

# Shire of Northam Community Grants Guidelines



## Our Plan for the Future

The Shire of Northam in conjunction with the community has adopted a Plan for the Future. This plan outlines the goals, outcomes and strategies Council would like to achieve in the coming years. Under the Key Result Area of 'Social, Cultural and Community', a number of important outcomes are outlined. In applying for a Shire of Northam Community Grant, applicants should keep in mind the following.

Our community:

- Fosters community pride and a sense of place
- Celebrates our cultural diversity
- Recognises and preserves our history and heritage
- Enhances our creativity through public and community art
- Continuously learns
- Respects and cares for our aged
- Provides an environment that builds our community by enhancing the growth and development, and the retention of youth in our community
- Enjoys living in a safe, caring and healthy community
- Provides for active and passive recreation needs.

## Background

These guidelines cover non-recurrent small grants that are made available to non-profit community based organisations and sporting groups which provide a service or activity which is of benefit to the residents of the Shire of Northam – or to particular target groups within the Shire – and which strengthen community networks and self supporting community relationships.

These grants may be in the form of funding for projects or direct operational expenses associated with the provision of a service. This does not include indirect costs or exceptions detailed in this policy.

## Principles

Grants are not intended to lead to a dependency on Council for ongoing funding. If requested, evidence must be provided that the organisation or group is community based and not conducted for private gain.

Requests for funding will not automatically be approved, and if approved, Council makes no commitment towards continued funding.

## Objectives

The objectives of the Community Grants Program are:

1. To encourage programs and activities which foster independence and social participation and which strengthen the social fabric of the Shire of Northam community
2. To support innovative responses to community needs, particularly for disadvantaged groups and individuals
3. To provide establishment grants where no alternative funding sources exist
4. To encourage community partnerships between community organisations
5. To encourage high quality service delivery
6. To develop the skills of the local community

## Selection Criteria

Applications for a Grant must be made on the Community Grants Application form provided and will be assessed against the following criteria:

- the benefit that will accrue to the community as a whole and that which will be gained by residents facing particular needs within the Shire
- eligibility for funding from other sources
- the organisation's ability to effectively manage and deliver the proposed activity / service
- capacity of the service or program to become self sustaining / independent of ongoing financial assistance from the Council
- the degree to which cooperative relationships with other local organisations and partners have been established in relation to the proposed activity / program
- priority of the project in relation to other applications
- the degree to which the proposed activity / program provides opportunities for community participation, skills development and capacity building

Based on the above, the following table outlines the types of projects Council would like to support.

<b>Projects Council Will Consider for Support</b>	<b>Projects That May Not be Supported</b>
Projects that benefit the wider community or a target group within that community with particular needs	Projects that are for the benefit of individuals or only a small, select group within the community
Projects that are not eligible for funding from other sources	Projects that are eligible for funding from other sources and have not yet approached or applied for funds from these sources

Projects that have additional funding partners either through contributions from the applicant organisation or other funding bodies	Projects where the sole contributor will be the Shire of Northam and no support is evident from the applicant
Projects that can demonstrate the service or activity will be sustainable or ongoing to a certain degree	Projects that are a once off and would require additional funding support to occur again in the future
Projects where the applicant is working in partnership with others in the local community to deliver outcomes	Applicants that have not communicated with other local groups
Projects that are providing a new service / activity or a service / activity not provided by any other group	Projects that are competing with or already being provided by an existing service or organisation
Projects that provide an opportunity for skills development or capacity building of community members	Projects delivered 'for community members', with no opportunity for residents to learn how to deliver the project themselves in the future
Project plans / budgets that are accompanied by suitable and relevant quotes and / or working drawings.	Project plans / budgets that are not accompanied by suitable and relevant quotes and / or working drawings.

## **Organisations not eligible for funding**

- Profit making groups and individuals.
- Government departments and agencies.
- Political parties.
- Groups which have not successfully delivered previous projects for which they have received Shire of Northam support.
- Organisations with substantial funds other than for asset replacement and staff entitlements.

Applicants are requested to note that grants are not available for:

- projects which are already completed;
- purchase of buildings or land;
- staff positions that require recurrent funding;
- major capital works (minor works less than \$10,000 will be considered);
- payment of Public Liability Insurance; or,
- contributions to individuals.

## **Incorporation**

All groups / organisations applying for grants should be incorporated. Non-incorporated groups can also apply if they are able to demonstrate an ability to administer the grant effectively.

## **Goods and Services Tax (GST)**

In preparing your budget, you will need to consider any GST implications. Please note: If you do not have an ABN, you will need to fill in a Statement by a Supplier – Reason for not quoting an Australian Business Number to an enterprise - form from the Australian Tax Office. If you do not do this, Council will be required to withhold 48.5% of the grant and remit to the ATO on your behalf.

It is important to remember that if you are successful in receiving a grant and you are registered for the GST, the additional 10% in the cheque will need to be forwarded through the BAS (Business Activity Statement) to the ATO (Australian Taxation Office).

## **Assessment of Applications**

Applications on the prescribed application form will initially be forwarded to the Community Development Officer where they will be assessed in accordance with the objectives and guidelines of the program. A report for the allocation of grant funding will then be prepared for consideration and approval by Council.

## **Guidelines**

1. Groups applying for funds should be based within the boundaries of the Shire of Northam Local Government Area and / or principally serve the people living and working in the Shire of Northam.
2. Applicants should address Council's objectives, selection criteria and local community needs. Priority will be given where funding is sought to meet a demonstrated need in the area, where cooperation with other services / community groups can be demonstrated and where applicants are providing a contribution of their own.
3. An application should include a copy of the group / organisation's latest audited financial statement and balance sheet. A statement of income and expenditure should be provided where an organisation is not subject to audit requirements. All accumulated funds should be adequately explained. An organisation with substantial unused reserves will be unlikely to be considered eligible for funding.
4. If applying for the first time, please attach a copy of your constitution or statement of aims and objectives. If you are not incorporated, please demonstrate your ability to administer the grant successfully.
5. Successful applicants will be required to:

- provide evidence of expenditure of funds including a financial statement signed by an authorised officer, identifying how the monies were spent;
  - provide an acquittal of the project on the form provided; and,
  - return any unspent funds to Council by 30<sup>th</sup> June in the financial year of the grant.
6. Successful applicants must give appropriate acknowledgement of the Shire of Northam's support in all their promotional material and programming information for the project / service.
  7. The grant must be fully expended by 31 March in the financial year of the grant and acquitted by 14 April in the financial year of the grant.
  8. If the applicant wishes to make changes to the expenditure, as outlined in the application, these changes need to be requested in writing and addressed to the CEO.

## **Want to know more?**

If you would like further information about these guidelines, or require assistance in filling in the application, please contact the Shire of Northam's Community Development Officer Michelle Blackhurst on 0407 088 183 or email [cdo@northam.wa.gov.au](mailto:cdo@northam.wa.gov.au)

## **Checklist**

Your application for a Shire of Northam Community Grant should include the following:

Community Grant application form, with the relevant supporting documentation, which may include;

- Latest audited financial statement / balance sheet or statement of income and expenditure.
- Copy of constitution or statement of aims and objectives.
- Evidence of any significant partnerships e.g. evidence of contributory funding from other organisations.
- Evidence of costs that you require Council to support e.g. quotes, written estimates, examples of budgets from similar past activities.
- For buildings / alterations, a design showing dimensions, location and a timeline for works.