



Shire of Dundas

Community Grant Program Guidelines

Adopted by the Council April 2012

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1. PURPOSE

The main purpose of the Community Grant Program is to enhance and strengthen the social wellbeing, development and sustainability of the Shire of Dundas community. It aims to encourage the involvement of the Community in achieving the Shire's Mission Statement and Strategic Direction as identified in the Strategic Community Plan.

“That the Community work collectively within an ethical framework to enhance our community and social fabric by way of consultation, lobbying and promotion.”

The purpose of the scheme is primarily achieved through the provision of funds and other forms of support to community based organisations and individuals through the three (3) programs defined below. The scheme is designed to enhance the social, recreational and cultural fabric of our community through the provision of funds to community based organisations and individuals.

The Shire acknowledges and supports the contribution that non profit incorporated community groups and community member's make of their time, labour and expertise towards improving our community, its services and its economy. One of the most effective means of doing this is under a community development model through the use of volunteers and the co-operative partnerships between all forms of government and community organisations.

Applications demonstrating sustainable community development principles, sharing of resources and the development of partnerships with other community groups are mostly encouraged. In particular, a project that demonstrates networking, community capacity building, develops volunteers & leadership, will be considered favourably.

2. DEFINITIONS AND CATEGORIES

The Shire's Community Grant Program is made up of the following three key category programs as defined and categorised below:

2.1 Sundry Donations

Small grants up to \$1,000 can be applied for at any time through a written request and application form addressed to the Chief Executive Officer outlining details of how the funds are to be utilised. The Chief Executive Officer may be granted delegated authority to approve sundry donations, and report the donation to the Council via the monthly Ordinary Council Meeting.

2.2 Event Grants

Grants of up to \$10,000 are available through two designated funding rounds each year. The following provides a definition of the three event types for which applicants can apply:

2.2.1 Iconic Event

An event that is of regional significance, that can demonstrate through detailed planning or on past performance that it will generate significant

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tourism activity, stimulate large scale community interest and participation and is conducted annually at the same time of the year.

2.2.2 Community Event

An event that has local or regional significance that stimulates place activation, community interest and participation.

2.2.3 Sporting Event

A significant sporting event organised by a relevant sporting body that may attract the local community and those on a wider scale.

2.3 Three Year Service Agreements

To support ongoing projects that promote economic development, generate significant tourism activity and stimulate large scale community interest and participation.

3. APPLICATIONS

Applications will only be considered if they are submitted on a fully completed application form with all supporting documentation.

GENERAL CRITERIA

3.1 The Shire will favour the following criteria:

- Strong partnerships with other government or community agencies
- Substantial community support from other agencies in Norseman or Eucla
- Evidence of support, development and engagement of volunteers in the project
- Projects that involve and/or have a direct partnership with the Shire of Dundas
- Projects that meet the Communities strategic visions as outlined below;
 - Community Development (Youth, Seniors, Community Groups or Culture)
 - Sport and Recreation
 - Tourism and Area Promotion
 - Community Engagement
- Projects that address a specific significant social, cultural recreational and/or wellbeing community issue
- Projects and applications submitted with detailed activities for delivery and with time frames, risk management, promotion and communication plans

3.2 Ineligible projects or projects less likely to be funded include those that:

- a. contravene community development, social justice access and equity principles
- b. where an entry fee, participation fee or other associated fee relating to the project is charged that does not constitute fundraising for a charity
- c. intend to pay wages and or pay honorariums;
- d. organisations that are registered businesses, commercial entities and profit making
- e. should be funded by State or Federal Government departments or agencies
- f. include the purchase of equipment or household goods that the organisation is excluding from possible shared use by other community groups
- g. are unauthorised recurrent projects or projects that have already started.

4. ASSESSMENT AND APPROVAL PROCESS

In order to assess applications fairly, a list of criteria has been developed to reflect the philosophy and principles that provide a consistent approach to the Strategic Community Plan. These can be found in the application forms for each of the three (3) programs defined above.

4.1 Acknowledgment of applications

All applications for grants received by the Shire will be registered and an acknowledgment of their receipt sent to all applicants.

4.2 Assessment process

All Community Grant Program applications will be processed dependant on the grant type applied for

Applications to the Community Grant Program may be required to provide the Council with a short presentation or additional information.

Applications from organisations and individuals will be ranked, prioritised and weighted according to the relevance to the Community Strategic Plan and criteria as outlined in 3.1.

See below for assessment process of each grant.

4.2.1 Sundry Donations

Sundry donations will be assessed when received during the year against budgetary constraints and justification for the grant against the criteria at point 3.1. The assessments may be considered and approved by the Chief Executive Officer.

4.2.2 Event Grant

Event grant applications will be open for application in April-May and October-November and assessed in June and December respectively against budgetary constraints and justification against the grant criteria at point 3.1. The applications will be assessed and considered for approval by the Council.

4.2.3 Three (3) year service agreement

Three (3) year service agreements will be open for application in April-May of each year and assessed in June and may be included in the budget for the following financial year(s). The applications will be assessed and considered for approval by the Council.

4.3 Assessment criteria

4.3.1 Sundry Donations

Sundry donations will be assessed based on justification for the grant based on its relevance to the Strategic Community Plan. The assessment will be made by the Chief Executive Officer.

4.3.2 Event Grant

Event grants will be assessed based on budgetary constraints, relevance to the Strategic Community Plan, frequency and success of previous applications by the applicant. The assessment will be made by the Council.

4.3.3 Three (3) year service agreement

Three (3) year service agreements will be assessed on how the projects meet the Strategic Community Plan, promote economic development, generate significant tourism activity and stimulate large scale community interest and participation. The assessment will be made by the Council.

4.4 Notification of outcome

All applicants for funding / other forms of support will be notified in writing of the success or otherwise of their application.

Commencement of the project or expenditure of expected funds must not take place until the notification of outcome has been received in writing.

4.5 Freedom of information

Applications for funds / other forms of support and other written information provided to the Council will be treated confidentially. However, the provisions of the Freedom of Information Act, 1982, apply to all documents held by the Shire of Dundas.

5. DISBURSEMENT OF GRANTS

Should your organisation require any assistance or have any queries relating to disbursement of grants and financial acquittal, please contact the Shire's Deputy Chief Executive Officer on 9039 1205.

5.1 Payment schedule

5.1.1 Sundry Donations

Sundry Donations will be disbursed as soon as practicable following approval.

5.1.2 Event Grants

Event Grants will be disbursed twice yearly on the dates listed below. Payment of these instalments will be on the receipt of a tax invoice and a signed funding agreement from the applicant organisation and satisfaction of reporting requirements:

31 July - For funding period July to December

31 January For funding period January to June

5.1.3 Three Year Service Agreements

Three (3) year service agreements will be disbursed 31 July.

Notwithstanding the above, the CEO may adjust the disbursement guideline if it can be demonstrated that the arrangements could cause undue financial hardship to the funded body, or the project/program request is an emergency.

5.2 GST Information

The following information is to help organisations understand the GST:

Under the Federal legislation relating to the Goods & Services tax (GST); financial assistance received by an organisation may be subject to GST. This is general information only and should not be relied upon as comprehensive or taxation advice in any way. Community organisations and individuals should seek their own financial advice.

5.2.1 Organisations that have an Australian Business Number (ABN) and are registered for the GST;

Will be liable to pay GST to the Australian Taxation Office (ATO) on any financial assistance received from the Shire of Dundas. In this case the Council will provide a “cashed-up” amount, i.e. it will include an additional 10% for the GST. For example if an organisation applies for financial assistance of \$1,000 and the Council approves it, they will receive \$1,100. Organisations will be asked to provide a Tax Invoice to the Shire of Dundas, and the Council will then claim the GST component back from the ATO as an input tax credit.

5.2.2 Organisations that have an Australian Business Number (ABN) and are not registered for the GST;

Will not be liable to pay GST to the Australian Taxation Office (ATO), on any financial assistance received from the Shire of Dundas. In this case the Council will not “cash-up” the financial assistance amount.

5.2.3 Organisations that do not have an Australian Business Number (ABN) and are not registered for GST;

Will not be liable to pay GST on any financial assistance received from the Shire, if they can provide proof that their organisation is not required to have an ABN (please complete the "Statement by a Supplier" form which is available from the Australian Taxation Office). If this is not provided, the organisation or individual may have 48.5% of their financial assistance payment withheld by the Shire if Dundas, which is then payable to the Australian Taxation Office.

5.3 Period of funding and extensions

Projects and funding under the CAS will be expected to be expended within the financial year in which they were approved OR a written request for an extension and carry-over of funds must be made to, and approved by, the CEO or Council at least six weeks prior to the end of each financial year.

5.4 Unspent funds

Funds, other than Sundry Donation Grants, which are unspent at the conclusion of the funding period must be returned to Council within sixty (60) days of the completion of the project, activity or event, or at the end of the financial year, whichever occurs first.

5.5 Purpose of Community Grant Program

Funds are allocated only for the purposes of the project as described in the application and must not be used for any other purpose or transferred or assigned to any other party without the prior approval by the Shire.

5.6 Council endorsement of project

Approval of funding for projects does not necessarily imply Council's endorsement of the philosophy, intent or outcomes of the project.

6. EVALUATION AND ACQUITTAL

6.1 Sundry Donations

No acquittal or evaluation required. Justification will be sought upon application.

6.2 Event Grant

A grant acquittal and evaluation will be required for Event Grants. The acquittal and evaluation form will be provided to you upon success of your application or alternatively can be accessed from the Shire's Administration Office or by emailing shire@dundas.wa.gov.au

6.3 Three (3) year service agreement

An evaluation report will be required of each year of funding.

7. REVIEW OF FUNDING CRITERIA

The Shire may review the terms and conditions of the Community Grant Program and make amendments and modifications at any time.

8. OTHER FUNDING SOURCES

Applicants are encouraged to seek additional funding from other sources. A list of agencies providing other funding opportunities is available from Department of Local Government & Regional Development Grants Directory www.dlgrd.wa.gov.au