

COMMUNITY GRANTS PROGRAM GUIDELINES 2022-2023

The Community Grants Program aims to strengthen and enhance the social wellbeing, development, and sustainability of the Shire of Northam community. Grants are awarded to local not for profit community organisations to support projects that will benefit specific target groups and the broader community.

The Community Grants Scheme is governed by Council's Community Support Policy, which provides a framework for the community for requesting funds and/or sponsorship from Council; and provides Council with a framework to ensure a consistent and equitable allocation of funds.

These guidelines cover non-recurrent small grants made available through the following community grant categories:

- **Quick Response Grants** (up to \$5,000 excluding GST)
- **Community Development Grants** (between \$5,000 - \$20,000 excluding GST)

Projects that align with the Shire of Northam Council Plan will be highly regarded.

It is highly recommended that applicants contact the Shire of Northam Community Development Officer at cdo1@northam.wa.gov.au or 6608 0234, to discuss their project prior to submitting an application.

GRANT OBJECTIVES

The objectives of the Community Grants Program are:

- To encourage programs and activities that strengthen the social fabric of the Shire of Northam community
- To support innovative responses to community needs, particularly for disadvantaged groups and individuals
- To provide support where no alternative funding sources exist
- To encourage partnerships between community organisations
- To encourage high quality service delivery
- To develop the skills and capacity of the local community

ELIGIBILITY CRITERIA

- The applicant organisation must operate within the Shire of Northam and beneficiaries must be residents of the Shire of Northam. If managed by an outside group, demonstrated evidence that a high percentage of members/users reside in the Shire of Northam must be included in the application.
- Only groups who can demonstrate that they are a not-for-profit community organisation will be considered eligible for funding.
- Individuals aged 18 years or under who are still at school can apply for a Quick Response Grant for travel subsidy only if they have been selected for representation at a State, National or International level competition or event endorsed by the relevant State association or governing body.
- Applications must be made on the appropriate Shire of Northam Community Grant Application Form.
- Canvassing of Elected Members may result in your application being disqualified.

ASSESSMENT CRITERIA

The Community Grants Program is a competitive grant program. Submission of an application does not guarantee funding.

Applications will be assessed against the following criteria:

- Alignment with the Shire of Northam Council Plan
- Demonstrated management and financial capacity to deliver
- Access, opportunity, and participation
- Anticipated outcomes in response to the identified need
- Evidence that other support and funding has been obtained or is being sought
- Goods and services are being procured from Shire of Northam based businesses wherever possible
- Recognition of Shire of Northam support.

WHAT CANNOT BE FUNDED

- Retrospective costs
- Corporate events or projects
- Recurrent operational or staffing costs
- Gifts
- Costumes or uniforms
- Purchase of alcohol
- Equipment not directly related to the project
- Projects that are the core responsibility of government agencies
- Projects that are deemed to be of benefit to a business, person or other profit making venture
- Projects that have a fundraising outcome
- Projects with a religious or political purpose
- Activities that duplicate an existing service

APPLICATION REQUIREMENTS

- Completed grant application on appropriate form, including detailed project/event budget
- Copy of Certificate of Incorporation (if applicable)
- Copy of Public Liability Insurance (if applicable)
- Copy of the latest financial statement and balance sheet (if applicable)
- Quotes provided for items and services above \$500
- Submitted by the advertised closing date
- Applicants must have acquitted all previous funding
- Applicants are required to obtain all appropriate permits, consents, or approvals, including but not limited to those required by the Shire
- Successful applicants will be required to complete a Grant Agreement
- Funds must be spent in accordance with the details provided within the application unless an exemption has been obtained
- The grant must be fully expended and acquitted prior to 30 June of the relevant year, unless otherwise stated in the Grant Agreement
- Any unspent funds are to be returned to the Shire

QUICK RESPONSE GRANTS

Grants up to \$5,000 excluding GST – available year round.

Quick Response Grants support innovative responses to community and individual needs, either as a whole or target groups (children, youth, seniors, people with disability, culturally or linguistically diverse). These grants are intended for ad hoc and smaller scale projects, or to assist one off projects, or to assist the delivery of projects/events for which opportunity has arisen.

Projects must take place within the Shire of Northam and significantly benefit the Shire of Northam community. Funding can be utilised for wide range of purposes, including, but not limited to:

- One off community events
- Community projects that address a clearly defined community need
- Sponsorship of regional or state level sporting tournaments or competitions hosted in the Shire of Northam (i.e. not for the regular season)
- Funding can be applied for by individuals, 18 years or under and still at school who have qualified to participate in recognised State, National or International level events. A maximum \$500 will be awarded for travel subsidy
- Equipment purchases or capital projects only if there is a demonstrated risk to the safety or wellbeing of participants.
- A maximum of 20% of the total funding received can be used for catering purposes.

Quick Response Grants can be applied for year round and will be assessed within 25 working days of receipt by the Shire of Northam. Applications should be submitted to records@northam.wa.gov.au

COMMUNITY DEVELOPMENT GRANTS

Grants between \$5,000 - \$20,000 excluding GST

The Community Development Grants are provided to support the strategic projects or development, as well as organisational capacity building of local community groups and sporting clubs.

Projects must relate to either strategic planning or organisational capacity building. For example, eligible projects may include:

- Development or implementation of a strategic plan
- Feasibility studies

- Training and professional development of committee members and club officials
- Organisational development opportunities
- Support for major community projects

The Community Development Grants are open September/October each year. Projects should be able to be completed within an 18 month timeframe.

Applicants will be notified of the outcome in December.

GENERAL INFORMATION

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 form (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 Community Grants Program Guidelines and Council Policy. Approval for Quick Response Grants will be determined by Shire of Northam Executive Management. The outcome of Community Development Grant applications will be determined by a selection panel appointed by Council.

Successful Applicants

Successful applicants will be required to sign a grant agreement specifying the terms and conditions of the grant, before claiming the awarded funds. If at any stage the applicant is unable to meet the

terms and conditions of the funding agreement they should contact the Community Development Officer as soon as possible.

Successful applicants are to submit a compliant tax invoice to the Shire of Northam to claim their funding. For grants under \$1,000.00 the full allocation can be claimed upfront. For grants \$1,000.00 and above 90% of the allocated funding can be claimed upfront. The remaining 10% will be withheld until the project is complete and a financial acquittal and project evaluation has been submitted and approved.

Financial Acquittal & Evaluation

Successful applicants will be required to acquit the funding and submit a project evaluation upon completion of the project.

The following information is required for the financial acquittal and evaluation:

- Declaration by the Chairperson/President that funding was utilised in accordance with the grant agreement
- Financial statement (income & expenditure)
- Copies of invoices/evidence of expenditure
- Evaluation of the project against the expected outcomes which may include photographs and project summary, statistics, attendances or case studies.
- Evidence of public acknowledgement of Shire of Northam support
- Completed financial acquittal and project evaluation form

Any unspent funds are to be returned to Council by 30 June in the financial year of the grant unless alternative arrangements have been made.

Any withheld funds will be paid once the project is complete and the financial acquittal and evaluation form has been finalised.

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 on 6608 0234 or email cdo1@northam.wa.gov.au