

# Community Assistance Grant Scheme

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<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Deputy Chief Executive Officer Community Development Officer
<b>Date of Approval:</b>	20 May 2009
<b>Amended:</b>	25 June 2014; 26 October 2016; 7 February 2018; 19 June 2019; 19 May 21; 21 June 2023

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## Objective

To provide financial assistance to community based clubs and organisations.

## Policy

In recognition, of the pivotal role that community groups and organisations play in developing vibrant and diverse communities Council is committed to the provision of support and assistance through the Shire of Community Assistance Grants and Sponsorship Scheme.

### 1. Guidelines

- 1.1 Consideration will be given to priority areas, but not limited to emergency services, education, youth, sports, recreation, heritage, and culture within the Shire of Chittering.
- 1.2 Only one application for assistance towards one project will be assessed for the provision of minor sporting, recreation, cultural or other project.
- 1.3 The applicant organisation must operate from the Shire of Chittering and beneficiaries must be residents of the Shire of Chittering. If managed by an outside group, demonstrated evidence that a high percentage of members/users reside in the Shire of Chittering must be included in the application.
- 1.4 Only groups who can demonstrate that they are a not-for-profit community organisation will be considered eligible for funding.
- 1.5 A tax invoice, with proof of purchase, will be required before the Shire of Chittering can make payment of the grant.

### 2. Funding amounts

- 2.1 Infrastructure and Equipment Grants of up to \$5,000 will be considered.
- 2.2 Sponsorship for events and programs of up to \$3000 will be considered.
- 2.3 Large annual community events or ongoing programs identified by the Community Assistance Grants and Sponsorship Scheme Working Group may be eligible to apply for a 3 year agreement, in place of an annual application.
- 2.4 For funding requests over \$1000, a copy of your group's current financial statement must be attached.
- 2.5 Council contributions to Community Grants will be limited to one third of the total project cost.

- 2.6 Council contributions to Event Sponsorship will be at the discretion of the Community Assistance Grants and Sponsorship Scheme Working Group, with applicant contribution a requirement.
- 2.7 The value of in kind work undertaken by volunteers may not exceed one third of the completed value of the project. The 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 an hour for skilled labour).

### **3. Retrospective funding**

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

### **4. Funding agreement**

If your organisation is successful in gaining financial assistance it will be expected to enter into a funding agreement. This will require the organisation to:

- 4.1 Adhere to the project budget as stated in the application. Significant variations must be reported to the CAGS Manager 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.
- 4.2 Expend the funds made available only on the agreed project, event or activity.
- 4.3 In the case of an Infrastructure or Equipment Grant, on completion of the project, provide to the Shire with an invoice (showing GST if applicable), along with an acquittal, including a statement of expenditure certified by the organisation's Treasurer and President, and copies of relevant invoices/receipts, and associated media, so that approved funding may be reimbursed to your organisation.
- 4.4 In the case of an Event or Project Sponsorship Grant, provide the Shire with an invoice (showing GST if applicable) for the approved funding. On completion of the project, activity or event, provide an acquittal, including a statement of expenditure certified by the organisation's Treasurer and President, copies of relevant invoices/receipts and any associated media.
- 4.5 In the place of an annual event or project under a special 3 year agreement, provide to the Shire an invoice (showing GST if applicable) for the approved yearly funding annually. On completion of each year's event, provide a statement of expenditure and evaluation of the event.
- 4.6 Acknowledge the funding provided by the Shire.
- 4.7 Indemnify the Shire insofar as any activities relevant to the funding are concerned.

### **5. Ineligible projects**

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

- 5.1 Any project which is deemed by the selection panel to be of direct benefit of a business, person or any other profit making venture, or any government department or agency (school or parent groups are excepted).
- 5.2 Projects that have already commenced.

- 5.3 Projects that cannot demonstrate a contribution by the group, organisation, or community which will benefit from the granting of funds for the project.
- 5.4 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.
- 5.5 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).

## **6. Eligible projects**

Projects will be considered eligible if they can demonstrate that:

- 6.1 All other potential funding sources have been sort, and/or;
- 6.2 They are able to demonstrate benefit to the wider community, and/or;
- 6.3 Provide benefit to Shire residents through recreational, social or cultural means.

## **7. Other conditions**

- 7.1 Council reserves the right to consider and allocate funds without the right of appeal.
  - 7.2 Council reserves the right to request further information.
  - 7.3 A new organisation may be eligible to receive funding towards Public Liability Insurance for the first two years of operation.
  - 7.4 Strategic or Forward plans may be required for any groups requesting a 3 year agreement for their events or programs.
  - 7.5 All applicants will be advised, in writing, of the success or otherwise of their application.
  - 7.6 Event notification forms will need to be completed for any public event. Forms will be made available to applicants upon approval or before application if requested. Approval of funding does not mean automatic event approval.

## **8. Advertising**

The Community Assistance Grants and Sponsorship Scheme will be advertised to coincide with the opening of each funding round and subsequent invitation for applicants.

## **9. Time Frame**

All applicants will be notified of the outcome of their application within one month of Council's decision regarding applications.

## **10. Community Event Sponsorship**

The Community Event Sponsorship area within the Community Assistant Grants and Sponsorship Scheme has been developed to assist community organisations in the development and operation of a range of events across the Shire.

The operation of this funding strand recognises the size of the Shire and the need for community events to be staged at various locations and venues throughout the area in order to maximise access opportunities for residents.

Support of large, annual community events, through a 3 year funding agreement, will allow for more stability and confidence for event managers, increasing the feasibility of these events going forward. A succession / forward plan may be required to be eligible for this funding.

#### **11. Australia Day & Christmas Event Sponsorship**

The Australia Day and Christmas Event sponsorship area within the Annual Budget has been developed to assist the four major localities (ie Bindoon, Wannamal, Muchea and Lower Chittering) within the Shire of Chittering in conducting their communities Australia Day or Christmas event. It is administered through the Community Assistance Grants and Sponsorship Scheme.

If any locality does not conduct an event, their allocation may be spread evenly with the other localities, or utilised by a community group from another locality.