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| Responsible Directorate | Community Services |
| Responsible Business Unit/s | Community Development |
| Responsible Officer | Manager Community Development |
| Affected Business Units | Community Development Operations Corporate Services |

Objective

The objective of this Policy is to provide a framework for the Community Grants program through which the Shire provides direct financial assistance to registered not-for-profit organisations and incorporated community groups for initiatives relevant to the Shire of Serpentine Jarrahdale community.

Scope

Registered not-for-profit organisations and incorporated community groups are eligible to apply for community grants.

An applicant applying for a grant must operate as a local community group within the Shire of Serpentine Jarrahdale Local Government Area (LGA) or be able to demonstrate that the project will benefit residents of the Serpentine Jarrahdale LGA.

The applicant must:

- Where relevant to the application, have appropriate insurance and workplace health and safety policies (for example: event applicants must demonstrate appropriate public liability insurance arrangements).
- Demonstrate that the grant will be used for a purpose in the public interest.
- Have met all acquittal conditions of previous Shire grants and have no debt to the Shire.
- Demonstrate they are financially viable.

If a community organisation is not incorporated, the organisation can apply for a grant provided that the application is auspiced and administered by an incorporated community organisation. An incorporated organisation may auspice one or more individuals or community groups which are not incorporated for applications directly relevant to their organisational objectives.

Individuals, corporate and commercial entities, political parties or groups, State and Federal Government organisations and schools are ineligible to apply.

School P&C's are eligible to apply where the project has a clear, demonstrated broad community benefit.

Religious groups / organisations may be funded for community based activities / programs only. Funding towards religious specific activities will not be considered.



Applications for projects that have been financially supported by the Shire via an alternative grant category or other community contribution process, for the same initiative in the same financial year will not be accepted.

Grant applications are subject to a competitive process and the availability of limited budget allocations:

- Funding for any grant application (entirely or in part) is not assured or guaranteed prior to the relevant assessment process being complete and formal notification of outcome being received.
- Any grant agreement between the applicant and Shire of Serpentine Jarrahdale constitutes the entire arrangement between the parties, and no privileges for either party shall exist outside the agreement.

Policy

Introduction

Community Grants aim to provide financial assistance to incorporated not-for-profit organisations and community groups for the delivery of projects and events that align with the following principles:

- Are innovative and of a high quality;
- Promote a sense of community and inclusion across the Shire of Serpentine Jarrahdale;
- Help residents to be healthy, active and engaged in community life;
- Encourage the development of locally led and delivered projects and activities;
- Celebrate diversity and cultural heritage;
- Support projects that are in line with Shire plans and objectives.

Grant Categories:

Sundry Grant

A grant of up to \$750 (ex GST) is available to assist with costs associated with establishment and appropriate governance of eligible organisations.

Where an application is relevant to the *establishment* of an incorporated organisation, the application may be considered:

- Via an auspice organisation;
- As a reimbursement, only where the application is received in the correlating financial year.

Retrospective applications are otherwise not acceptable.

Only one application per applicant per financial year is permissible.

Applicants are not precluded from applying to other grant categories within this Policy.

Applications are open all year round.

General Grants

A grant of up to \$5,000 (ex GST) is available to assist with the implementation of programs or delivery of events that deliver outcomes and benefits consistent with principles outlined in this Policy.



Applications are considered four times a year in November, February, May and August. Funded applications must be completed and acquitted within 6 months of notification.

Applicants can make multiple applications under this category, however the total amount approved per organisation per financial year cannot exceed \$5,000 (ex GST).

Applicants are not precluded from applying to other grant categories within this Policy.

Major Grants

A grant of between \$5,000 and \$50,000 (ex GST) is available for applications that are consistent with the above principles and align with Shire plans and objectives.

- Infrastructure projects are only eligible on land owned, controlled by or vested in the Shire. Where an infrastructure project is to occur on Shire of Serpentine Jarrahdale property, the project design, implementation, products etc are to be endorsed by the relevant Shire Departments prior to the release of funds.
- Programs, activities or events are only eligible where they occur within the Shire of Serpentine Jarrahdale LGA.

The Community Grants Assessment Panel will consider applications twice a year in August and February. Funded applications must be completed and acquitted within 12 months of notification.

Applicants may make only one application per financial year.

Applicants are not precluded from applying to other grant categories within this Policy.

Assessment criteria:

All grants are to be assessed against a range of criteria that may include all, or a selection of the following:

- Demonstrated need of the project or program (community and/or club need).
- Co-contribution by the applicant.
- Alignment to strategic plans of Shire and / or the applicant.
- Previous funding received from the Shire of Serpentine Jarrahdale.
- Community Benefit.
- Benefit to the applicant.
- Demonstrated community support for the program or project.
- Value for money.
- Return benefit and recognition for the Shire of Serpentine Jarrahdale.
- Ability of the applicant to deliver the program or project.
- Applicant engagement with the Shire of Serpentine Jarrahdale.

General conditions:

- Applications must be received by the date specified.
- Funding applications cannot be retrospective, unless as described under the Sundry Grant category.



- Funding cannot be for the cost of purchasing alcohol, or licenses associated with the provision, consumption or administration of alcohol.
- Decisions regarding applications are final and will not be reconsidered. Applicants may choose to resubmit their applications in future funding rounds where permissible under this Policy.
- An acquittal, including a financial acquittal will be required on completion of each grant funded project/activity.
- Any unspent funds (eg: projects not implemented or projects implemented at a cost less than original application) are to be returned to the Shire within 60 days of notification.
- Funding will not be provided for ongoing operational costs such as (but not limited to) utilities (electricity, gas and water), staff wages or rent.
- Funding will not be provided for services that are already funded by government.
- Funding will not be provided for celebrations for individuals or exclusive events.
- Variations to the approved grant application are generally not accepted unless the initiative is impacted by circumstances beyond the applicant's control. Only minor variations that do not change the overall intent of the approved application can be considered, and must be approved by the Shire prior to implementation. The project must still be completed and acquitted within the time period outlined in this Policy.

Definitions

Acquittal: Accurately reporting on the funded activities, including all expenditure of the grant.

Community Grants Assessment Panel: Panel of representatives (including designated Councillors) appointed to consider applications received through the Shire's Major Grant program..

Community Group: Any group whose activities are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; but does not include schools or State or Federal Government agencies.

Financially viable: the ability to generate sufficient income to meet operating payments, debt commitments and, where applicable, to allow for growth, while maintaining service levels.

Incorporated: An association or group incorporated under the Associations Incorporation Act 2015.

Local Community Group: Any community group which undertakes activities within the gazetted boundaries of the Shire of Serpentine Jarrahdale, and whose membership base is made up of more than 55% of members who live within the Shire of Serpentine Jarrahdale.

Registered not-for profit organisation: An organisation registered with the Australian Charities and Not-for-profits Commission.

Variation: Changes to a grant funded initiative, post the approval and allocation of funds. For example, purchase of additional items not included in original (approved) application.

Legislation/Local Law Requirements

- Associations Incorporation Act 2015



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Council Policy - Community Grants

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| Office Use Only | | | | |
| Relevant Delegations | | | | |
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