

<b>Responsible Department:</b>	Office of the CEO
<b>Responsible Business Unit:</b>	Community Development
<b>Date of Review:</b>	15 April 2026
<b>Council Resolution:</b>	120426

### 1. OBJECTIVE

To provide guidelines for the equitable assessment of requests for financial and/ or in-kind assistance from the community, and support initiatives that enhance community participation and connection, improve wellbeing, promote cultural diversity and empower residents and groups to contribute positively to the Shire of Chittering (the Shire) community.

### 2. SCOPE

Community Funding is provided by the Shire to residents, community or sporting groups, and eligible organisations that live or operate within the Shire area.

This policy applies to all council members and employees.

### 3. DEFINITIONS

**Assistance** means requests for financial or in-kind support

**Council Facilities** means Shire owned and operated facilities and reserves that are included as available for hire or use in the Shire's Annual Schedule of Fees and Charges.

**Not-for-profit Community Group or Organisation** means a group that provides services that benefit the broader community. Any profit made goes back into the operation of the group or organisation to carry out its purpose and is not distributed to any of its members.

### 4. POLICY STATEMENT

In recognition of the pivotal role that individuals, community groups and sporting organisations play in developing vibrant and diverse communities the Shire is committed to the provision of support and assistance to build healthy, safe and connected communities through Community Assistance Grants and Sponsorship (CAGS) funding, Neighbourhood Party Funding, and National/State Sporting Representation Sponsorship.

#### **Program outcomes**

Through the Community Funding Program, the Shire aims to:

- strengthen the community by supporting a diverse range of initiatives that are responsive to community needs;
- build the capacity of individuals, and community/sporting groups, to develop and implement sustainable solutions at a local level;

- create community networks and connections which drive initiatives that achieve strategic priorities;
- increase participation, engagement and inclusivity by broadening access to diverse, high-quality, and innovative initiatives; and
- celebrate and recognise the Shire's diversity, history, lifestyle and environment.

### 4.1. Community Assistance Grants and Sponsorship (CAGS)

#### Eligibility

- Only one application for assistance towards one project will be assessed for the provision of minor sporting, recreation, cultural or other project assistance.
- Only groups who can demonstrate that they are an incorporated, not-for-profit community organisation will be considered eligible for funding. Unincorporated groups may be required to apply through an auspice group.
- Groups must be able to demonstrate benefit to the wider community through recreational, cultural or social outputs and activities.
- A new organisation may be eligible to receive funding towards Public Liability Insurance for the first two years of operation.

#### Funding amounts

- Infrastructure and Equipment Grants of up to \$5,000 will be considered.
- Sponsorship for events and programs of up to \$3000 will be considered.
- For funding requests over \$1000, a copy of the organisation's current financial statement must be attached.
- Shire contributions will generally be limited to 1/3 of the total project cost, however up to 50% of the total project value may be awarded at the discretion of the working group.
- The value of in-kind contributions may not exceed 1/3 of the completed value of the project. Voluntary work should be described and valued at a rate of no more than \$50 per hour (generally \$30 per hour for unskilled works, and \$50 per hour for skilled labour).

#### Retrospective funding

- No application for retrospective funds will be considered as a part of this grant scheme.
- Projects may not materially commence before the announcement of successful applicants.

#### Funding agreement

Successful organisations will be expected to enter into a funding agreement. This will require the organisation to:

- Adhere to the project budget as stated in the application. Significant variations must be reported to the Shire as soon as they are known to the organisation. Failure to do so may result in the voiding of the funding agreement and the cancellation or reduction of the grant funds.
- Expend the funds made available only on the agreed project, event or activity.
- Acknowledge the funding provided by the Shire.

- Indemnify the Shire insofar as any activities relevant to the funding are concerned.

### **Ineligible projects**

Some projects or events (or parts of) are considered ineligible for funding through this scheme.

These include:

- Any project which is deemed by the working group to be of direct benefit to a business, person or any other profit-making venture, or any government department or agency (school parent groups are excepted).
- Projects that have already commenced.
- Projects that cannot demonstrate a contribution by the group, organisation, or community which will benefit from the granting of funds for the project.
- Salaries or recurrent operational costs. (These will be removed from the budget before consideration). Public Liability insurance may be exempt from this condition if the organisation is within its first two years of operation.
- Any project submitted from a religious group for a religious purpose, or for the provision or improvement of religious infrastructure (i.e. church buildings or grounds).

### **Other conditions**

- The Shire reserves the right to consider and allocate funds without the right of appeal.
- The CAGS working group will assess applications once per year. Membership of the group will consist of the Chief Executive Officer, the Shire President, the Shire's Community Development Officer, or their representative/s.

## **4.2. National/State Sporting Representation**

### **Eligibility**

- The applicant must be participating as an athlete in a National or International Sporting competition endorsed by the relevant State Association or Governing Body. The athlete must be a resident of the Shire and have been selected through a validated process.
- This funding does not apply to participation in development or training squads or invitational events, nor for local or regional competitions.
- Funding is limited to once per individual per annum.

### **Funding Amounts**

- Individuals may apply at any time and can request up to a maximum of \$200 at national events. If the applicant is selected to represent Australia in an international event, they then may apply for up to \$400.
- Where 3 or more members of a family have been selected to represent their State or Country, the following limits apply:
  - State Representation – Maximum of \$500 per family
  - National Representation – Maximum of \$1000 per family.
- The Chief Executive Officer may approve up to \$500 in funding. Requests over \$500 must have the additional approval of the Shire President.
- Council will be notified of the allocations of funding to Representation Funding every quarter

## 4.3. Neighbourhood Party Funding

### Eligibility

- The applicant must be a resident of the Shire, and the party/event must be held in the Shire.
- Funding can be used to pay for advertising, catering, hire equipment, and decorations
- Funding cannot be used for alcohol, recreational drugs, or infrastructure purchases.
- Council will be notified of the allocations of funding to Neighbourhood Party Funding every quarter

### Funding Amounts

- Funding of \$200 per event will be available
- Funding is limited to once per household per annum.

## 5. ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for the implementation of this Policy. The Community Development Team will be responsible for the administration of the policy.

## 6. COMPLIANCE

<b>Legislation</b>	<i>Local Government Act 1995, Local Government (Financial Management) Regulations 1996, Local Government (Administration) Regulations 1996, State Records Act 2000, Freedom of Information Act 1992, Privacy Act 1988, Children and Community Services Act 2004.</i>
<b>Industry</b>	Department of Local Government, Industry Regulation and Safety – Integrated Planning and Reporting Framework Guidance Western Australian Local Government Association (WALGA) Governance Guidance
<b>Organisational Documents</b>	Annual Budget Long Term Financial Plan Delegations Register Policy 2.5 – Purchasing and Procurement Policy 1.5 – Record Keeping Policy 4.1 – Code of Conduct
<b>Strategic Alignment</b>	Communities Connected

## 7. ADMINISTRATION

<b>Review Cycle</b>	Every 3 years	<b>Next Review Due</b>	[April / 2029]
<b>Policy Owner</b>	Chief Executive Officer		
<b>Version</b>	<b>Decision Ref</b>	<b>Date</b>	<b>Change</b>
1.0	120426	15/04/2026	Adoption