

## 5.1 C-5CG01 – Community Grants

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### **Policy**

#### **Objective**

The Shire of Dandaragan provides financial assistance to community groups and organisations, through grants which align with the Shire’s Strategic Plan. The objective of this policy is to establish an equitable and transparent process for the allocation of these funds to eligible recipients.

#### **1. Policy Statement**

The Shire of Dandaragan acknowledges the valuable and positive contribution made by community groups and organisations in the provision of services and facilities to enhance the quality of life within the district for the benefit of the residents and visitors to the Shire.

To support these groups and organisations, the Shire will allocate funds in the annual budget for the purpose of recurring grants, and the Shire’s Community Grant Program. Each year, 0.5% of the gross yield of budgeted rates income, will be allocated to:

- Standing grants
- Small events, projects, and initiatives

These funds will be made available to community organisations to assist with:

- events, projects and initiatives delivered by community groups that align with their objects;
- support community development initiatives;
- increasing the range of events, activities and services in the Shire;
- the development of excellence and leadership in recreational, sporting, economic, tourism and cultural pursuits;
- promoting the Shire’s positive attributes.

#### **Funding guidelines**

All community grant funding programs will be managed through specific, Council adopted guidelines that will include details of the following:

- eligibility;
- funding criteria;
- terms of grants;
- application, assessment, and approval process;
- recognition requirements;
- acquittal process.

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| <b>Policy Number</b>      | 5.1 – C-5CG01               |
| <b>Adopted by Council</b> | 23 May 2019                 |
| <b>Amended</b>            | 23 June 2022                |
| <b>Related Documents</b>  | Community Grants Guidelines |

## **PART B – Management Procedures**

In accordance with the Community Grants Guidelines;

- (a) a Shire Officer will open the grant round and call for applications;
- (b) a Shire Officer assesses and reviews applications upon receiving submissions;
- (c) a Shire Officer will close the grant round;
- (d) a Shire Officer will report to the Community Grants Committee on the applications received, their eligibility and assessment criteria; and
- (e) the Community Grants Committee reviews applications and make recommendations to Council for grants to be awarded, rejected and any recommended changes to the Policy and/or guidelines.

## **Community Grants Guidelines**

### **Detail**

#### **1. Standing Grants**

##### **1.1 Schools - Student awards**

Each year the Shire will contribute:

- \$300 to the Jurien Bay District High School (\$200 senior student, \$100 Primary Student);
- \$200 to the Central Midlands Senior High School; and
- \$100 each to the Dandaragan Primary School, Badgingarra Primary School and Cervantes Primary School, towards their annual student awards.

\$1,000 is available annually for each local school to assist with costs associated with camps and major activities that deliver leadership development programs.

##### **1.2 Australia Day**

Each year the Shire will grant:

- \$1,000 to the Jurien Bay Progress Association;
  - \$1,000 to the Cervantes Ratepayers & Progress Association;
  - \$750 to the Badgingarra Community Association, and;
  - \$750 to Advance Dandaragan;
- for Australia Day festivities.

These grants are to assist organisations with conducting an Australia Day event and are not intended to meet the total cost of the event. Australia Day funding may be diverted to an alternative community group at the request of the above listed recipients.

### **1.3 Arts and Culture**

The Shire will donate \$5,000 towards the cost of delivering the biannual Cervantes Art Show. These funds will be spent at the discretion of the Cervantes Cultural Committee.

### **1.4 Mid-West Group of Affiliated Agricultural Societies Inc**

Each year the Shire will contribute \$200 to the Mid-West Group of Affiliated Agricultural Societies Inc, to showcase the Shire's products and attractions at the Perth Royal Show.

### **1.5 Jurien Beach Mission and Cervantes Family Festival**

Each year the Shire of Dandaragan will contribute \$2,500 to each of the Jurien Bay Beach Mission and the Cervantes Family Festival to continue their summer holiday program.

## **2. Annual Grants**

Annual grants will be determined in accordance with the following process:

- 2.1 Generally in April of each year, advertisements will be placed in each of the four local community newspapers inviting written applications for grants.
- 2.2 Applicants must be an incorporated association to be eligible for funding.
- 2.3 Funding will be deemed ineligible for the following.
  - (a) applications that are eligible for the Shire of Dandaragan / Tronox Management Fund or CSRFF (or similar) state government infrastructure grant programme.
  - (b) political organisations or events;
  - (c) commercial enterprises;
  - (d) any activity or project already underway or completed;
  - (e) events or activities that are the responsibility of another level of government;
  - (f) for the openings or celebration of new community groups or premises;
  - (g) for applicants seeking to host an event for the specific purpose of raising funds for re-distribution to other non-profit community groups/clubs or charitable causes;
  - (h) applications for any activity deemed to be a component of a wider project that will ultimately result in a durable item;
  - (i) individuals;
  - (j) unincorporated community organisations;
- 2.4 Funding objectives - funding is available for community-based events, projects or initiatives that:
  - Promote and celebrate community spirit, connected community and resilience that bring our communities together. This can include events, projects or initiatives that recognise the value of creative and cultural arts;

- Facilitate and support the promotion of the region resulting in increased attraction to the Shire of Dandaragan that delivers a positive economic impact;
- Enhance the environment and our liveability within it;
- Support good governance and forward planning for incorporated associations based in the Shire of Dandaragan to deliver their objectives.

## 2.5 Assessment Criteria

Applications will be assessed by the Community Grants Committee comprising of Shire of Dandaragan elected members. This is a competitive program and not all applications for funding will necessarily be successful. A project's funding success generally depends on how well the group can demonstrate that the application addresses the following assessment criteria:

1. The application addresses at least one funding objective. Applications that address more than one funding objective will be scored higher.
2. The application demonstrates community involvement in the design and implementation or delivery of the event/projects/initiatives.
3. The application demonstrates a genuine community need for the event.
4. The applicant provides evidence that the project or activity can be delivered and demonstrates value for money.
5. The applicant demonstrates that they will contribute cash and/or in kind support to the level that would be expected for the event, project or /initiative being proposed. In addition, if applicable the applicant demonstrates that funding support, cash or in kind, from corporate sponsors or grant programmes from other agencies has been secured or sought.

The assessment will assess each application in response to the assessment criteria based on the scale of 1 to 5, to establish an initial priority list, as detailed below:

| Rating | Description                               |
|--------|---|
| 1      | Poor: Does not meet criteria              |
| 2      | Fair: Partially meets criteria            |
| 3      | Good: Meets criteria                      |
| 4      | Very good: Exceeds the criteria           |
| 5      | Outstanding: Greatly exceeds the criteria |

The Community Grants Committee, prior to assessing the application against the Assessment Criteria, may apply a relative weighting to individual assessment criteria.

In establishing the grant recipient recommendations to Council, the Community Grants Committee will consider the final assessment criteria rating for each application but may also give consideration to the following factors:

- Repeat events that have been funded in previous years;
- Multiple events from a single applicant;
- Ineligible applications that the panel considers worthy of funding;
- Any other factor that the Community Grants Committee may consider relevant.

- 2.6 Applications must include the following documentation;
- completed community grants application form;
  - latest annual financial statements in accordance with the tier level as prescribed in Associations Incorporation Act 2015;
  - a letter of support from supporting organisations (if applicable);
  - quote or sufficient evidence to support the value of budgeted expenditure items as outlined in application.

Applications generally close in May. Late applications will not be accepted and deemed ineligible. Applications will initially be assessed by the Community Grants Committee with recommendations to Council generally no later than June of each year.

- 2.7 An applicant will not be excluded from applying for future grant rounds if a project remains incomplete on 30 June, providing they can provide substantive evidence the funded event, project or initiative is substantially complete, or will be completed shortly after the financial year end.
- 2.8 Grant funds cannot be applied retrospectively to costs incurred prior to funding being awarded.
- 2.9 Successful applicants will be notified confirming the grant amount, the purpose of which the funding was to be used and other conditions relating to the grant.
- 2.10 The grant funds can only be used for the purpose as outlined in the application.
- 2.11 Unsuccessful applicants will be notified in writing.
- 2.12 All grants' recipients are required to expend and acquit their grant within financial year of being notified of the outcome of their application. Applicants will be required to provide evidence as to how the funds were used.
- 2.13 The Shire of Dandaragan must be acknowledged as contributing to the funded event, project or initiative. To assist in this, successful applications will be provided with the Shire's logo. Applicants will also have access to Shire banners where appropriate and available. Applicants will be required to provide evidence of how the Shire was acknowledged in their acquittal.
- 2.14 The Shire will assist with the promotion of the event, project or initiative which has been funded through the grants program but should not be the sole promotional strategy.
- 2.15 The Shire will use funded event, projects or initiatives, to promote its Community Grants program via website, newsletters, or social media.
- 2.16 Where funds have not been expended in accordance with the grant application or permission to vary the use of the funding has not been obtained the allocated grant funding must be repaid.
- 2.17 The maximum annual grant payable under this policy will be \$2,500. In the event that a group submits multiple grant applications, the group must prioritise their applications.
- 2.18 Writing, assistance with writing, or presentation of, planning or strategic documents is eligible for funding under this policy.

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