



COMMUNITY GRANTS PROGRAM Guidelines

Shire of Three Springs Community Grants Program - Guidelines

**SUPPORTING
EVENTS**

**SUPPORTING
VOLUNTEERS**

**SUPPORTING
ARTS AND
CULTURE**

**SUPPORTING
TOURISM**

**SUPPORTING
BUILDING
CAPACITY**

**SUPPORTING
PROGRAMS**

**SUPPORTING
INITIATIVES**

**SUPPORTING
CONNECTIONS**

DOCUMENT CONTROL

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1. Governance and Structures

1.1 Introduction

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 Three Springs Community Small Grant Program.

Each financial year Council will invite community-based not-for-profit organisations and local businesses in the Shire of Three Springs to submit Community Small Grant / Sponsorship / Support Applications to Council for consideration.

This document has been prepared to assist community groups in preparing an application for the scheme.

1.2 Target Groups

The program is of particular interest to community organisations who are seeking funding for projects and / or events.

Consideration will be given to projects and / or events in the area of emergency services, education, youth, sports, age friendly communities, recreation, heritage, health, culture and social engagement.

Local business can apply for this grant to fund a project or an activity that align with Shire of Three Springs Strategic Community Plan.

1.3 Overall Purpose

The overall purpose of the grants program is to provide a funding scheme that strengthens the involvement of community organisations and local businesses in the development of services, management of facilities, events, arts and culture, tourism, promotion of environmental sustainability and infrastructure in the community. Council recognises the economic, socio-cultural and health benefits projects and events can bring to the Three Springs community.

1.4 Council Policy

The Community Small Grants Fund is aligned to Council Policy 2.7 - Community Small Grants Fund.

Council's Register of policies is reviewed annually and is published on the Shire's website.

1.6 Funding Rounds

Grant program is open year around for applications.

1.7 Council Fund Allocation

Council provides an annual allowance within its annual budget for the funding of the Community Small Grants Program. The total allocation will be made available for applications after the financial year budget is adopted by council.

1.8 Objectives

The objectives of the Shire of Three Springs Community Small Grants program is to provide funds of up to \$5,000 to community-based organisations and local businesses in support of the development of social, economic, recreational, art and cultural benefits.

The Community Small Grant program activities must focus on delivering the following:

1. Supporting volunteers by building the capacity of local clubs and organisations with small equipment purchases;

2. Support programs, activities and initiatives delivered by community groups;
3. Support community development initiatives;
4. Increasing the range of events, activities and services within the Shire;
5. Providing mentoring opportunities to community organisations to strengthen their organisation;
and
6. Generating local economic activity, tourism and development.

1.9 Community Budget Requests

In line with Council Policy, organisations seeking funding outside of the Community Small Grants program and / or over the value of \$5,000 will need to submit a request, in writing, to the CEO by 31 March for consideration in the upcoming budget deliberations.

Requests that exceed \$25,000 or require an ongoing commitment of Council must be discussed with the Chief Executive Officer prior to making a submission. The Chief Executive Officer may require additional supporting documentation, such as business plans / formal proposals to be submitted with their requests; as a result it is recommended that contact be made in advance.

All applications will be notified of the outcome of their submission within one month of Council's decision regarding budget requests.

1.10 Grant Categories

Funding will be allocated under the following categories. Council retains the right to vary the amounts granted.

Community Small Grants

Up to \$5,000 - Council's Community Small Grants program is to assist with funding towards infrastructure and equipment and sponsorship requests in excess of \$500. Examples of this type of funding may include uniforms or equipment.

Waiving of Fees

Open round - Up to \$1,500

Council's Waiving of Fees stream is to assist with funding of programs with a reduction or waiving of Council's fees and charges, including but not limited to Community Bus use, facility hire and photocopying.

For example, this type of funding can be used towards Senior Day trips, facility hire for school holiday programs.

Sponsorship

Up to \$250 - open round

Council's Sponsorship program is to assist with funding towards running events, projects (annual or once off). Examples of this type of funding may include significant events of local/ state / national level, community workshops / information sessions, school holiday programs and activities.

Preference is given for events and projects held within the Shire.

1.11 Guidelines

General

The following guidelines are applicable for all funding streams under the Community Small Grants program.

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- Be committed to providing direct benefits to residents in the Shire of Three Springs. Consideration will be given to projects and /or events in the area of emergency services, education, youth, sports, age friendly communities, recreation, heritage, health, culture and social engagement.
- Only one application for assistance towards one project will be assessed for the provision of minor sporting, recreation, culture or other project.
- The applicant organisation must operate within the Shire of Three Springs and beneficiaries must be residents of the Shire of Three Springs. If managed by an outside group, the application must demonstrate, within the application, evidence that a high percentage of members or beneficiaries are Shire of Three Springs residents.
- Groups must be an incorporated not-for-profit community organisation with open membership to residents in the Shire of Three Springs
- Have an Australian Business Number (ABN) or have a community organisation that is willing to auspice the application and accept responsibility for the administration of the grant.
- Groups must be operating for a minimum of six months within the Shire of Three Springs.
- Hold adequate public liability insurance to cover the project or event as applicable.
- Has satisfactorily accounted to Council for the expenditure of any previous Council grants.
- Comply with all relevant Local Laws, Australian or Western Australian legislation and standards.
- Not have their own grant giving program or fundraising program that provides money to finance other organisations community initiatives or activities.

Funding Amounts

- Grants of up to \$5,000 will be considered
- For funding requests over \$500, a copy of your group's current financial statement should be attached.
- Council's contribution will generally be limited to one third of the total project costs and will not fund more than 75% of the total project costs. Applications made by local businesses will be capped at 50% of the total project costs.
- In-kind contributions can be attributed towards the community group contributions. The voluntary work should be described and valued at the rate of no more than \$40 per hour (generally \$25 for unskilled works and \$40 for skilled labour).

1.12 In-Kind Contributions

Council recognises that organisations or groups contribute to a project with their own resources, reducing the amount of actual dollars needed.

Even though no actual expense has been incurred by the organisation, the in-kind expense should be recognised to reflect the true costs of the project and true contribution made by the organisation.

In-Kind support includes the donations of goods or services that you may receive towards the project.

In-Kind contributions are categorised as:

- Volunteer labour
- Donated materials

Volunteer labour is recognised as skilled or unskilled.

Skilled labour is for services performed by a volunteer who is qualified in that area. For example a qualified painter painting a room.

Unskilled labour is for services performed by a volunteer who does not hold qualification in the particular field.

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Donated materials is recognised for materials donated. For example a sign writer volunteers his time and reduces the cost of purchase.

Donated materials can also include the cost of equipment required for works. For example a member's truck is used to cart debris during site works.

Rates must be justified. It is recommended that applicants use the Shire's private works rates as a guide for large plant or reference to local hire equipment rates.

All in-kind claims must be fully supported.

Council reserves the rights to request the inkind support calculations as additional supporting documentation.

1.13 Funding Application Amount

A maximum of \$500 will be granted for sponsorship requests.

A maximum of \$1,500 will be granted for waiving and / or reduction of Council fees. Please note that waiving of statutory fees is not permitted.

A maximum of \$5,000 will be granted for Community Small Grants.

Organisations intending to request amounts exceeding the above mentioned maximum amounts will need to make an application through the Budget Requests process.

It should be noted that it is the intention of Council to support a variety of programs, activities and initiatives. Applications for \$1,500 or less are preferred, however it does not prevent applications being made up to \$5,000.

1.14 Eligible expenditure (examples)

Eligible expenditures for funding through the Community Small Grants Program include, but are not limited to:

- Purchase of equipment and materials necessary for the delivery of community projects or events.
- Costs associated with event or project logistics, such as venue hire, marketing, and promotional activities.
- Expenses related to the development and execution of programs, including facilitator fees and workshop materials.
- Costs of hiring a professional grant writer to assist in preparing external grant applications to attract larger funding.
- Volunteer expenses related to the project, such as refreshments, transportation, and small appreciation tokens.
- Minor infrastructure works that support community activities and events.
- In-kind contributions such as volunteer labor and donated materials, which must be recognized and appropriately valued.

1.14 Funding Exclusions

The following will not be funded:

- Any project which is deemed by Council to be of direct benefit of a business, person or any other profit making venture, or any government department or agency (school P&Cs are exempt).
- A project deemed eligible under other external funding streams, unless applications have been unsuccessful.

- Projects that have already commenced (no retrospective funding).
- Requests that are considered by Council to be the funding responsibility of other levels of Government (state or federal agencies).
- Community organisations that are in debt to Council and are not meeting the agreed repayment arrangements.
- Projects or events that:
 - Have demonstrated self-sufficiency by running at a profit that is not reinvested back into the community organisation or their next event.
 - Have been, or are being, funded by other parts of Council.
 - Have already started or have been completed (no retrospective funding).
 - Are run by (or involved with) political or religious groups seeking to promote core beliefs.
 - Are not open to the general public.
 - Are for interstate or overseas travel.
 - Are for operational expenses.
 - Are for funding of prizes, sponsorships, donations or gifts.
 - Will have a negative impact on the environment.

2. Application Process

2.1 Applications and Requests

Eligible community organisations can apply for a grant by the following methods:

- *Waiving of fees*
Submission of the Shire of Three Springs' 'Request to Waive Fee' form.
- *Sponsorship*
Submission of the Shire of Three Springs' 'Request for Sponsorship' form.
- *Community Small Grant*
Submission of the Shire of Three Springs' 'Community Small Grant' form.

Forms availability

All forms are available on the Shire of Three Springs website or by contacting the Shire Admin Centre.

2.2 Application Support

It is important to the Shire of Three Springs that applicants are able to submit a well thought through and well developed application that answers all compliance questions, addresses all the criteria and provides the evidence and support document required.

Many questions will be answered throughout these guidelines. Should you wish to discuss your project or application, please do not hesitate to contact Community Development Officer via email (cdo@threesprings.wa.gov.au) or phone 08 9954 1001.

2.3 Application General Conditions

The following information is designed to guide applicants in preparing and submitting their applications. Adhering to these conditions is compulsory. Please read carefully, as failure to comply with these conditions may have a negative impact on the assessment of the application.

- Applications must be received by the due date and in the prescribed format.

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- Funded projects and / or events must be for a specific project and / or event and have a defined operating period. Funding cannot be used for any other purpose without prior consultation and agreement by Council.
- Applicants must indicate all other sources of funding they have sought and / or received in relation to the project and / or event in their application.
- Each community organisation must provide copies of the previous year's Financial Statements.
- For funding over \$500, community organisations should provide a copy of their current financials.
- Applicants are to contribute an amount which Council believes adequate based on the type of project, their financial position and their ability to secure alternative funding. Subject to this the degree of contribution will be considered in the assessment process.
- Grantee is to agree to the terms and conditions of the grant.
- Recipients must adhere to any additional terms and conditions applied to the conditions of funding.
- For grants over \$500, the Small Grant Acquittal Report must be submitted at the completion of the project and / or event.
- The Community Small Grants are made on the basis of a one off payment and no ongoing commitment by Council is implied.
- Grant monies must be accounted for separately within the organisation's records and any unspent monies must be returned to Council.
- If the project and / or event is discontinued within 12 months from receipt of the grant, all unspent funds must be returned to Council and / or approval to reuse the funds must be negotiated with the CEO.
- Council's support must be acknowledged on all promotional materials.

2.4 Funding Acknowledgement

Organisations that receive funding via any of the funding streams must acknowledge the Shire's financial support.

Acknowledgements can include the following:

- Shire logo and / or acknowledgement included on promotional materials.
- Acknowledgement of Shire's contribution in any speeches.
- Acknowledgement of Shire's contribution in media releases.
- Shire logo or 'Shire of Three Springs' wording included on uniform and / or clothing for funding that contributes to its purchase.
- Shire logo included on appropriate signage.
- If applicable, as prescribed within funding conditions.

2.5 Shire Assessment

Assessment Criteria is directly based on that outlined in the Community Small Grants Policy.

- Grants of less than \$500 will be assessed by the Chief Executive Officer and do not require an acquittal form.
- Grants in excess of \$500 will be assessed by an independent committee of councillors, ranking the applications against the key criteria, with recommendations being considered by Council for their endorsement. Selection criteria:
 - Social / community well-being weighting 50%
 - Economic weighting (estimate of local spending to be provided) 10%
 - Strategic Plan Alignment weighting 40%

Allocation of grant funding is not guaranteed and will depend upon how well the applications meet the selection criteria, the number and quality of the applications received, funds held by community organisations and the amount available in Council's budget.

2.7 Lower Priorities

Applications that encompass the following attributes will receive a lower priority level in the assessment process:

1. Seeking funding for bonds, employee salaries and wages;
2. Requests that are deemed to be regular ongoing operational costs of an organisation;
3. Funding for recurring projects; and
4. Events / projects where other funding avenues have been identified.

2.7 Other Conditions

1. Council reserves the right to consider an application without the right of appeal.
2. Council reserves the right to request further information.
3. Council reserves the right to apply conditions on funding.
4. Council reserves the right to make public announcements regarding grant allocations and recipients.
5. All applications will be advised, in writing, of the outcome of their application.

2.9 Checklist

All Applications

- ☐ Applicant is an incorporated organisation (or is auspiced by an incorporated organisation)
- ☐ Application has been signed by an authorised committee member
- ☐ Answers have been provided for every question. Please attach any additional information you feel will give more weight to your application
- ☐ Application is aligned to a funding objective
- ☐ Where applicable, any previous funding has been acquitted
- ☐ Bank account details are supplied

Waiving of fees and Small Grants

- ☐ Financial Details - Income and Expenditure ☐ For requests over \$500, Income and Expenditure Statements for the current year (less than 2 months old)
- ☐ Income and Expenditure Statements for the prior financial year.

Other Useful Documents

- ☐ Quotations
- ☐ Confirmation of applied funding
- ☐ Applied funding - advice of outcome
- ☐ Letters of support
- ☐ Project Plan
- ☐ Design Plan
- ☐ In-kind calculations
- ☐ Audit report
- ☐ Copy of bank statements
- ☐ Incorporation certificate

3. Awarding of Grant

3.1 Assessment

Small Grants applications will initially be assessed by a committee, who will then prepare and submit recommendations to the Ordinary Council Meeting. The assessment will be carried out as outlined below.

1. Applications will be first assessed to ensure they meet eligibility criteria.
2. Applications will be assessed against the program's assessment criteria and objectives. Applicants may be requested to provide additional supporting information considered appropriate.
3. Council report will be prepared for consideration and determination.
4. Council to consider recommendations and approve funding allocations.
5. Successful and unsuccessful applicants will be notified immediately after the Council meeting.

As stated, the initial assessment of the applications will be carried out by a committee. The committee will prepare and submit recommendations to the Ordinary Council Meeting. The Council cannot amend a committee recommendation, however, they can return a proposal to the committee with suggested amendments.

Council reserves the right to offer less funding than requested, if it believes that the project or event can still proceed with a greater contribution from the applicant. Bank balance, equity and other funding opportunities are also taken into consideration during the assessment of applications.

Council will also give consideration to the funding pool available and reserves the right to offer less funding than requested to enable support of multiple applications.

It should be noted that it is the intention of Council to support a variety of programs, activities and initiatives. Applications for \$1,500 or less is preferred, however, it does not prevent applications being made up to \$5,000.

Waiving of fees and sponsorship applications will be initially assessed by relevant Council Officers. The final assessment and decision will be made by the Chief Executive Officer, unless it has been deemed to fall outside the CEO delegated authority. Where the CEO does not have delegated authority, the request will be considered as per the Small Grants process.

3.2 Notification Process

Notification of successful and unsuccessful applications will take place immediately following the Ordinary Council Meeting.

Successful applicants will be notified by email, including request to sign any applicable grant agreement documents.

Unsuccessful applicants will be notified by email, including details of the Council Officer to discuss the application and provide feedback.

4. Managing Grants

4.1 Funding Agreements

If applicable, successful applicants will be required to full fill the activity and/or will be asked to enter a Funding Agreement with Council by completing Terms and Conditions and Appendices.

4.2 Payment Arrangements

The payment process for the Community Small Grants Program is as follows:

- Payments are made by Council on receipt of the completed Terms and Conditions and Appendices, if required.
- Payments will be made electronically.
- Council reserves the right to pay a pro-rata portion of the grant upfront and the remainder on the completion of the grant.
- Council reserves the right to withhold payment until the acceptance of the completion form.

4.3 Application of GST for Funding

The imposition of the Goods and Services Tax (GST) applies to some funding submissions. In order for Council to comply, the following approach will be taken so that no applicant will be worse off:

- a. Successful applicants must have an Australian Business Number (ABN) to apply or be auspiced by a group / organisation that has an ABN
- b. Applicants who are registered for GST must provide their GST details. Applicants that have applied for an ABN or for GST registration but have not yet received confirmation must state so on the form. Successful applicants will be required to provide completed details before funding can be paid.
- c. The Council will determine if the funding is considered a taxable supply for GST purposes and add GST to the funding if those conditions (set by the ATO) are met.
- d. If GST is added to the funding submission, applicants that are registered for GST will be required to report the funding on their BAS statement. Applicants that are not registered for GST will not be required to take any further action.
- e. Council will raise a Recipient Created Tax Invoice for funding payment, based on the GST status of the organisation.

4.4 Terms and Conditions of Grant

If successful in this funding round, applicants will be subject to the following conditions:

1. The Grant must be used solely for the project and / or event as detailed in the Application Form.
2. The Grant will be paid in full when Council receives all of the required documentation.
3. The acquittal must be signed off by the Grantee's appointed committee member or Project Sponsor.
4. The Grantee shall satisfactorily complete the project and / or event by the date nominated in the Terms and Conditions signed by successful applicants.
5. The Grantee must ensure that the Shire of Three Springs' contribution to the project and / or event is acknowledged on promotional materials, media releases and / or by appropriate signage.
6. The Grant is made on the basis that the Grantee provides a financial contribution to the project and / or event.
7. The Grant recipient must advise Council immediately if the project and / or event is terminated. If a termination occurs, Council will request the refund of whole or part of the Grant previously paid to the Grantee.
8. The Grantee shall advise Council if the project and / or event is completed for less than the project and / or event total cost as set out in the Application Form. In such cases the Grant may be reduced on a pro rata basis.
9. Upon reasonable notice, the Grantee shall permit a Council Officer access to accounting records relating to the project and / or event and where relevant, to inspect any project and / or event site, works and / or equipment.
10. Any variation to the conditions of the Grant (as detailed in the Application Form) must be in writing and signed by both parties. Variations maybe subject to approval by Council. Council reserves the right to deny any variations.

11. If any Grant conditions are breached, or if Council is of the reasonable opinion that the project and / or event is not proceeding satisfactorily, Council may withhold payment to be made under this Grant and / or require the repayment to Council of the amount determined.
12. Council reserves the right to publicise the benefits accruing as a result of this Grant.
13. Council has the right to issue a mutually agreed media release regarding the project and / or event.
14. Council may include the name of the Grantee and the amount of the Grant in any of its public documents.
15. The Grantee shall comply with all applicable Acts and Legislations.
16. The Grantee shall engage where and when required, suitably qualified trades persons to complete works requiring certification.
17. The Grantee shall ensure that their funded project and / or event and all contractors / employees have appropriate insurance coverage.
18. The Grantee must obtain any necessary permits (for example - building, planning) and thereafter comply with the requirements of such permits.
19. Should the Grantee not commence the project and / or event by the nominated date in the returned Terms and Conditions document, the Grant may be terminated at the discretion of Council and the funds returned to Council.
20. The Grantee will sign and return the Terms and Conditions document by the date nominated.

5. Review and Evaluation

5.1 Reporting

The reporting arrangements for this program vary between grants. Reports are to be submitted as per time frames identified in the successful applicant's administration package.

Grant	Reporting Requirements
Waiving of Fee/s	Nil
Sponsorship	Nil
Community Small Grants	Acquittal (grants over \$500)

5.2 Feedback

In order to continually improve the manner of grant allocation, feedback from the community regarding the criteria, timing and targeting of these grants is encouraged.

Any comments regarding these matters should be directed to:

Chief Executive Officer
Shire of Three Springs
PO Box 117, Three Springs WA 6519
☎ 08 9954 1001
✉ ceo@threesprings.wa.gov.au