

C5. Community Grants Program Policy

Policy Objective

To develop an operating framework that provides funding opportunities to organisations and individuals that are flexible however maintain an appropriate level of transparency.

Policy Statement

This policy is to articulate the Council's commitment to develop the Community by providing funding opportunities to community groups, clubs, organisations, not-for-profit organisations and individuals for worthwhile programs, projects, initiatives and events that meet the Shire's strategic vision.

Community Grants Program

In pursuit of the objectives of the Community Grants Program, the Shire may undertake or facilitate such activities that:

- promote the Shire of Dundas as an active participant in community activities and events;
- require organisations to complete and submit a Community Grants Program application form;
- meet with grant applicants to discuss their respective proposals further;
- conduct visits to sites or events to ensure applicants are meeting funding guidelines;
- evaluate outcomes once the project/ event is completed.

Criteria for Evaluation

There must be tangible and sustainable benefits demonstrated in order for the Shire to commit to any funding. In determining funding approval, applications will be required to deliver outcomes within the following Shire Strategies;

- Community Development
 - Youth
 - Seniors
 - Community Groups
 - Culture
 - Community Events
 - Community Initiatives
- Sport and Recreation
- Tourism and Area Promotion
- Community Engagement

Eligibility

Not-for-profit clubs, groups, organisations and individuals that are providing economic, social, community or environmental services and benefit to the Shire.

Ineligibility

Groups that are ineligible for funding include, local, state and federal government departments, private companies, individuals of private and public schools including employees of these bodies acting on behalf of their employer (excluding relevant community purpose representative bodies such as the P&C).

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Three Key Categories:

1. Sundry Donations

Small grants up to \$1,000 can be applied for at any time through a written request and application form addressed to the Chief Executive Officer outlining details of how the funds are to be utilised. The Chief Executive Officer may be granted delegated authority to approve sundry donations and report the donation to the Council via the monthly Ordinary Council Meeting.

2. Event Grants

Grants of up to \$10,000 are available through two designated funding rounds each year. The following provides a definition of the three event types for which applicants can apply:

- **Iconic Event**

An event that is of regional significance, that can demonstrate through detailed planning or on past performance that it will generate significant tourism activity, stimulate large scale community interest and participation and is conducted annually at the same time of the year.

- **Community Event**

An event that has local or regional significance that stimulates place activation, community interest and participation.

- **Sporting Event**

A significant sporting event organised by a relevant sporting body that may attract the local community and those on a wider scale.

3. Continuous Service Agreements

To support ongoing projects that promote economic development, generate significant tourism activity and stimulate large scale community interest and participation.

Operating Guidelines

Operating guidelines will be maintained for the program covering eligibility, application, assessment, evaluation and acquittal requirements.

Applications and Deadlines

- Applicants will not be able to claim for retrospective payment for costs incurred prior to the approval of the funding application.
- A comprehensive budget of the event needs to be provided along with the application.
- Applications must be submitted 2 months before the event date with all relevant clearances, permissions and documents attached.
- Applicants who require traffic management plans and clearances must meet with the relevant Shire Officers before submitting their funding application.
- Community Grants will not be submitted as Late Items for the consideration of the Council.
- Community groups or individuals experiencing problems meeting the required evaluation and acquittal deadline should contact the Shire immediately in writing to outline problems and provide a proposed revised deadline for acceptance by the Shire. The CEO will have authority to review and approve or reject the revised deadline.

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Review

A review of the performance and effectiveness of each grant will be conducted by the Shire to assess the degree of activity, value and other for the Shire of Dundas. Acquittals for previous grants must have been presented to Council before applying for new grant funding.

Funding

Funding for the Community Grants Program will be sourced from all the current grant programs that the Shire currently offers to the community.

The total funding available will be reviewed each financial year during the preparation of the annual budget or budget review. The funds will be grouped into one relevant line item in Shires annual budget except for the Shire's commitment to continuous service agreements. The Council will evaluate funding requirements under continuous service agreements in each year when finalising the annual budget.

Acquittal

A detailed evaluation and acquittal report must be provided no later than 30 days after the completion of the event where the Council has approved a grant amount in excess of \$1,000. Following information to be submitted along with acquittal request.

- A statement from an authorised representative of the organisation confirming, how grant funding has been spent and outcome of the funded event
- Audited / approved income and expenditure account of the event

Recognition of the Shire

The Shire of Dundas should be promoted and recognized in all event media and publicity including but not limited to social and digital media promotions, print advertising, television and radio and Shire of Dundas Community Grant Banners on the day of the event.

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