

PROPOSED

Draft Policy 5.6 C-5EDGP06 – Economic Development Grant Policy

PART A- Policy

Objective

To provide a framework for the Economic Development Grant to be administered, competitively assessed, and awarded to eligible applicants to aid the delivery of a project that supports Council to achieve its strategic economic development goals.

Policy Statement

The Shire of Dandaragan Strategic Community Plan Envision 2029 and the Economic and Tourism Development Strategy 2029 endorsed by Council seek to improve the Shire's prosperity by attracting more visitors, creating more local jobs, attracting local investment, and enticing people to become residents of communities in the Shire.

Through the Economic Development Grant, the Shire aims to attract to the Shire and support activities that align with its key strategic economic development opportunity priority areas of:

- Tourism
- Small Business Development
- Agriculture (production, value adding production)
- Renewable Energy

Policy Review

This policy takes effect from the date of adoption by Council and will remain valid until amended or deleted.

Council will review this Policy document not less than every two years.

PART B - Management Procedures

Description:

The Economic Development Grant will assist eligible applicants to deliver projects, programs, events, initiatives or activities that support local economic development outcomes identified in the Shire's Strategic Community Plan and the Economic and Tourism Development Strategy.

Applicants must demonstrate that the proposed activity will contribute to one or more of the Shire's Prosperity outcomes as outlined in the Strategic Community Plan Envision 2029 and detailed in the list of target areas and desired economic outcomes of the Economic and Tourism Development Strategy 2029.

Grant Frequency:

Annual

Revenue Source:

Annual budget allocation from General Revenue

Grant Amount:

- \$30,000 will be available annually.

Grant Allocation:

- Funds may be awarded for up to a maximum of 50% of the total cost of the proposed activity.
- Successful applicants must fund not less than 50% of the proposed activity costs, inclusive of all other sourced funds.
- A grant may be awarded up to a maximum value of \$30,000

Eligibility:

To be eligible to receive a Shire of Dandaragan Economic Development grant, the applicant must:

- be a legal entity with an Australian Business Number,
- provide financial records to demonstrate the organisation's financial viability.
- have all relevant insurances, permits and licences required to undertake the proposed activity, and must operate in accordance with all workplace Health and Safety regulations and requirements.
- demonstrate that the proposed activity will deliver economic benefit to the Shire.
- apply for the grant on the Economic Development Grant application form, address all questions on the application form, and provide all requested documentation by the advertised closing date of the grant application process.

Ineligibility:

The Shire of Dandaragan will not fund:

- the ongoing operational or maintenance costs associated with an organisation (this includes wages).
- an organisation to deliver an existing or ongoing core business activity for financial gain as a supplier to another organisation.
- activities that have already commenced.
- the cost of purchasing alcohol or associated licences / services.
- a political organisation or event.
- an application that has not been lodged on the correct form, or has not been completed, or does not provide copies of all requested documentation.
- an applicant who has not fully acquitted a previous grant awarded to them by the Shire of Dandaragan.

Selection Criteria

- All applications will be assessed against the same criteria.
- The application and assessment criteria will be informed by the Council's economic development aspirations, desired outcomes and priorities.
- All applications must include a detailed project plan detailing:
 - Objectives
 - Project Team
 - Budget
 - Project Work Plan / Timelines
 - Communications matrix / plan
 - Risk Management matrix / plan
 - KPI / Output and Outcome Measurements
 - Methodology
 - Evaluation
- Applicants must demonstrate that they have the capacity to manage the financial and funding accountabilities of the project, as well as demonstrated project management capabilities.
- Application selection criteria:

Strategic Alignment	Demonstrated alignment with the Prosperity aspirations outlined in the Shire's Strategic Community Plan and the Economic and Tourism Development Strategy priority outcomes.
Economic Impact	Demonstrated economic outcomes and return benefit of the activity in the Shire of Dandaragan, and how these results will be measured.
Value	Demonstrated demand for the activity or identified benefits of developing an opportunity. Demonstrated leveraging through other financial contributions, sponsorships, and funding sources (confirmed and sought). Demonstrated development of partnerships that will contribute added value to the proposed activity through skills, knowledge, networks, technology, research, promotion, labour, equipment etc.
Project Plan	Demonstrated capability and capacity to deliver the project and create economic benefits for communities in the Shire of Dandaragan

Application Timeline

Generally, the annual timeframe for the promotion, administration, selection and acquittal of the Economic Development Grant(s) will follow this guide:

- Advertising and direct invitations to apply will be promoted in February and March.
- Application open 1 March
- Applications close 30 April
- Review and recommendation process during May
- Council approval at the May or June Ordinary Council meeting
- Grants applicants advised of selection outcomes and grants awarded by 30 June
- Grant activity to be delivered within one financial year.

Selection Process:

- Economic Development Manager (EDM) review to ensure applicants have:
 - provided copies of all requested documentation,
 - completed all fields of the application form
 - met stated eligibility requirements
 - addressed each of the selection criteria.
 - NB: incomplete applications will not be presented for assessment.
- A working group of the Chief Executive Officer (CEO) and the EDM will assess eligible applications against the selection criteria and prepare recommendations for Council to review.
- Council will review the recommendations and approve the recipients of the Economic Development Grant(s)
- EDM advises applicants of the outcome of the Economic Development Grant selection process.
- EDM provides successful applicant(s) with grant agreement, and grant acquittal information.

Grant Term and Conditions

- Grants must be fully expended within the financial year for which the grant was awarded.
- A grant cannot be used for any other purpose than what it was approved for, unless agreed in writing by the Shire. Otherwise, the grant must be returned in full to the Shire of Dandaragan.
- If the activity does not eventuate, any portion of the grant already paid to the recipient must be returned in full to the Shire of Dandaragan.
- Recipients are responsible for payment of GST, and if eligible, claiming a refund of GST payments

Grant Acquittal

Grant recipients must submit the grant acquittal within 60 days of the completion of the project.

Grant Management Procedures Review

In conjunction with the grant selection process, the working group will review the Policy and Management Procedures and provide any recommendations for amendments to Council for its consideration.

Related Council Documents

Shire of Dandaragan Strategic Community Plan Envision 2029
 Shire of Dandaragan Economic and Tourism Development Strategy 2029

Related Administration Documents

Economic Development Grant Guidelines for Applicants
 Economic Development Grant Application Form
 Economic Development Grant Agreement
 Economic Development Grant Acquittal Form

Policy Number	
Adopted by Council	
Amended	