



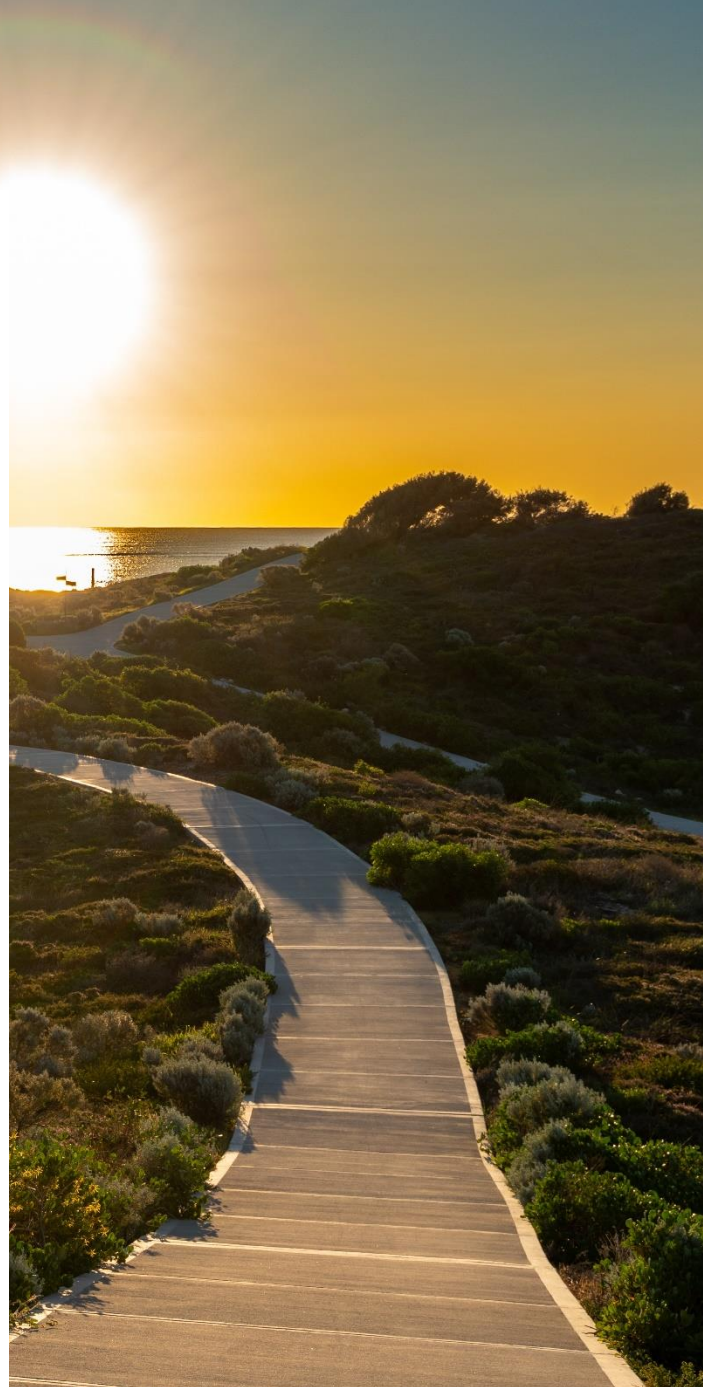
SHIRE OF COOROW

2023/2024

COMMUNITY GRANT PROGRAM

Guideline

www.coorow.wa.gov.au



About the Community Grant Program

The Shire understands the important role community groups and not-for-profit organisations play in our community and the value placed on the programs, events, services and initiatives offered by these groups. Through developing a Community Grant Program, the Shire seeks to provide financial and non-financial support to the community organisations to deliver their activities.

The Community Grants Program has been designed to provide responsive and easily accessible funding to community groups and not-for-profit organisations. The funding provided is seen as a Shire contribution towards the delivery of an event or project. A grant up to the value of \$5,000 (ex GST) per year (subject to funding availability) can be provided to for eligible organisations and activities. The support awarded to an organisation may consist of financial or in-kind contributions. This guideline provides detailed information about this grants program.

Eligibility Guidelines

Eligible Organisations

Community Grants Program is intended to support local community groups and not-for-profit organisations. This includes charities, sporting and recreational groups, community services organisations, professional and business associations, cultural and social societies.

In order to be eligible for funding the applicant must be one of the following types of organisations;

1. An incorporated not-for-profit community organisation,
2. A registered charity,
3. An unincorporated community group, whose application is being supported (auspiced) by an appropriate incorporated organisation (shared aims and common interests).

Where a grant is awarded to an organisation who is being auspiced by an incorporated organisation the responsibility for ensuring compliance with the grant conditions rests with the auspicings body.

Applications will not be considered from;

1. Organisations that promote political, unethical or profit making purposes.
2. Organisations whose primary purpose is to promote religious beliefs or where people are excluded on religious grounds.
3. Organisations whose main purpose is to fund raise.
4. Government agencies.
5. Commercial for-profit organisations and businesses.
6. Individuals.

Priority is given to applicants who are based within the Shire's boundaries, however this does not preclude organisations based outside the Shire's boundary from applying so long as the activity is based in the Shire or there is demonstrated substantial benefit to the Shire's residents.

To be eligible to receive funding organisations must include the ABN in their application or complete a Statement by Supplier form if they do not have an ABN.

Eligible Projects

Community Grants Program supports projects to enhance community participation and wellbeing and demonstrates wide community benefit. Additionally, they should also align with community priorities as identified in the Shire's Strategic Community Plan. Projects may fall into areas such as arts and culture, education, sport and recreation, youth, seniors, health and welfare, tourism and not-for-profit business development.

The funded projects must be accessible and affordable to community members and must take place within the Shire of Coorow. Projects held outside of the Shire may be considered if the applicant can suitably demonstrate the involvement of Shire residents or if it promotes the Shire on a regional basis.

Applications which can demonstrate a contribution from the applicant are preferred. This may include the involvement of volunteers.

Examples of funding uses may include, but are not limited to;

1. Costs incurred relating to delivering shows, exhibitions, festivals, open days and other events.
2. Equipment purchases for the delivery of events and programs or where it can be demonstrated that there is evidence the equipment is vital for the on-going viability or the quality of the service / program.
3. Venue hire (note - if funds are being used for the hire of a Shire owned / operated facility this will be given as a cash payment to the organization, rather than as in-kind).
4. Professional development and training – to provide learning opportunities for volunteers, officials, and committee members.
5. Accessing Council resources – including facility, personnel, and equipment.

Funding cannot be used for;

1. Projects which have already commenced or have been completed (retrospective funding).
2. Cash prizes, awards or gifts.
3. Recurrent operating expenses, eg: administrations costs, staff wages, and utilities.
4. To service outstanding debts or loans.
5. An individual's personal living, medical, education or travel expenses (note: travel expenses may be claimed where a person has been engaged specifically for the project, such as a facilitator, and the expenses relate to the delivery of that project)
6. Activities or events that are the responsibility of a state or federal government.
7. Purchasing or provision of alcohol, or the costs associated with meeting Liquor Licensing requirements.
8. Political activities.
9. Religious activities that could be perceived as being divisive.

Projects must be delivered and acquitted within financial year of being notified the outcome of the application.

Funding Availability

Eligible organisations are entitled to access a total up to \$5,000 (ex GST) and only one application per group per financial year.

Application Process

Before commencing an application, the applicant should contact the Shire's Community development to confirm their eligibility and receive advice about the application requirements such as the licenses, permits, approvals, community consultation, and timeframes for submission.

Submitting an application

Applications for funding under the Community Grants program are accepted from 1st March to 30th April 2023. Applications which are not submitted within this timeframe will not be considered.

All applications must be submitted using the specified application form provided by the Shire of Coorow. Applications received that do not use this form will not be considered. All questions on the application form must be completed. Applications must clearly demonstrate defined community outcomes and should demonstrate the benefits their project will bring to the community.

Documents required to be provided

1. A completed application form;
2. Certificate of Currency showing current Public Liability;
3. Letter of support if you are being auspiced by another organisation
4. Letters of support from other supporting groups
5. Statement by Supplier form if you are not registered for GST; and
6. Quotes for all expenditure items on the project budget.

Applicants must discuss their project with a member of the Community Development Officer prior to submitting their application.

Assessment of applications

In accordance with the Local Government Act 1995 Section 5.60A and Section 5.60B any Councillor or Officer with a financial or proximity interested in an application must declare their interest and exclude themselves from the decision-making process for that application.

Community Grants Program applications are assessed for eligibility by the Assessment Committee which shall consist of:

1. The Councillors;
2. Chief Executive Officer (non-voting);
3. Two executives (non-voting); and
4. Community Development Officer (non-voting).

The Committee's recommendations are then approved by Council at the next appropriate Ordinary Council Meeting. All applicants will be notified of the outcome of their application in writing as a soon as practicable. Where an application has been unsuccessful the applicant will be notified.

Grant Claim and Variation

Successful applicants will receive a letter confirming the grant amount, the purpose for which the funding was to be used and any other conditions relating to the grant.

Grants must be claimed and expended within financial year of being advised the outcome of the application. Funds not claimed or utilised within this period will be forfeited and where payment has been made the funds must be returned to the Shire of Coorow.

Requests to vary or make a change to the proposed use of the grant funds must be made in writing for the consideration of the Chief Executive Officer. The applicant must also advise of any significant changes in the aims and objectives or management structure of the organization or group.

Grant Acquittal

All grant recipients are required to expend and acquit their grant within financial year of being notified of the outcome of their application. Acquittals must be submitted on the designated form. Applicants will be requested to provide evidence as to how the funds were used, a brief evaluation of the project (including photos where applicable) and evidence of the Shire's contribution being acknowledged.

Failure to acquit the grant will result in the organisation being ineligible for future funding from the Shire of Coorow until such time as the acquittal has been completed.

Where funds have not been expended in accordance with the grant application or permission to vary the use of funding has not been obtained, the Shire of Coorow reserves the right to request the return of allocated funds.

Promotional Activities

Promotion of funded activities

Applicants are strongly encouraged to consider how funded activities are promoted to ensure maximum reach to the community. The Shire will assist in the promotion of activities which have been funded through the Community Grants Program but should not be the sole promotional strategy.

The Shire will use funded projects to promote the Community Grants Program. This includes, but is not limited to, making information about funded projects available via the Shire's website.

Acknowledgement of the Shire of Coorow

The Shire of Coorow must be acknowledged as contributing to the funded activity. To assist in this, successful applicants will be provided with the Shire's logo along with information about the required use of the logo. Applicants will also have access to Shire banners where appropriate and available.