

COMMUNITY SUPPORT

C 3.1 Community Grants Scheme

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	C.2201
<i>Resolution Date</i>	21/05/2014
<i>Next Scheduled Review</i>	2016
<i>Related Shire Documents</i>	Shire of Northam Strategic Community Plan
<i>Related Legislation</i>	Local Government Act –s5.3 Local Government (Administration) Regulations – Reg 12

OBJECTIVE

To provide the framework for consistent financial support administration and assessment processes to ensure they are transparent, equitable, inclusive and understood by the community.

SCOPE

POLICY

The Shire of Northam will make provision in its annual budget to provide for community assistance funding as per Attachment 2.1.

ATTACHMENT 2.1 COMMUNITY FUNDING SCHEME

The Community Funding Scheme aims to strengthen and enhance the social wellbeing, development and sustainability of the Shire of Northam community. It aims to encourage the involvement of the community in achieving the Shire of Northam's strategic direction as identified in the Strategic Community Plan.

The Community Funding Scheme aims to support individuals and community organisations to undertake projects, events and activities through a range of non-competitive and competitive grant and sponsorship categories.

SECTION 1 FUNDING ALLOCATIONS AND DONATIONS

1.1 Community/Progress Association Australia Day Celebration Allocations

AIM	To assist the Community/Progress Associations to host Australia Day celebrations within their local community
ELIGIBILITY	Council recognised community / progress associations: <ul style="list-style-type: none"> • Wundowie Progress Association • Bakers Hill Progress and Recreation Association • Clackline Progress Association • Spencers Brook Progress Association • Grass Valley Progress Association • Southern Brook Progress Association
FUNDING AMOUNT	Allocation determined by Council in the Annual Budget
FUNDING CRITERIA	<ul style="list-style-type: none"> • No requirement for matching funding • Acknowledgement of Shire of Northam support • Allocation cannot be carried forward to next financial year • Funding will not be issued if there are outstanding acquittals
ACQUITTAL REQUIREMENTS	<ul style="list-style-type: none"> • Copies of invoices • Evidence of acknowledgement of Shire of Northam support • Unspent funds to be returned to Shire of Northam

1.2 Community/Progress Association Annual Allocations

AIM	To assist the Community/Progress Associations to undertake projects and programs to enhance their local community
ELIGIBILITY	Council recognised community / progress associations: <ul style="list-style-type: none"> • Wundowie Progress Association • Bakers Hill Progress and Recreation Association • Clackline Progress Association • Spencers Brook Progress Association • Grass Valley Progress Association

	<ul style="list-style-type: none"> • Southern Brook Progress Association
FUNDING AMOUNT	Allocation determined by Council in the Annual Budget
FUNDING CRITERIA	<ul style="list-style-type: none"> • No set requirement for matching funding, , although the Shire of Northam may require the Association to apply for external funding to part fund the project if considered eligible • Project plan(s) and budget to be submitted to Shire of Northam for approval by the Chief Executive Officer or delegated Officer • Allocation may be carried forward for up to 3 years for large scale projects. • Funds cannot be allocated to social functions unless accessible to the entire community. • Funds cannot be allocated to third party community organisations for operational purposes (e.g. insurances) • Funds can only be allocated to third party community groups for infrastructure or equipment if it is of benefit to the wider community • Acknowledgement of Shire of Northam support • Funding will not be issued if there are outstanding acquittals/progress reports
ACQUITTAL REQUIREMENTS	<ul style="list-style-type: none"> • Provision of financial statement and copies of invoices • Statement of project outcome and photographs • Evidence of acknowledgement of Shire of Northam support • Uncommitted funds to be returned to Shire of Northam

1.3 Seniors Group Allocations

AIM	To assist seniors groups in the Shire of Northam to deliver activities and programs for seniors
ELIGIBILITY	<p>Council recognised seniors groups:</p> <ul style="list-style-type: none"> • Northam Over 60s Group • Northam Senior Citizens Club • Silver Wings Over 55s
FUNDING AMOUNT	Allocation determined by Council in the Annual Budget
FUNDING CRITERIA	<ul style="list-style-type: none"> • No requirement for matching funding • Funding to be allocated to activities and programs, and not for ongoing operational expenses • Acknowledgement of Shire of Northam support • Allocation cannot be carried forward to next financial year • Funding will not be issued if there are outstanding acquittals
ACQUITTAL REQUIREMENTS	<ul style="list-style-type: none"> • Provision of financial statement and copies of invoices • Statement of project outcome and photographs

	<ul style="list-style-type: none"> • Evidence of acknowledgement of Shire of Northam support • Unspent funds to be returned to Shire of Northam
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1.4 Educational Prizes and Donations

AIM	To recognise young people who have made an outstanding achievement or contribution at their school/institute and/or shown strong leadership skills within the community
ELIGIBILITY	<p>Council recognised schools and educational institutes:</p> <ul style="list-style-type: none"> • Wundowie Primary School • Bakers Hill Primary School • Avonvale Primary School • Northam Primary School • West Northam Primary School • St Joseph's School • Northam Senior High School • CY O'Connor Institute
FUNDING AMOUNT	Allocation determined by Council in the Annual Budget
FUNDING CRITERIA	<ul style="list-style-type: none"> • Prize, award or scholarship to a nominated student in recognition of outstanding contribution or leadership • Shire of Northam to be recognised as donor (e.g. on Certificate) • Council representative to be invited to make presentation
ACQUITTAL REQUIREMENTS	Photograph of presentation ceremony

1.5 Excellence in Sport, Recreation, Arts and Culture - Travel Support

AIM	To promote participation and excellence by young people in sport, recreation, arts or cultural pursuits
ELIGIBILITY	<ul style="list-style-type: none"> • Individuals under the age of 18, still at school and who reside in the Shire of Northam • One application per financial year for participation at either State, National or International level, unless the applicant qualifies (during the event for which travel support has been granted) to participate at a higher level in another event within the same field • Support will not be given retrospectively and application must be submitted at least 1 month prior to travel

FUNDING AMOUNT	<ul style="list-style-type: none"> • Council allocation in the Annual Budget to make available: <ul style="list-style-type: none"> ○ \$100 per individual for intrastate travel (greater than 500km) ○ \$150 per individual for interstate travel ○ \$300 per individual for overseas travel • Determination of eligibility at discretion of the Chief Executive Officer
FUNDING CRITERIA	<ul style="list-style-type: none"> • Event or competition must be endorsed by the relevant State Association / Governing Body (where applicable), or other relevant organisation • Applicant must have been selected through a validated process (supporting documentation required) • Funding not applicable for development or training squads, invitational events, or for local/regional competition
ACQUITTAL REQUIREMENTS	Nil

SECTION 2 – COMMUNITY ASSISTANCE GRANTS

2.1 Public Event Grants & Sponsorships

AIM	To assist in the delivery of events that demonstrate significant community reach and benefit, promote social inclusion and encourage partnerships and collaboration in the community
ELIGIBILITY	<ul style="list-style-type: none"> • Events must take place within the Shire of Northam and benefit the community • Consideration will not be given for the following: <ul style="list-style-type: none"> ○ Retrospective funding ○ Recurrent salaries or operational costs not directly associated with the event ○ Gifts ○ Applicants who have outstanding acquittals
FUNDING AMOUNT	<ul style="list-style-type: none"> • Up to \$5,000 per event or as decided by Council for specific events (e.g. Wundowie Iron Festival) • Amount of funding will be determined by Council and allocated in the Annual Budget
ASSESSMENT CRITERIA	<ul style="list-style-type: none"> • Alignment with the Shire of Northam Strategic Community Plan • Management and financial capacity to deliver • Access, opportunity and participation • Evidence that other support and funding has been obtained or is being sought • Recognition of Shire of Northam support

APPLICATION REQUIREMENTS	<ul style="list-style-type: none"> • Completed and signed application form • Copy of Certificate of Incorporation (if applicable) • Copy of Public Liability Insurance • Copy of certified organisational financial statements • Submitted by the advertised closing date
FUNDING AGREEMENT	<p>Prior to payment, successful applicants must sign a funding agreement stating that:</p> <ul style="list-style-type: none"> • Funds will be expended only for the purposes specified in the agreement unless otherwise agreed in writing by the Shire of Northam • Funds will be expended within twelve months of receipt of grant offer • The recipient will notify the Shire of any change in scope of the event and the Shire retains the right to refuse/reduce level of financial assistance in that instance • The Shire retains the right to withhold payment until Public Event Approval has been granted • The recipient will acknowledge the support of the Shire in the event's advertising and promotional materials in accordance with Shire requirements • The recipient will provide an audited financial statement for the event expenditure if requested to do so • The recipient will provide a project evaluation, including evidentiary materials within three months of the end of the grant term • Any additional special terms and conditions
ACQUITTAL REQUIREMENTS	<ul style="list-style-type: none"> • Grant recipients will be required to provide the following: <ul style="list-style-type: none"> ○ Declaration by the Chairperson/President that funding was utilised in accordance with the grant agreement ○ Financial statement (income and expenditure) ○ Copies of invoices/evidence of expenditure ○ Completed evaluation form ○ Evidence of project outcomes and acknowledgement of Shire of Northam support

2.2 Project Grants

AIM	To support innovative responses to community needs, either as a whole or target groups (children, youth, seniors, persons with a disability, culturally or linguistically diverse). Projects can include development of community facilities, purchase of equipment and the delivery of community based programs and projects. Priority will be placed on projects that promote skills development, enhance safety or increase participation and social inclusion.
ELIGIBILITY	<ul style="list-style-type: none"> • Projects must take place within the Shire of Northam • Projects must address a clearly identified community need • Consideration will not be given for the following: <ul style="list-style-type: none"> ○ Retrospective funding ○ Recurrent salaries or operational costs not directly associated with the funded project ○ Projects that have a fundraising outcome ○ Trophies, prizes or gifts ○ Costumes or uniforms ○ Activities targeted at students in a school setting ○ Projects considered to be better funded through other sources ○ Applicants that have outstanding acquittals
FUNDING AMOUNT	<ul style="list-style-type: none"> • Up to \$5,000 per project • Amount of funding will be determined by Council and allocated in the Annual Budget
ASSESSMENT CRITERIA	<ul style="list-style-type: none"> • Alignment with the Shire of Northam Strategic Community Plan • Management and financial capacity to deliver • Anticipated outcomes in response do identified need • Access, opportunity and participation • Evidence that other support and funding has been obtained or is being sought • Recognition of Shire of Northam support
APPLICATION REQUIREMENTS	<ul style="list-style-type: none"> • Completed and signed application form • Copy of Certificate of Incorporation • Copy of Public Liability Insurance • Copy of certified organisational financial statements • Submitted by the advertised closing date
FUNDING AGREEMENT	<p>Prior to payment, successful applicants must sign a funding agreement stating that:</p> <ul style="list-style-type: none"> • Funds will be expended only for the purposes specified in the agreement unless otherwise agreed in writing by the Shire of Northam

	<ul style="list-style-type: none"> • Funds will be expended within twelve months of receipt of grant offer • The recipient will notify the Shire of any change in scope of the project and the Shire retains the right to refuse/reduce level of financial assistance in that instance • The Shire retains the right to withhold payment until approvals or permits have been granted (if applicable) • The recipient will acknowledge the support of the Shire in the project's signage, advertising and promotional materials in accordance with Shire requirements • The recipient will provide an audited financial statement for the project expenditure if requested to do so • The recipient will provide a project evaluation, including evidentiary materials within three months of the end of the grant term • The recipient will return any unspent funds to the Shire of Northam • Any additional special terms and conditions
ACQUITTAL REQUIREMENTS	<ul style="list-style-type: none"> • Grant recipients will be required to provide the following: <ul style="list-style-type: none"> ○ Declaration by the Chairperson/President that funding was utilised in accordance with the grant agreement ○ Financial statement (income and expenditure) ○ Copies of invoices/evidence of expenditure ○ Schedule of Volunteer Labour (if applicable) ○ Schedule of Donated Materials (if applicable) ○ Completed evaluation form ○ Evidence of project outcomes and acknowledgement of Shire of Northam support • Unspent funds are to be returned to the Shire of Northam within 3 month of project completion date/end of grant term

2.3 Quick Response Grant

AIM	To support innovative responses to community needs, either as a whole or target groups (children, youth, seniors, persons with a disability, culturally or linguistically diverse). These grants are intended for urgent projects or to assist the delivery of projects/programs for which short term opportunity has arisen.
ELIGIBILITY	<ul style="list-style-type: none"> • Projects must take place within the Shire of Northam or significantly benefit the Shire of Northam community • Projects must address a clearly identified community need • Funding can be utilised for venue hire, equipment hire and promotion

	<ul style="list-style-type: none"> • Consideration will not be given for the following: <ul style="list-style-type: none"> ○ Retrospective funding ○ Recurrent salaries or operational costs not directly associated with the running of the project ○ Gifts ○ Equipment purchases or capital projects unless there is a demonstrated risk to safety or well being ○ Applicants that have outstanding acquittals
FUNDING AMOUNT	<ul style="list-style-type: none"> • Up to \$500 per project • The project should demonstrate other sources of funding (cash or in kind) • Council will make provision in the Annual Budget for allocation at the discretion of the Chief Executive Officer • Applications will be assessed within 6 weeks of receipt by the Shire of Northam
ASSESSMENT CRITERIA	<ul style="list-style-type: none"> • Demonstration of community need and urgency • Anticipated outcomes in response do identified need • Evidence of other support/funding • Recognition of Shire of Northam support
APPLICATION REQUIREMENTS	<ul style="list-style-type: none"> • Completed and signed application form • Copy of Public Liability Insurance (where applicable) • Submitted at any time
FUNDING AGREEMENT	<p>Prior to payment, successful applicants must sign a funding agreement stating that:</p> <ul style="list-style-type: none"> • Funds will be expended only for the purposes specified in the agreement unless otherwise agreed in writing by the Shire of Northam • Funds will be expended within six months of receipt of grant offer • The recipient will notify the Shire of any change in scope of the project and the Shire retains the right to refuse/reduce level of financial assistance in that instance • The Shire retains the right to withhold payment until approvals or permits have been granted (if applicable) • The recipient will acknowledge the support of the Shire in the project's signage, advertising and promotional materials in accordance with Shire requirements • The recipient will provide a project evaluation, including evidentiary materials within three months of the end of the grant term • The recipient will return any unspent funds to the Shire of Northam • Any additional special terms and conditions

ACQUITTAL REQUIREMENTS	<ul style="list-style-type: none"> • Grant recipients will be required to provide the following: <ul style="list-style-type: none"> ○ Financial statement (income and expenditure) ○ Copies of invoices/evidence of expenditure ○ Statement of Volunteer Labour/Donated Materials (if applicable) ○ Completed evaluation form ○ Evidence of project outcomes and acknowledgement of Shire of Northam support • Unspent funds are to be returned to the Shire of Northam within 3 month of project / end of grant term
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SECTION 3 – CLUB SPONSORSHIP

AIM	To support clubs in the hosting of major club events or competitions that will bring additional benefits to the Shire of Northam community.
ELIGIBILITY	<ul style="list-style-type: none"> • Sport/recreation clubs within the Shire of Northam that are affiliated with a State association • Event/competition must take place within the Shire of Northam and entries to be open to residents and non-residents • Funding can be utilised for hosting and promotion of the event /competition or for prizes / prize money where it encourages excellence in sport • Consideration will not be given for the following: <ul style="list-style-type: none"> ○ Retrospective funding ○ Recurrent salaries or operational costs not associated with the funded event ○ Equipment purchases ○ Fundraising activities ○ Clubs that have outstanding acquittals
FUNDING AMOUNT	<ul style="list-style-type: none"> • Up to \$500 per club annually, unless determined otherwise by Council • The club should demonstrate other sources of funding (cash or in kind) for the event/competition • Council will determine the level of sponsorship and make allocation in the Annual Budget
ASSESSMENT CRITERIA	<ul style="list-style-type: none"> • Significance of event at local/state/national level • Additional benefits to the community (e.g. promotion of the region, attraction of competitors and spectators) • Evidence of other support/funding • Recognition of Shire of Northam support

APPLICATION REQUIREMENTS	<ul style="list-style-type: none"> • Completed and signed application form • Copy of Public Liability Insurance (where applicable) • Copy of certified organisational financial statements
FUNDING AGREEMENT	<p>Prior to payment, successful applicants must sign a funding agreement stating that:</p> <ul style="list-style-type: none"> • Funds will be expended only for the purposes specified in the agreement unless otherwise agreed in writing by the Shire of Northam • Funds will be expended within twelve month of notification of grant • The recipient will notify the Shire of any change in scope of the project and the Shire retains the right to refuse/reduce level of financial assistance in that instance • The recipient will acknowledge the support of the Shire in the event/competition signage, advertising and promotional materials in accordance with Shire requirements • The recipient will provide a project evaluation, including evidentiary materials within three months of the end of the grant term • The recipient will return any unspent funds to the Shire of Northam • Any additional special terms and conditions
ACQUITTAL REQUIREMENTS	<ul style="list-style-type: none"> • Grant recipients will be required to provide the following: <ul style="list-style-type: none"> ○ Copies of invoices/evidence of expenditure ○ Completed evaluation form ○ Evidence of project outcomes and acknowledgement of Shire of Northam support • Unspent funds are to be returned to the Shire of Northam within 3 month of event/competition date/end of grant term