

POLICY X.X COMMUNITY GRANTS PROGRAM

4.X COMMUNITY GRANTS PROGRAM

Objective:	<i>To assist local organisations to deliver projects and initiatives that strengthen community connection, wellbeing and participation.</i>	
<i>Date of adoption:</i>		<i>Minute No.</i>
<i>Date of amendment:</i>		<i>Minute No.</i>
<i>Date of last review:</i>		<i>Minute No.</i>
<i>Legislative References:</i>	<i>Local Government Act 1995</i>	
<i>Internal Reference:</i>	<i>Community Grants Program Guidelines</i>	

Policy Statement

The Council will endeavour to support community groups by providing annual funding opportunities through a Community Grants Program, with an annual budget allocation.

Objectives of the Community Grants Program (CGP)

The Shire of Broomehill-Tambellup CGP provides funding to assist community groups and not-for-profit organisations with their vital work and programs. The CGP aims to:

- a) Support local groups to deliver projects that benefit the community.
- b) Strengthen social connection, participation, and community wellbeing.
- c) Help bring locally driven ideas and initiatives to life.
- d) Encourage innovative projects and activities that meet local needs.
- e) Align funded projects with the Shire's community priorities.
- f) Leverage volunteer effort, partnerships, and community resources.
- g) Provide fair and transparent access to funding for a range of community groups.

Community Grants Program Structure

The CGP will feature two grant categories:

- Category 1: Chief Executive Officer (CEO) Donations: up to \$500
- Category 2: Community Grants: up to \$5,000

The Council will determine its annual allocation to the CGP for the upcoming financial year as part of budget preparation.

Eligibility

Applicant organisations must be based in the Shire of Broomehill-Tambellup to be eligible to apply, and either:

- Incorporated not-for-profit organisations: or subcommittees of an organisation subject to providing a letter of support from the main organisation body; or
- Unincorporated not-for-profit organisations applying through the auspice of an incorporated not-for-profit body.

The following applicants are ineligible:

- Unincorporated organisations without an auspice arrangement.
- Individuals.

- Commercial for-profit organisations.
- Government Agencies (including education, health, transport).

Application Assessment

Applications will be assessed against the following criteria:

- a) Projects/activities support the key directions outlined in the Shire's Strategic Community Plan and other corporate planning documents where applicable.
- b) The project/activity is an innovative and creative approach to the identified need and/or issue.
- c) The project/activity encourages community participation and capacity building.
- d) The project/activity involves working in partnership with community or business organisations.
- e) The applicant has attempted to source funding from other avenues.

The Shire reserves the right to approve, part fund or decline any application.

Applications to Category 1: CEO Donations are administered under delegation by the CEO and will be reported to Council periodically.

Applications to Category 2: Community Grants are assessed by Shire officers and determined by the Council.

ABN and GST

To comply with the requirements of the Federal Government's Goods and Services Tax (GST) applicant organisations must indicate if the organisation is registered for GST.

If the applicant organisation does not have an ABN or is not registered for GST, a Statement by a Supplier form must be completed and submitted with the application.

The Shire of Broomehill-Tambellup cannot release funds to successful applicants without an ABN or signed Statement by a Supplier form.

Eligible and Ineligible Items

Eligible project costs may include but are not limited to the following:

- Costs associated with public events or functions held in the Shire of Broomehill-Tambellup.
- Purchase of equipment required for the ongoing operations of the organisation, e.g. shade tent, tables, chairs etc.
- Construction/purchase costs for facility upgrades;
- Printing of marketing materials (posters/flyers).
- Advertising and promotions.
- Assistance towards workshops/projects that benefit the Broomehill and/or Tambellup community.
- Entertainment at an event.

The following items will not be funded:

- Assistance towards Council rates or standard user agreements.

- Conference attendances.
- Projects that have already commenced or been finalised.
- Projects that are a duplicate of an existing or similar project/service within the community.
- Any item that may cause offence to others or cause the Shire's name to be in disrepute.
- Salary costs, administration support costs and recurring expenditure are ineligible for support.
- Alcohol.
- Political activities.
- Any item directly benefiting an individual.
- Projects not based in the Shire of Broomehill-Tambellup.

Shire Acknowledgment

Organisations receiving a Community Grant must publicly acknowledge the support of the Shire of Broomehill-Tambellup. This includes using the Shire's logo on any promotional or marketing materials related to the funded project. Recipients must provide evidence that this acknowledgement has been included.

Any equipment or items purchased with grant funds must display either a "Proudly sponsored by the Shire of Broomehill-Tambellup" inscription or an acknowledgement sticker supplied by the Shire.

Successful grant recipients will be announced on the Shire of Broomehill-Tambellup's Facebook page.

Acquittal Process

Category 1: CEO Donations:

Within 30 days of the funded activity, recipients must provide a brief written report to the Shire outlining how the CEO Donation contributed to the success of the funded activity.

Category 2: Community Grants:

Successful applicants are to submit the following to the Shire, within 30 days of completing the project:

- A completed acquittal report form;
- Copies of receipts and supporting information;
- Evidence of acknowledgment of the Shire's contribution; and
- An invoice for the grant amount.

Payment of grant funds will be made to the recipient organisation on acceptance of the acquittal.

Advance payments may be requested in writing and are subject to approval by the CEO. Any requests for extensions to acquittal deadlines must also be submitted in writing and approved by the CEO.

If all acquittal requirements are not completed within six months of the funding approval, the

allocated funds will be forfeited, regardless of whether the organisation has already spent or committed the funds. Organisations with incomplete acquittals will also be ineligible for future CGP funding until all outstanding acquittal requirements have been satisfactorily completed.

A summary of CGP activities and outcomes will be included in the Shire's Annual Report.