

<b>DOCUMENT TYPE</b>	Policy
<b>TITLE</b>	<b>COMMUNITY GRANT PROGRAM</b>
<b>NUMBER:</b>	POL-3002

## PURPOSE

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.

This Policy sets out the high level criteria and process for the Shire's Community Grant Program and is designed to provide the framework for the development and management of the various guideline documents that have additional, specific criteria for each approved funding category.

## 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. This includes government agencies.

**Grant:** A cash and/or in-kind contributions provided to a recipient for a specific, eligible purpose. This is as part of an approved grant program which ties into the Shire's Community Strategic Plan, with the understanding that there will be a defined outcome that directly or indirectly benefits the public, but with no expectation of a commercial return to the Shire. Grants are subject to conditions including reporting, accountability and a requirement for the funds to be expended for the direct purpose for which they were granted.

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

## POLICY STATEMENTS

The Shire of Wyndham East Kimberley recognises that community groups operating within the local government area have limited resources available due to the remote location, low member base and limited income opportunities. The Shire also recognises that the socio economic and demographic profile of the community increases inequity and inequality of some individuals and community groups can face additional pressures. The Grants provided to community groups through the Community Grants Program aim to improve liveability through social and recreational opportunities by supporting and building capacity of community groups and clubs.

### (1) GRANT CATEGORIES

The Shire's Community Grants Program consists of a number of grant categories.

Grant Category	Definition
Quick Grant	Small-scale, time sensitive or unforeseen projects and events that have a positive impact on the community.
Community Programs	Support for the delivery of community development programs and services

Facilities Grant - Buildings and Property	Support community groups with the costs associated with upgrading, extending community facilities that will benefit the community.
Facilities Grant - Rates Assistance	Support not for profit community groups and associations occupying rateable land to apply for funding for the payment of their rates.
Events Grant	Assist with the delivery of events that deliver significant benefits to the community
Community Support Grant	Help support community organisations during states of emergencies and times of crisis

Each grant category has a guideline document that specifies application time frames, funding limits, categories, eligibility and assessment criteria. Applicants will be required to address the criteria within the relevant guideline. The Shire will make these guidelines publicly available on the Shire Website.

## (2) **LINK TO STRATEGIC COMMUNITY PLAN**

All funding programs must link to the goals of the Shire's Strategic Community Plan and the Corporate Business Plan. The number and type of outcomes that must be met will be detailed in the relevant guideline document for the program.

## (3) **FUNDING LIMITS**

Maximum and minimum funding limits for each category are to be listed within the relevant guideline document.

A maximum of one grant can be applied for per project or program.

## (4) **ELIGIBILITY**

To be eligible to receive grants funding from the Shire, as a minimum the applicant must:

- be a community organisation based in and registered to an address within the local government area.
- have all appropriate insurances and licenses
- submit an application using the correct form and method
- offer a project or initiative within the local government area

Additional eligibility criteria may apply and will be detailed within the guideline document for the grant category.

The Shire will not consider applications from:

- the Commonwealth, State or any Government Agency
- a private organisation or individuals
- a political or religious organisation
- an applicant that has 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 of Wyndham East Kimberley

## (5) **ASSESSMENT**

All applications will be assessed against the following criteria as a minimum:

- the extent to which the proposal contributes towards the achievement of the Strategic Community Plan and the Corporate Business Plan
- the extent to which the project plan and budget is realistic and provides value for money

- a demonstrated capacity of the applicant to undertake all aspects of the project; and
- anticipated community benefit

Additional assessment criteria may apply and will be detailed within the guideline document for the grant category.

Applications are processed by the Shire Administration against funding criteria.

The decision to award grants in each category are listed in the following table:

Grant Category	Approval
Quick Grant	Administration
Community Programs	Council
Facilities Grant - Buildings and Property	Council
Facilities Grant - Rates Assistance	Council and CEO
Events Grant	Council
Community Support Grant	CEO

#### (6) ACQUITTAL OF FUNDING

All grants must be acquitted within four months of the completion of the project. Failure to do so may render the applicant ineligible for future funding. The Shire will provide a pro-forma acquittal document that can be used.

#### (7) MAXIMUM FUNDING CONTRIBUTION

The maximum contribution of cash or in-kind provided by the Shire will not exceed 100% of the total project budget. Lower maximums may be prescribed within the guideline document for each grant category.

#### (8) FUNDING AGREEMENTS

All successful applicants over \$500 will be required to enter into a written funding agreement (Agreement Form). Funding agreements will be subject to a maximum duration of Three (3) years. Maximum and minimum agreement lengths for each grant category will be identified in the relevant guideline documents. The Chief Executive Officer will act on behalf of the Shire of Wyndham East Kimberley as the signatory for funding agreements in accordance with the delegations register.

#### (9) DISABILITY ACCESS AND INCLUSION

The Shire is committed to providing equitable and dignified access in relation to buildings, services and facilities for people with disabilities. It is mandatory for all grant funded projects to comply with access and inclusion requirements in accordance with the Shire's Disability Access and Inclusion Plan (DAIP) which is available on the Shire website.

### APPLICATIONS

The application of the policy is to define who the policy effects:

- Council
- Public (Community groups)

This policy therefore seeks to provide clear direction to Council and Shire Administration on the provision of the Community Grant Program.

## EXPLANATORY NOTES

The Strategic Community Plan identifies the need to support community groups through grant funding to strengthen community groups and clubs.

**Focus Area:** Liveability

**Focus Area:** Connection

**Goal 2:** Healthy communities - Encouraging active, healthy lifestyles

**Goal Outcome 2.2:** Access to sport and recreation facilities and services - Sport and recreation facilities and services are accessible and well maintained

**Goal Outcome 2.3:** Access to community groups and clubs - Access to strong supportive community groups and clubs

**Strategy 2.3:** Shire will support and build the capacity of community groups and clubs through community grants programs, advice and management of Shire reserves and facilities

**Goal 8:** Connecting our cultures - Celebrating our rich culture and heritage

**Goal Outcome 8.1:** Community participation - Active and resilient community groups and volunteers

**Strategy 8.1:** Support an increase in community participation in community groups and volunteering

This policy provides assistance with the payment of Shire Rates, therefore Local Government Act 1995 and Regulations shall apply to the provision of the Rates Assistance Grant.

Any disputes or complaints regarding Community Grant Program or process will be dealt with in accordance with Council's policy POL-2000 Complaints Management.

## RISK

**Risk:** Failure to develop appropriate, meaningful policies which enable the administration to perform in an effective and efficient way.

**Control:** Review policies and procedures in accordance with review schedule.

**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

## 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		POL-2000 Complaints Management 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 (Previously CP-FIN-3220)
Date of Next Review		June 2022	