

DOCUMENT TYPE	Policy
TITLE	COMMUNITY GRANT PROGRAM
NUMBER	POL-3002

PURPOSE

The Shire of Wyndham East Kimberley (the Shire) 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 Shire's Strategic Community Plan.

This policy sets out the framework for the Shire's Community Grant Program, which encompasses a suite of grants designed to address varying community needs. It outlines the principles, eligibility requirements, funding parameters, and assessment criteria that underpin the allocation of grants. The policy also articulates expectations of accountability, transparency, and alignment with the Shire's strategic objectives, as outlined in the Strategic Community Plan.

DEFINITIONS

Community Organisation: incorporated, not for profit, sporting, social or cultural organisation/association providing community services or benefits.

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

Grant: A cash and/or in-kind contribution provided to a recipient for a specific, eligible purpose as part of an approved grant program with a defined outcome that directly or indirectly benefits the public and is subject to conditions including reporting and accountability.

Funding agreement: A legal document which sets out the arrangements under which a grant is provided, received, managed and acquitted.

Acquittal: A formal process by which recipients report on the use of Shire grant funds, demonstrating that funding was used for the approved purpose and in accordance with grant conditions.

In Kind: Non-cash support provided either by the applicant or a third party (e.g. volunteer time, donated goods or services), which contributes to the delivery of the project.

POLICY STATEMENTS

The Shire is committed to building a strong, connected, and resilient community by supporting local community organisations, groups, and emerging leaders through the equitable distribution of grant funding.

The Shire recognises the unique challenges faced by community groups in the East Kimberley region, including geographic isolation, a limited local funding base, and a diverse socioeconomic and demographic profile. Community groups, clubs, and young leaders often operate with constrained resources and face additional barriers to accessing opportunities. In response to these challenges, the Shire provides financial support to enable the delivery of quality programs, events, services, and infrastructure that enhance community wellbeing, participation, and liveability.

1. OBJECTIVES OF THE COMMUNITY GRANT PROGRAM

The Community Grant Program seeks to:

- Support the delivery of initiatives that address identified community needs
- Enhance access to services, programs, and events for all community members
- Build the capacity and sustainability of local community organisations and business
- Promote youth leadership and skill development
- Foster leadership, participation, and social cohesion and contribute to the long-term wellbeing and resilience of the East Kimberley region

2. GRANT CATEGORIES

This policy applies to all grants administered under the Shire's Community Grant Program, including:

Quick Grant	Supports small-scale, time-sensitive projects, program and event opportunities or unforeseen critical equipment repairs.
Liveable Communities Grant	Supports groups to plan and deliver projects for facility improvements and upgrades, environmental, arts and culture projects.
Events and Programs Grant	Supports the delivery of events and programs with demonstrated community benefit and that build the capacity of organisations and upskill volunteers. Multi-year funding may be considered upon application.
Rates Assistance Grant	Assists with payment of local government rates for eligible organisations.
Economic Development Grant	Supports new and existing businesses to grow, diversify, and build resilience.
Leadership Grant	Supports youth and young people aged 12–25 years to access opportunities for leadership, education, skill development, or civic engagement.

Each category operates under specific conditions outlined in the *Community Grant Guidelines* that provide detailed information on eligibility, application processes, funding limits, acquittal requirements, and assessment criteria.

3. STRATEGIC ALIGNMENT

All funding provided under this policy must demonstrate alignment with at least one of the goals or strategies outlined in the Shire's *Strategic Community Plan* and/or *Corporate Business Plan*.

4. ELIGIBILITY

Eligibility requirements are set out in the Community Grant Guidelines. However, at a minimum, all applicants must:

- Be based in the Shire of Wyndham East Kimberley
- Be an incorporated not-for-profit community organisation, or an eligible business
- Demonstrate sound financial management and governance processes
- Hold relevant insurances and licenses
- Be able to deliver the project or initiative within the specified timeframes.

To be eligible for the Future Leaders Award, applicants must be aged between 12 and 25 years, a current resident of the Shire and to have resided in the Shire for at least 6 months.

The Shire will not consider applications from:

- The Commonwealth, State or any Government Agency
- A political or religious organisation
- An applicant that has significant outstanding debts to the Shire
- An applicant that has failed to provide satisfactory acquittal reporting for any previous Shire funding
- An applicant that conducts themselves in a way considered to be injurious or prejudicial to the character or interests of the Shire

5. GENERAL CONDITIONS

The overarching conditions for the Community Grant Program are listed below with grant specific criteria provided in the *Community Grant Guidelines*.

- Maximum and minimum funding limits will be applied to each category.
- The maximum contribution of cash or in-kind provided by the Shire will be applied to each category but will not exceed 100% of the total project budget.
- A maximum of one Shire grant can be applied for per project, program or event per year.
- If multiple funding rounds are offered in the same financial year, an organisation that has already received funding in a previous round that year is not eligible to apply for funding in same category again. However, they may still apply for funding under a different category.
- Multi-year funding may be available for some categories.
- All projects must consider access and inclusion requirements in accordance with the *Shire's Disability Access and Inclusion Plan*.
- Building projects must be on Shire owned or managed land

6. ASSESSMENT

All applications will be assessed by a Shire Administration Assessment Panel and ranked according to the extent to which the proposal meets the eligibility requirements, and the grant criteria.

7. APPROVAL AND MANAGEMENT

Grant approvals:

Quick Grant	CEO
Liveable Communities Grant	Council
Events and Programs Grant	Council
Rates Assistance Grant	CEO
Economic Development Grant	CEO
Leadership Grant	CEO

All successful applicants over \$1,000 are required to enter into a Funding Agreement with the Shire. Multi-year funding agreements may be offered where applicable and are subject to ongoing compliance and reporting.

8. ACKNOWLEDGMENT AND ACQUITTAL

To ensure transparency and accountability all funded recipients are required to submit a full acquittal within the specified timeframe that demonstrates compliance with the agreed deliverables including evidence of appropriate public acknowledgment of the Shire's support.

RISK

Risk: Failure to facilitate community development initiatives which support positive social outcomes for community members, including health, aged care, youth services and Indigenous services.

Control: Community Grant Scheme aims to support community lead community development initiatives through financial assistance

Risk: 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.

Control: Declaration of any interest with respect to individuals applying for funding approved acquittal.

DOCUMENT AND VERSION CONTROL

Responsible Directorate	Planning and Community Development		
Responsible Officer	Director Planning and Community Development		
Statutory References	Local Government Act 1995 Local Government (Administration) Regulations 1996 Local Government (Rules of Conduct) Regulations 2007		
Related Documents	PSF-3005 Community Grants Guidelines		
Amendment History (Adoption and last 3 amendments)			
Version	Date Issued - Resolution Number	Item #	Description of Change
1.0	17/06/2008 – 8269	13.4.1	Council Adoption
2.1	22/03/2019 – CEO000	--	Reference Updates as per POL-1014 Policy Management
3.0	28/07/2020 – 118280	12.3.2	Review Adopted by Council
3.1	15/11/2023 – CEO044	--	Reference Updates as per POL-1014 Policy Management
4.0	29/07/2025 – 119248	12.3.3	Review Adopted by Council
Date of Next Review		June 2027	