

DEVELOPMENT & COMMUNITY SERVICES

CP.32 Community Grants Program

<i>Responsible Department</i>	Development & Community Services
<i>Resolution Number</i>	C.5338
<i>Resolution Date</i>	18 June 2025
<i>Next Scheduled Review</i>	June 2027
<i>Related Shire Documents</i>	Shire of Northam Council Plan
<i>Related Legislation</i>	Local Government Act 1995 –s.5.3 Local Government (Administration) Regulations 1996 – Reg 12

OBJECTIVE

The objectives of the Community Grants Program are:

- To encourage programs and activities that strengthen the social fabric of the Shire of Northam (the Shire) 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.

SCOPE

All not for profit community groups that meet the eligibility criteria are eligible to apply for Community Grants.

POLICY

The Community Grants Program supports community organisations to undertake projects, events, and activities through two grant categories which encourage the involvement of the community in achieving the Shire's strategic direction as identified in the Council Plan.

The following funding opportunities are available through the Shire of Northam Community Grants Program:

- Community Growth Grant
- Bright Ideas Grant

General Conditions

- Funding programs are subject to an annual budget approval process.
- The Community Grants Program is a competitive grant program and subject to available budget allocations. Submission of an application does not guarantee funding.
- The Shire reserves the right to withhold the administration or availability of any of the following funding programs based upon the long term and annual financial position of the Shire.
- Where the funding is granted for a public event, the Shire retains the right to withhold payment until Public Event Approval has been granted. Successful funding applications do not grant automatic event approval.
- Decisions regarding all applications made under this Policy are final and will not be reconsidered. Applicants may choose to resubmit their applications where permissible under this Policy.
- Any unspent grant funds are to be returned to the Shire within 60 days of notification, unless otherwise permissible under this Policy. If funds are not returned to the Shire, the organisation will be ineligible to apply for any future grants under this Policy, or any categories in the CP.70 Donations, Sponsorships & Annual Allocations Policy. The Shire may take steps to recover the funds.
- Approved projects and events under this Policy are ineligible to apply for categories under the CP.70 Donations, Sponsorships & Allocations Policy.
- If an event or project has received Council support in the form of an annual allocation under section 3 of CP.70 Donations, Sponsorships & Annual Allocations, they are ineligible to apply for further grants under this Policy for that particular event or project.
- Any works being undertaken to a Shire owned or managed facility must be carried out by an appropriately qualified tradesperson where relevant.
- Organisations may apply for more than one grant outlined in this Policy each year, however only one request will be considered per project or event.
- For projects over \$1000.00 excluding GST, 90% of the awarded funds will be claimed by 30 June of the relevant financial year. The remaining 10% of funds will be withheld until the applicant provides a financial acquittal and project evaluation that demonstrates that the funds have been spent in accordance with the approved project scope.
- Quote requirements, at time of application submission:
 - Any quotes between \$500 - \$4999 require **one** written quote.
 - Any quotes between \$5000 - \$10,000 require **two** written quotes.
- All approved grants must be registered in the publicly available Grants Register as per the *Local Government Act 1995*.
- The Shire updates documentation pertaining to Grant Applications from time to time. Applications must be made on the appropriate Shire of Northam Community Grant Application Form, made available on the Shire Website.

Eligibility

To be eligible to apply for any Shire grant, applicants must meet the following criteria:

- The organisation must be based and/or operate within the Shire of Northam.
- If an applicant is not based within the Shire, an application may be submitted, however it must be auspiced and administered by a local Incorporated not-for-profit community organisation.
- Projects and events must be of benefit or be available to the whole community, and/or diverse/specific target groups within the community.
- A community group seeking to make upgrades to a community building must prove that they have a current lease or licence in place for at least a three year tenure.

- Groups must demonstrate that they are an Incorporated, not-for-profit community group or sporting club. If a group is not Incorporated, an application may be submitted for a Bright Ideas Grant, however it can only be to the value of \$500.00.

The following are not eligible to receive funding:

- Retrospective, contingency or on-going operational costs, e.g. salaries, rent, insurance, admin costs.
- Businesses/profit making ventures.
- State and Federal Government agencies, including schools.
- Council Members or staff employed by the Shire of Northam (however, the Council Member or employee may be a part of the group who is applying).
- Activities that are unlawful or will cause an environmental hazard.
- Anything that will become the property of an individual.
- Purchase of alcohol, (or any alcohol associated licences), prizes, gifts or any activities with a fundraising outcome.
- Equipment not directly related to the project or event.
- Projects that are the core responsibility of government agencies.
- Projects with a political purpose.
- Faith based or activities for religious purposes (although welfare and community service activities of faith-based groups can be funded).
- Activities that duplicate an existing service in the Shire.
- Projects that have received another Shire grant for the same project/event in the same financial year.
- Applicants or auspice with outstanding debts or acquittals due to the Shire.

Assessment Criteria

Applications will be assessed against the following criteria, if applicable:

- Alignment with the Shire of Northam Council Plan and demonstrated community or organisation need for the project/event.
- Evidence of resources, management and financial capacity to deliver the project.
- Details of the anticipated outcomes which will benefit the community as a whole.
- Evidence that the project/event promotes access, inclusion, opportunity, and participation.
- Applications which demonstrate a cash contribution (not just in-kind) from the organisation will be assessed as having higher merit than applications solely reliant upon Shire grant funding.
- Cross collaboration between community organisations/groups.
- Evidence that goods and services are being procured from Shire of Northam based businesses wherever possible.
- Details on how the organisation will recognise Shire of Northam support.

Application Requirements

- Completed grant application on appropriate form, including detailed project/event budget.
- Quotes provided for goods and services must be provided a time of application.
- Copy of Certificate of Incorporation (if applicable).
- Copy of Public Liability Insurance (\$20,000,000) (if applicable).
- Copy of the latest financial statement and balance sheet (if applicable).
- A copy of a current lease/licence agreement (if applicable).
- Tradespersons ABN and registration number (if applicable).
- Applicants must have acquitted all previous funding.

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- Applicants are required to obtain all applicable permits, consents, or approvals, including but not limited to those required by the Shire preferably before making an application for funding.
 - Any applications received after the specified deadline will not be considered.

Canvassing of Council Members may result in your application being disqualified.

Funding Agreement

Prior to payment, successful applicants will be required to sign a funding agreement specifying the terms and conditions of acceptance of the grant funding.

Grant Name	Description	Project examples	Grant Frequency	Level of Support (Ex GST)	Acquittal Requirements
Community Growth Grant	<p>To support:</p> <ul style="list-style-type: none"> • Strategic projects or development. • Organisational capacity. • Building of local community groups and sporting clubs. • Major events that are accessible to the whole Shire of Northam community. <p>Projects/events applied for under this category must be carried out within 18 months of receiving funding, unless otherwise approved.</p>	<ul style="list-style-type: none"> • Development or implementation of a Strategic Plan. • Feasibility studies. • Training and professional development of committee members and club officials. • Organisational development opportunities. • Major community projects or Events. • Implementation of programs or delivery of events that deliver outcomes and benefits consistent with principles outlined in this Policy. 	<p>Application round will open annually in August for assessment in November.</p> <p>Applications are assessed by the Grants Assessment Committee and endorsed by Council. Responses are provided within 60 days of the closure period.</p>	\$2,001 - \$10,000	<p>Acquittal is required within 60 days of the completion of the project/event.</p> <ul style="list-style-type: none"> • 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. • Statement of Volunteer Labour/Donated Materials (if applicable). • 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.

Grant Name	Description	Project examples	Grant Frequency	Level of Support (Ex GST)	Acquittal Requirements
Bright Ideas Grant	<p>To support innovative responses to community needs either as a whole or target groups (children, youth, seniors, people with disability, culturally or linguistically diverse).</p> <p>These grants are intended for one off/ad hoc/smaller scale projects or events, or to assist the delivery of projects/events for which opportunity has arisen.</p>	<ul style="list-style-type: none"> • Venue hire, equipment hire and promotion. • One off community event. • Equipment purchases or capital projects, only if there is a demonstrated risk to the safety or wellbeing of participants and cannot wait until for the opening of the Community Growth Grant. • A maximum of 20% of the total funding received can be used for catering purposes. 	<p>Application rounds are assessed four times a year:</p> <ul style="list-style-type: none"> • February • May • August • November <p>Applications will be assessed by the Chief Executive Officer.</p> <p>Determinations will be made within 25 working days of the closure of the grant round.</p>	<p>\$2,000</p> <p>Funds must be expended within 90 days of receiving the grant funding.</p>	<p>Acquittal is required within 60 days of the completion of the project/event.</p> <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). • 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.