

COMMUNITY GRANTS AND CONTRIBUTIONS SCHEME

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1. OBJECTIVE

To offer community, sporting, cultural, service groups, associations and individuals, based within the Shire of Roebourne, financial assistance to foster high quality programs, community events, facilities and services that provide a return benefit to the Shire of Roebourne community.

This policy represents the following available grants and contributions available from the Shire of Roebourne (excluding the Annual Community Association Development Scheme and the Ex-Gratia payments which are covered separately under Shire of Roebourne Policy CS.19 and Sponsorship Policy CS 22):

1. [Shire of Roebourne](#) Annual Community Grant
2. Sports and Recreational Grant Scheme
3. Community Arts and Cultural Grant Scheme
4. End of Year School Awards Contribution
5. Walkington Award
6. Computers for Communities

2. PRINCIPLES

2.1. Introduction

In recognition of the important role that community and sporting groups and organisations play in developing vibrant communities, Council is committed to the provision of support and assistance through the various Community Grant Schemes each financial year.

2.2. Funding

Council will allocate funds to be available for the Community Grant and Contributions Scheme and for these to be included as part of the Shire of Roebourne annual budget process.

2.3. Eligibility

1. The applicant/s must reside or operate within the Shire of Roebourne. Applications that are not connected or concerned with the Shire of Roebourne Community will not be considered.
2. Organisations shall include, but are not limited to, sporting clubs, religious groups, schools, (parents and citizens associations), and community groups or individuals that have a focus on community needs with a social benefit.
3. Corporate organisations are ineligible to apply through this grant, however may be eligible through the Sponsorships Scheme.
4. Organisations that are applying for equipment must be incorporated and provide evidence of current incorporation status and a copy of their constitution's wind up clause.

NB: Applications from community associations for projects that have already been funded through alternate Shire grant schemes may be ineligible.

2.4. General Conditions

The Shire of Roebourne will endeavour to provide support to projects, activities and events that are consistent with the values and strategies contained within the Shire's Strategic Plan.

Specifically:

1. The proposal must support the values and strategic direction of the Shire of Roebourne.
2. The proposal must meet the specific funding program guidelines and criteria.
 - The applicant organisation must demonstrate ~~its~~ their capacity to manage financial and funding accountabilities of the project, as well as their overall project management capabilities.
3. Requests from, or in connection with, other local government areas and associations will be considered, including disaster or emergency appeals.
4. Assistance will not be given retrospectively.
5. Assistance will not be issued to applicants where monies are not expended on the purpose detailed in the original application.
6. Funds will not be approved to any eligible applicant that currently holds outstanding debts with the Shire of Roebourne.
7. All applications must be submitted on the relevant application forms, and received **prior** to the event or project taking place and must be received by 4.00pm on due date of the funding round.

2.5. Criteria

Applications shall be considered on the following basis:

1. Type of organisation / service.
2. Nature of service provided.
3. Purpose of donation.
4. Demonstrated community need / benefit.
5. Priority ~~against~~ (other applications).
6. Ability to generate income.
7. Available funding (budget).

2.6. Return Benefits to the Shire of Roebourne

The applicant agrees to acknowledge the Shire of Roebourne's assistance through the following mediums, inclusive of, but not limited to:

1. Public address announcements;
2. Shire banner displayed at the event;
3. Shire logo displayed on posters, pamphlets, sign boards etc;
4. Shire logo displayed as appropriate on other promotional materials such as t-shirts & stubby holders;
5. Undertake joint media promotion with the Shire of Roebourne;
6. Submission of photographs of activities and outcomes with an acquittal report.

2.7. Allocation of Funds

Allocation of funds, specific to a grant scheme, is explained in detail later in the policy.

All successful applications will be eligible to claim allocated funds upon receipt of approval/acceptance letter and submission of a valid tax invoice to the Shire of Roebourne.

Council will not:

- fund deficit funding
- fund retrospectively

Decisions regarding funding applications are final and will not be reconsidered. Applicants may choose to resubmit their applications during future funding rounds, including those in the same financial year.

2.8. Unspent Funds

Funds which are unspent at the conclusion of the project or activity will be returned to Council within 60 days of the completion of the project, activity or event.

Funds that remain unaccounted for, or remain unspent in the custody of the organisation, shall be treated as for any Council debt.

2.9. GST

Where groups and individuals have an ABN (Australian Business Number) and are registered, GST will be applicable and will be paid. Unregistered groups and individuals will need to complete an Australian Taxation Office declaration form prior to receiving reimbursement of grant monies.

2.10. Other

All applicants should note that Community Grants and Contributions Schemes are competitive. It is therefore recommended that all information requested and/or required, is provided at time of application so as not to jeopardise eligibility.

Variations to the approved application are generally not accepted. Any request to vary expenditure from the approved application would need to be submitted to, and approved by the CEO prior to the expenditure occurring. Only minor variations that do not change the overall intent of the approved application will be considered.

3. COMMUNITY GRANTS AND CONTRIBUTIONS SCHEMES

3.1 Shire of Roebourne Annual Community Grant Schemes

Aim: To offer group's financial assistance to encourage high standards of community service and programme delivery in areas such as health, welfare, training and general interest to promote a positive public image of the Shire of Roebourne. Assistance **may** be used to cover costs such as:

- operating costs such as salaries / wages, advertising and office space rental may be considered based on whole community benefit. Insurance will be capped up to 50% of the total insurance costs.
- annual events
- building maintenance and service / program delivery.

Amount: Up to \$50,000 per application.

Funding Rounds: ~~Call for Applications shall to be advertised for a minimum 2 month period prior to May each year and close on the last day of April each year. Applications for will be considered by Council in consideration at the -May Ordinary Council Meeting.~~

Budget: Applications shall be assessed, listed in order of priority and placed in Council's annual draft budget process for consideration.

Specific grant considerations: All successful applications will receive 25% of the total cost at the commencement of the project. Remaining funds can be released periodically upon submission of an approved project plan with achievable milestones. 5% will be retained and will be released upon receipt of a completed evaluation report and submission of all relevant receipts / invoices.

3.2 Sports and Recreational Grant Scheme

Aim: Applications for Sports Funding Grants may be made by any individual, sporting club or association and other recreation / leisure bodies, for the purpose of advancing skills or assisting in the public participation of their sporting activity.

Funding Rounds: Applications for funding should be submitted to the Shire of Roebourne by the advertised closing date, to ensure the application is evaluated in the appropriate funding rounds ~~(February, May, July and October)~~ each year.

Budget: Council shall make an annual budgetary provision for the purpose of the Sports & Recreation Grant Funding Scheme. ~~Currently funds up to \$6,500 per round will be distributed.~~

Amount: ~~Up to \$500-\$1,000~~ for individuals, up to ~~\$2,000~~\$4,500 for organisations.

Delegated Authority: All requests for the Sports & Recreation Grant Scheme shall be administered by Community Services in consultation ~~with:~~The

- Director Community Services
- Community Development Representatives
- Recreational/Community Facilities Representative

To assist the community with timely support, all applications submitted under the Community Grants and Contributions Scheme shall be assessed against pre-determined criteria by Shire staff and referred to the Chief Executive Officer ~~or nominated delegate~~ for approval ~~and subsequent payment~~, in accordance with the budget allocations.

Acquittal: Grant allocations that are not accessed within six months from notification of the success will be forfeited unless prior written authorisation for extension has been ~~given~~provided by CEO.

3.3 Community Arts & Cultural Grant Scheme

Aim: Applications for Community & Cultural Grants can be made by any individual, club, committee, Association or any other leisure body that performs community based activities within the Shire of Roebourne.

Funding Rounds: Applications for funding should be submitted to the Shire of Roebourne by advertised closing date, to ensure the application is evaluated in the appropriate funding rounds ~~(February, May, July and October)~~ each year.

Budget: Council shall make an annual budgetary provision for the purpose of the Community and Cultural Grant Scheme. ~~Currently funds up to \$6,500 per round will be distributed.~~

Amount: Up to ~~\$1,000~~500 for individuals, up to ~~\$4,500~~2,000 for organisations.

Delegated Authority: All requests for the Community Cultural Grant Scheme shall be administered by Community Services in consultation with:

- ~~The~~ Director Community Services
- Community Development Representatives
- Recreational/Community Facilities Representative

To assist the community with timely support, all applications submitted under the Community Grants and Contributions Scheme shall be assessed against pre-determined criteria by Shire staff and referred to the Chief Executive Officer ~~or nominated delegate~~ for approval ~~and subsequent payment~~ in accordance with the budget allocations.

Acquittal: ~~Move below line up~~ Grant allocations that are not accessed within six months from notification of the success will be forfeited unless prior written authorisation for extension has been ~~given~~provided by the Chief Executive Officer.

3.4 End of Year School Awards Contribution

Aim: To assist local educational institutions with end of year presentations.

Funding Rounds: That Council make an annual contribution to the public training provider (Pilbara Institute) as well as all local primary and secondary schools within the Shire of Roebourne at the end of each calendar year to assist with end of year presentations.

Budget: Council shall make an annual budgetary provision (~~currently \$10075/primary school and \$17550/high school~~) to assist with end of year presentations.~~for the purpose of providing a one-off donation to all primary and secondary schools as well as the public training provider (Pilbara Institute) within the Shire of Roebourne to assist with end of year presentations.~~

Delegated Authority: That Community Services will administer the annual donation to each local educational institution that consents to the contribution, for the purpose of assisting with the end of year presentations.

3.5 Walkington Award

Aim: The Walkington Award is to encourage students, between the ages of 16 and 25, who reside (or whose parents reside) in the Shire of Roebourne, to continue either full or part time studies at a recognised educational institution.

The Award will be made to the student whom the Award Committee consider has achieved academic excellence over the previous twelve months and has ~~also~~ demonstrated achievement in other areas such as community involvement.

Funding Rounds: Applications will be advertised during term two of the school calendar and close on the last Friday of term three.

Budget: Council shall make an annual budgetary provision for the purpose of the Walkington Award. Council will invite financial contributions for the Walkington Award~~s~~ from the educational institutions who comprise the judging committee.

Delegated Authority: That Community Services will administer the Walkington Award, in consultation with the Walkington Award judging committee comprising;

- Director Community Services.
- Shire President.
- Managing Director, The Pilbara Institute.
- Principal, Karratha Senior High School.
- Principal, St Luke's College.
- Principal, Roebourne District High School.

3.6 Computers for Communities

Aim: The Computers for Communities ~~aims to~~ is to provide assistance to any incorporated art, sporting or community club or association, operating within the Shire of Roebourne, to assist with day-to-day administration and functions of that group.

~~These are late model computers, generally three years old, and are suitable for light office duties, such as for word processing and Internet browsing. All computers come complete with Windows XP Professional, a monitor, keyboard, mouse and CDS ROM. The computers are provided as-is and without warranty.~~

~~Periodically~~Each year, the Shire of Roebourne will make computers available that are surplus to its needs ~~available~~ (at no cost) to eligible applicants.

Occasionally, printers may become available under the same program and will be advertised accordingly.

~~All items provided under this scheme are distributed~~ The printers are provided as-is and without warranty.

Funding Rounds: ~~Call for a~~ Applications will be advertised as computers and/or printers become available for dissemination ~~through this scheme~~.

Delegated Authority: All requests for the Computers for Community Grant Scheme shall be assessed and administered by Community ~~Services~~ and referred to the Chief Executive Officer ~~or nominated delegate~~ for approval.

4. CONSEQUENCES

This policy represents the formal policy and expected standards of the Shire of Roebourne. Unless appropriate approvals are obtained, deviations from the policy may invoke disciplinary action to be taken as per the Shire's performance counselling process.

5. ROLES AND RESPONSIBILITIES

It is the responsibility of **All Staff** to ensure that they adhere to the policy, direction and legislation.

It is the responsibility of the **Community Services – Directorate** to administer funds within relevant guidelines and ensure community organisations, successful in obtaining funds, are compliant with this policy.

Council is responsible for the application of the policy. **Council** is responsible for the review of the policy.

6. REFERENCES TO RELATED DOCUMENTS

Annual Community Sponsorship Guidelines and Application Form.

Sports and Recreational Grant Scheme and Community Arts and Cultural Grant Scheme Guidelines and Application Form.

Computers for Communities Guidelines and Application Form.

Walkington Awards Nomination Form.

Policy CS19: Annual Community Associations Grant Schemes

Policy CE1: Financial Requests for Unbudgeted Items (Previous Policy No: CS10)

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Responsible Officer:	Manager Community Services Community & Engagement

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.