



AF34 – COMMUNITY FUNDING SCHEME

OBJECTIVE

The objective of the Community Funding Scheme is to provide consistent and uniform funding opportunities for local organisations based upon the following priorities and principles:

This policy covers three different categories of funding and how it is accessed.

Quick Grants	Small \$500 grants that are quick and easy to access at any time of the year, subject to allocated funding.
Community Grants	Project grants that require supportive information from the applicant. Applications of up to \$10,000 will be considered.
Development Grants	Large scale projects over \$10,000 or recurrent funding up to an over \$10,000 will be considered. The applicant will be required to submit a project business plan.

POLICY

1. Eligibility
 - 1.1 To be eligible for a grant an applicant must be:
 - An amateur sporting group or association
 - Incorporated not-for-profit organisation
 - Non Incorporated organisations seeking grant support through an incorporated, not-for-profit organization (auspicing)
 - A cultural group/organisation
 - Voluntary services
 - 1.2 The event/project must be based within the Shire of Derby/West Kimberley.
 - 1.3 Events/projects being held outside of the Shire that will include the involvement of Shire of Derby/West Kimberley community members and events which promote the Shire on a regional basis will also be considered.
 - 1.4 Groups which have not received funding through the Community Funding Scheme in the preceding financial year will be given priority for each particular grant category.
 - 1.5 Applications which can demonstrate the involvement of volunteers will be given priority.
 - 1.6 All applicants must include their ABN on their application or complete a Statement by Supplier form if they do not have an ABN.
 - 1.7 All grant applications must be submitted using the specified application form provided by the Shire of Derby/West Kimberley.
 - 1.8 The application must demonstrate clearly defined community outcomes.
 - 1.9 Applicants must be able to demonstrate the long term benefits to the community.

Derby

(08) 9191 0999 | 30 Loch Street
 sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

Fitzroy Crossing

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2. Non Eligible Applicants

Applications will not be considered from the following:

2.1 Community organizations or events where the grant funds are to promote political purposes, unethical or profit making purposes.

2.2 Community organizations or events where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds.

2.3 Individuals (or sponsorship of cash prizes for individuals or teams).

2.4 Individuals personal living, education, medical or travel expenses.

2.5 Activities or events that are the responsibility of a state or federal government.

2.6 Organisations whose main purpose is to fund raise.

2.7 Commercial for-profit organisations.

2.8 Organisations that have not acquitted previous projects funded through the Shire of Derby/West Kimberley.

2.9 Applicants that fail to address the criteria in their application. 2.10 Applications that are received after the closing date.

3. Applying for a Grant

3.1 Grants will be promoted through advertisements in the local newspaper, community radio broadcasts and Shire of Derby/West Kimberley website.

3.2 Quick Grants can be accessed at any time of the year.

3.3 Community and Development Grant applications open on first working day of February and close on the last working day of March each year for assessment.

4. Funding Criteria

4.1 Events, projects and services that provide a positive social return to the community in the areas of art and culture, education, sport and recreation, youth, seniors, health and welfare, tourism and 'not for profit' business development.

4.2 That services are accessible and affordable for the community.

4.3 That community cultural activities and services are encouraged to assist in building identity within the Shire.

4.4 That the grant money is available across a wide range of projects and services to ensure diversity of activities across the Shire and region.

4.5 Funds may be provided to community groups and organizations as an in-kind contribution toward venue hire for community events and services.

4.6 Projects and services which can demonstrate the involvement of volunteers.

4.7 Funds may be allocated for equipment purchase where there is evidence that such equipment is vital to the ongoing viability or the quality of the service/program offered. For Community and

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Development grants, applicants will be required to provide a budget estimate including two quotes.

- 4.8 Equity – The community should have a fair share of resources and equal opportunity, regardless of socio-economic status, gender, race, age, marital status, religion, political affiliation, social networks or ability.
 - 4.9 To ensure disadvantaged groups enjoy equal access and special programs targeting their needs as requested.
 - 4.10 Community Development – the performance of the Community Funding Scheme will be informed by Community Development principles and strategic planning.
 - 4.11 Recipients must recognize and promote the Shire of Derby/West Kimberley's financial contribution to the event, project or services.
 - 4.12 For Community and Development grants, a detailed business plan may be requested by Council in certain circumstances.
 - 4.13 Applicants for Development Grants are required to demonstrate that they have investigated funding opportunities from other funding providers.
 - 4.14 In circumstances when grants are auspiced by an incorporated organisation on behalf of a non-incorporated body, the responsibility for ensuring compliance with grant conditions rests with the auspicing body.
 - 4.15 In relation to Quick Grants, a limit of one per year per organisation. This may be consumed in up to two separate applications to an aggregated maximum value of \$500.
5. Assessment of Applications
- 5.1 Recommendations about which applications should receive a Quick Grant are made by the Chief Executive Officer.
 - 5.2 Initial recommendations relating to which applicants should receive a Community or Development Grant are made by the Shire of Derby/West Kimberley's Community Grants Working Group.
 - 5.3 the Working Group consists of:
 - Manager Community Services.
 - Chief Executive Officer.
 - 3 Councillors.
 - Other Shire staff invited at the discretion of the working group.
 - 5.4 These recommendations are then decided on by Council which sets an amount for the Community Funding Scheme in the annual budget. It is possible that Council will be asked for more funding than it is able to provide in any one year.
 - 5.5 All recommendations of the Community Grants Working Group will be presented to Council in April/May for a decision. 'In principle' support will then be given to those projects which are considered to meet the Council's priorities.
 - 5.6 Subject to funding being allocated in the budget, successful applicants will be notified in August of the new financial year.

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In accordance with the Local Government Act Section 5.60A and 5.60B, any Councillor or officer with a financial or proximity interest in an application must declare their interest and exclude themselves from the decision-making process for that application.

6. Unsuccessful Applications

The Shire of Derby/West Kimberley's Community Development Officer will provide feedback to unsuccessful applicants.

7. Grant Claim and Variation

- 7.1 Successful grant applicants will receive a letter confirming the grant amount.
- 7.2 All grants must be claimed and expended within the specified period. If grants are not utilized within the given time, all funds allocated will be forfeited.
- 7.3 Request to vary or make changes to the purpose or proposed use of grant funds must be approved in full by Council. The applicant must also advise of any significant changes in the aims and objectives or management structure of the applicant group or organisation.

8. Grant Payment and Acquittal

- 8.1 All grant recipients are required to submit a funding acquittal within 3 months of the completion of the project/event or as otherwise advised by the Council.
- 8.2 Grant acquittal requires the applicant to demonstrate expenditure of the grant through the completion of an acquittal form.

Depending on the category of grant, the applicant may be asked to provide related information as follows:

- Financial summary of audited income and expenditure statement
- Reports and photographs
- Evaluation including project outcomes
- Evidence that demonstrates how the Shire of Derby/West Kimberley's financial contribution was recognised
- Other grant conditions specified by the Shire of Derby/West Kimberley.

The Chief Executive Officer may waive daily fees or a bond for community based, non-profit organisations by making application via the community grants scheme.

ADOPTION OF THIS POLICY

Relevant Legislation:	
Related Documents:	Community Funding Scheme Guidelines
	SDWK Community Grant Application Form
	SDWK Community Funding Scheme Acquittal Report
	SDWK Community Grant Evaluation Form
Related Local Law:	
Related Policies:	
Last Reviewed:	28.02.2019
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