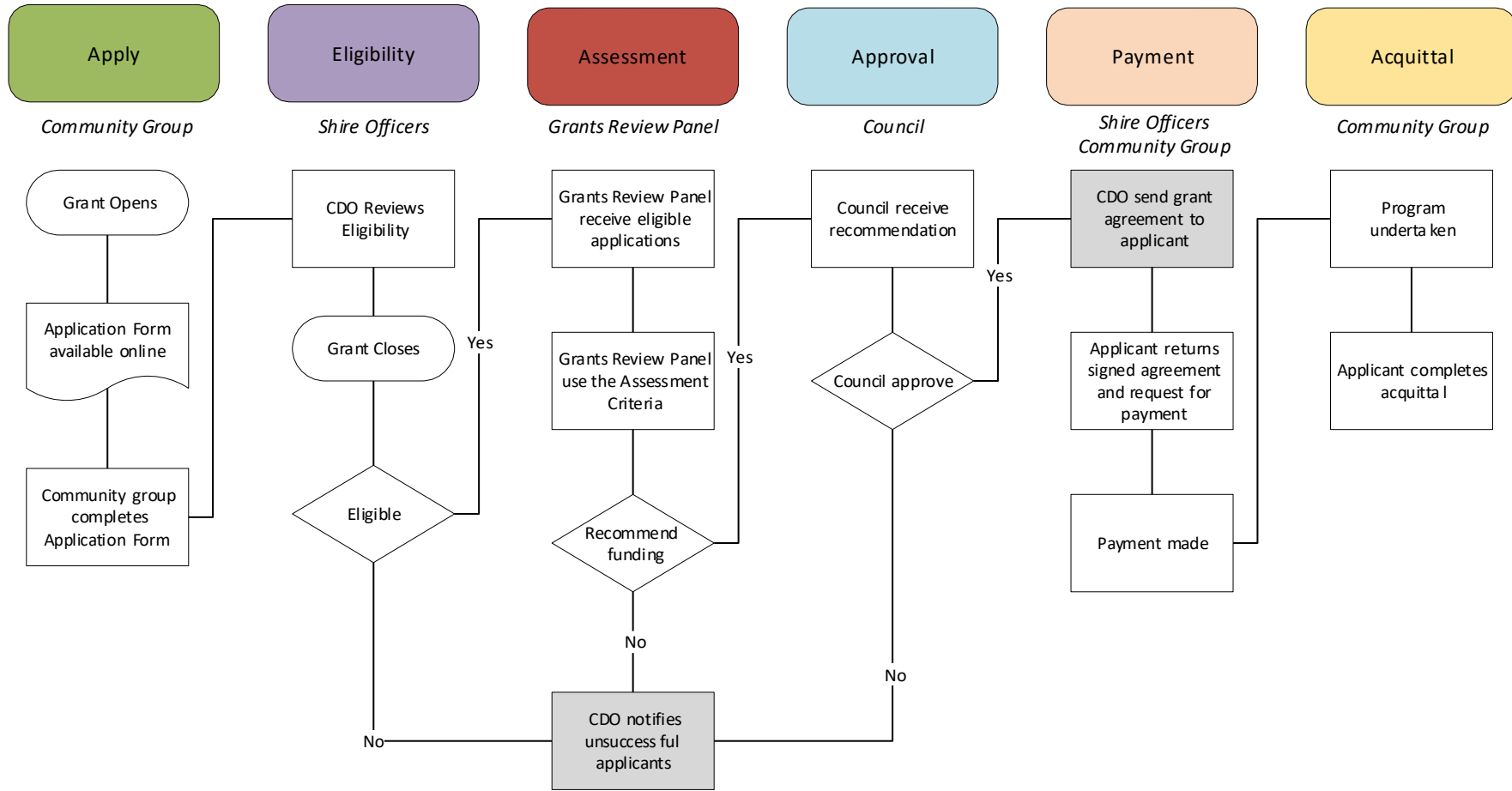
### Grant Category Process overview



- ✓ Applications are open throughout the year and assessed once a month.
- ✓ Applications under \$500 (ex GST)
- ✓ Applicants are not required to make a co-contribution
- ✓ Organisations are eligible for one Quick Grant per financial year only

# Community Programs Grant

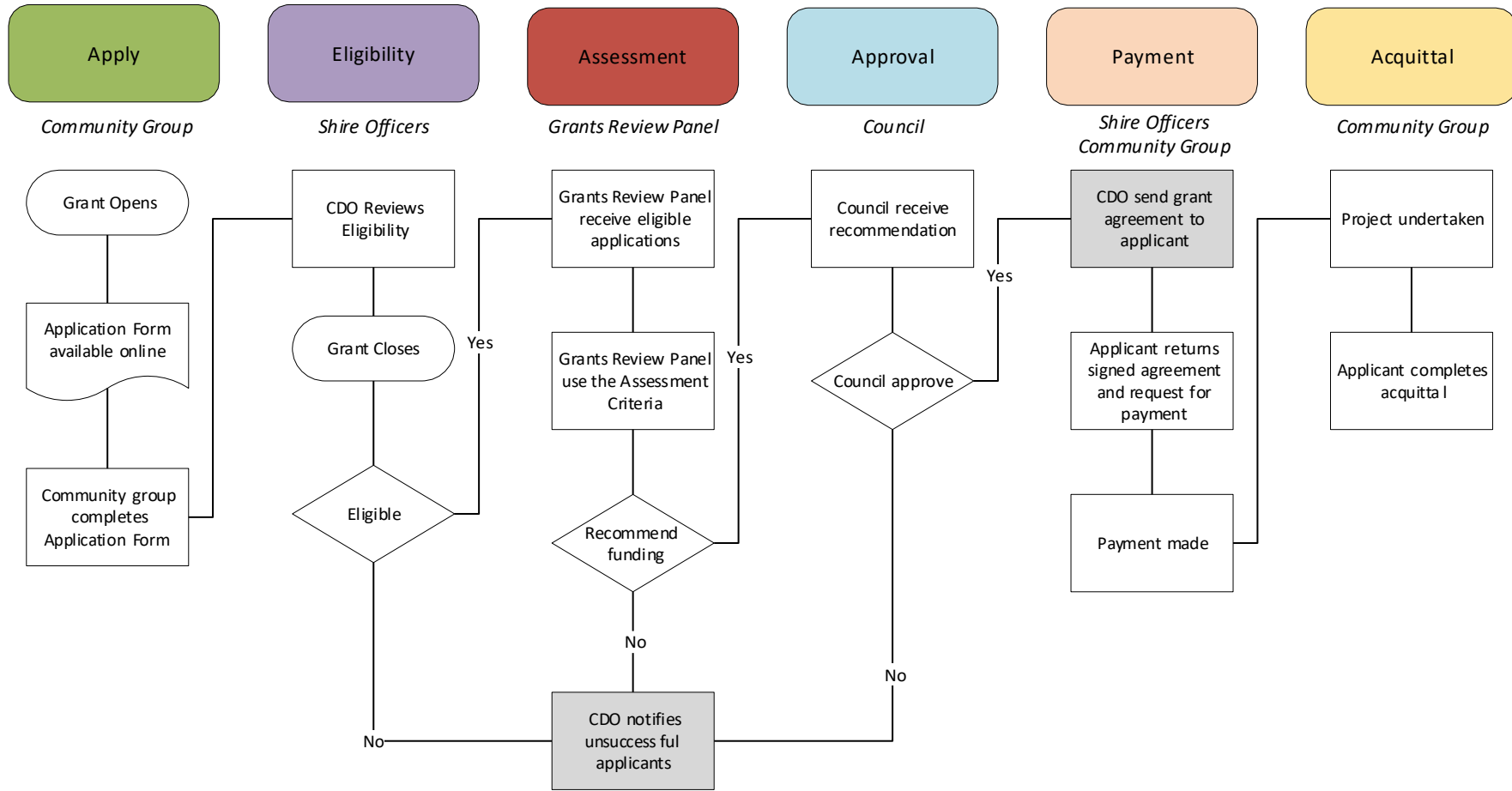
## Grant Category Process overview



- ✓ Applications are open on a yearly basis
- ✓ Applications over \$500 (ex GST) to a maximum amount of \$15,000 (ex GST)
- ✓ Applications must not exceed 50% of the total project cost
- ✓ Ongoing or one off funding for programs that support Vulnerable or isolated community members, Youth, Early years, Seniors and/or People with disabilities

# Facilities Grant – Building and Property

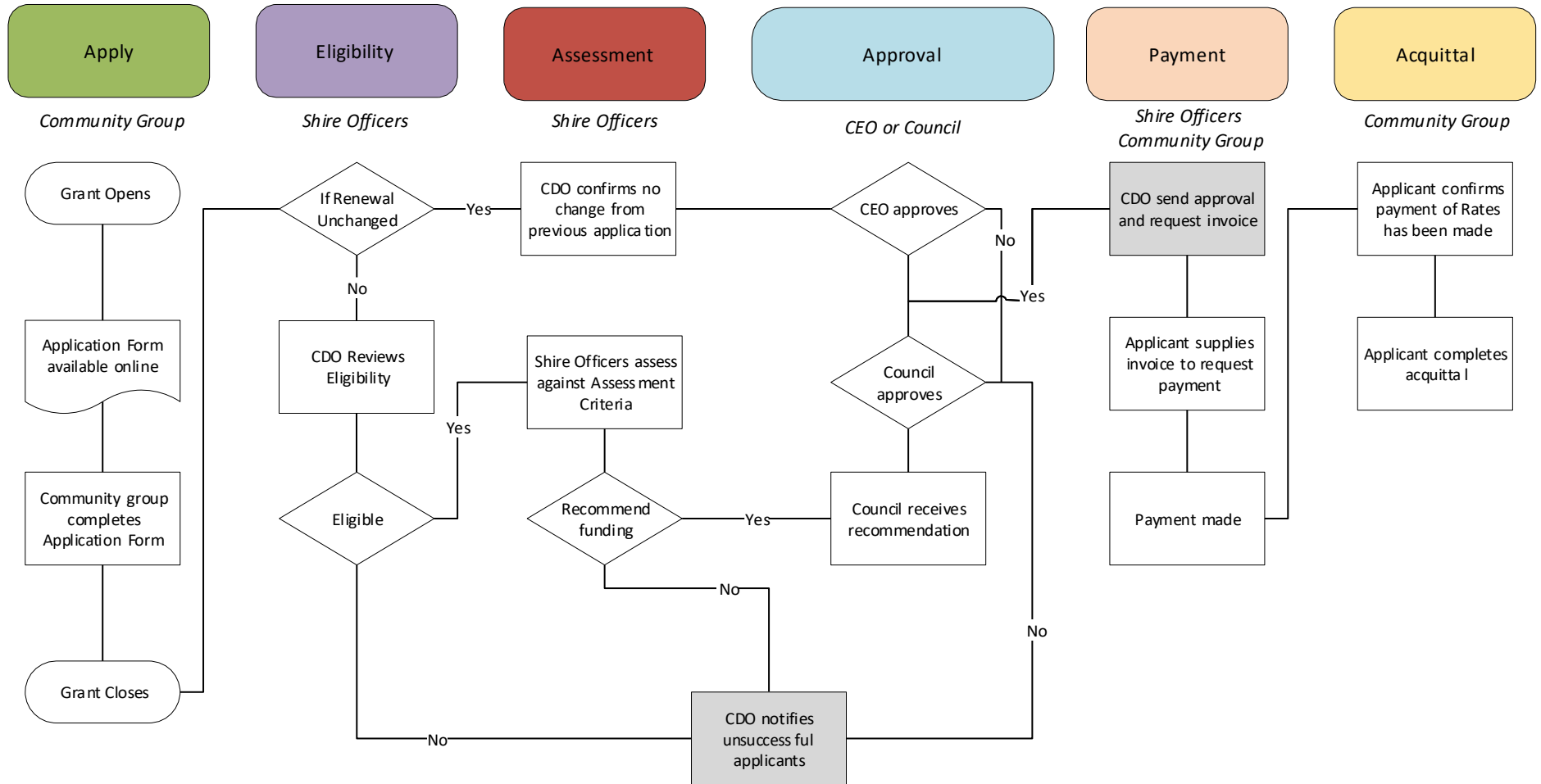
Grant Category Process overview



- ✓ Applications are open on a yearly basis
- ✓ Applications over \$500 (ex GST) to a maximum amount of \$20,000 (ex GST)
- ✓ Applications must not exceed 50% of the total project cost
- ✓ Projects must be undertaken on Shire owned or managed land

# Facilities Grant - Rates Assistance

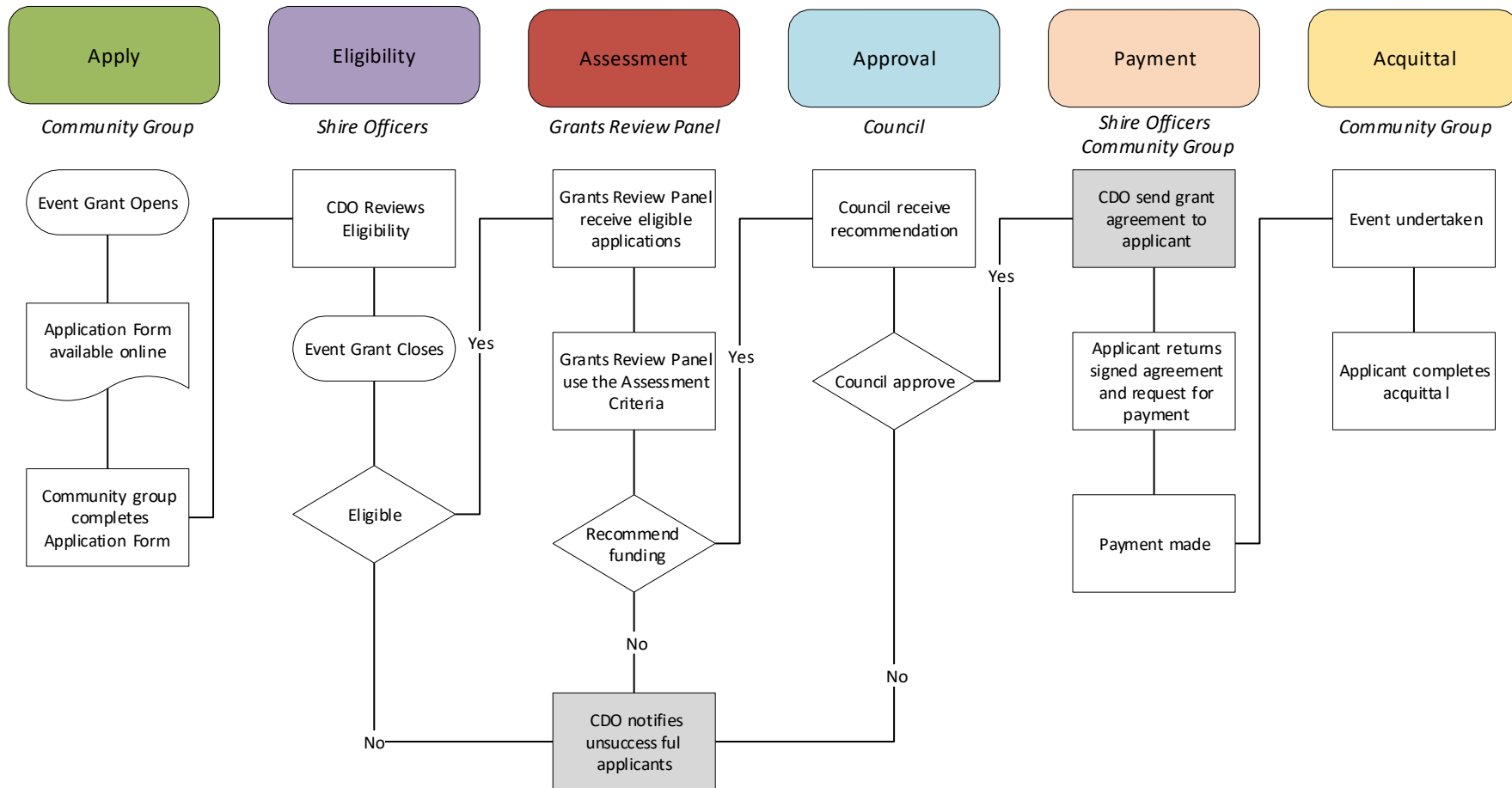
Grant Category Process overview



- ✓ Applications are open on a yearly basis
- ✓ A Rates Assistance Grant is only applicable to rates, and not to service charges, the Waste Receptacle Service, 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



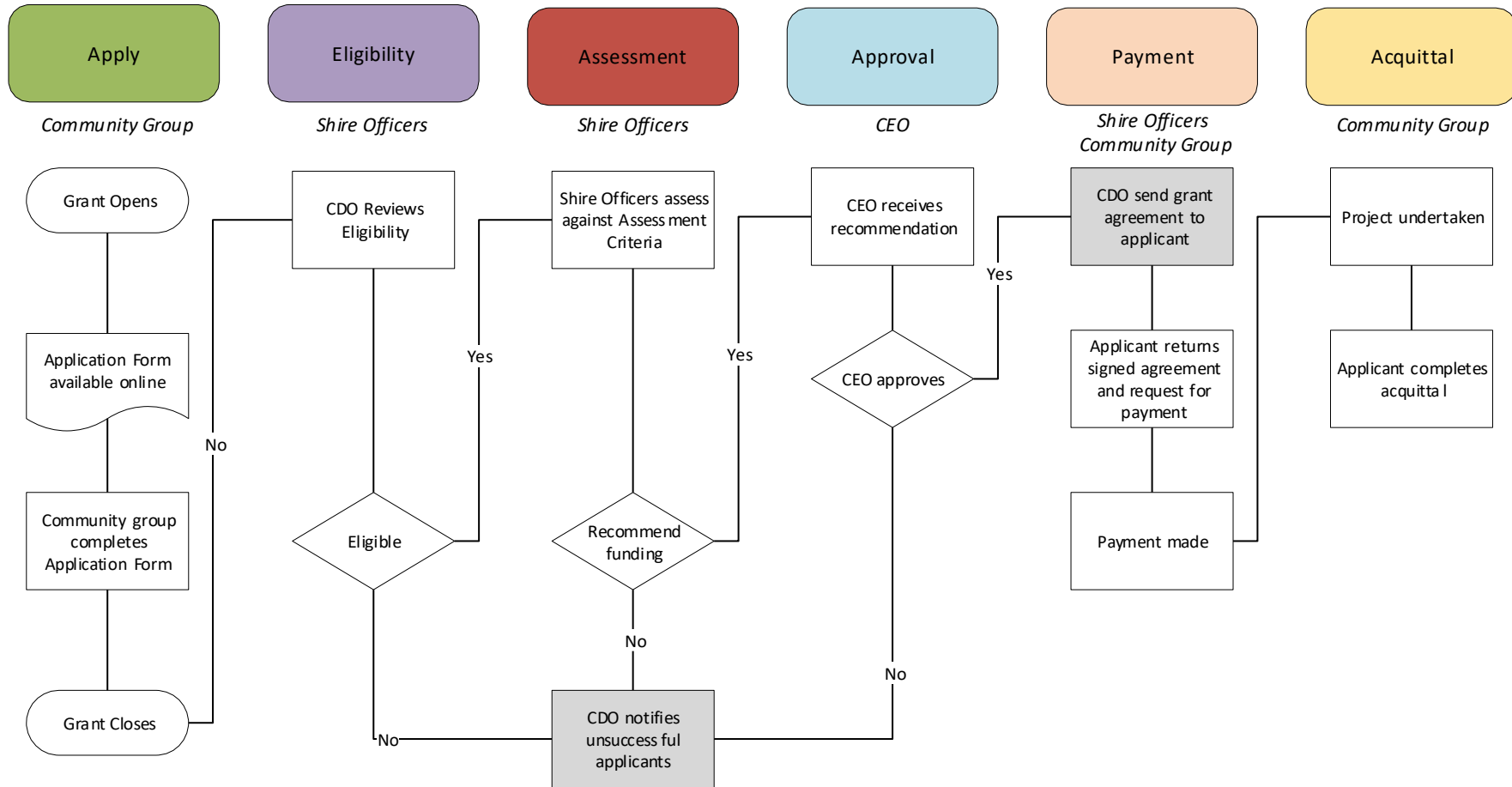
Community Grant Program  
**Events Grant**  
 Grant Category Process overview



- ✓ Applications are open on a yearly basis during a one month period
- ✓ Applications over \$500 (ex GST) to a maximum amount of \$50,000 (ex GST)
- ✓ Applications must not exceed 50% of the total project cost
- ✓ Only one form of grant funding will be provided for any event per financial year

# Community Support Grant

Grant Category Process overview



Applications are open to support community groups during a State of Emergency