

<b>Responsible Directorate</b>	Community Services
<b>Responsible Business Unit/s</b>	Community Development
<b>Responsible Officer</b>	Manager Community Development
<b>Affected Business Units</b>	Community Development Operations Corporate Services Health and Building Planning Community Safety

## Objective

The objective of this Policy is to provide a framework for allocation of funds through the Community Grants Program and the Community Infrastructure Fund for projects that benefit the Shire of Serpentine Jarrahdale community.

Community funding is a strategic tool aimed at capacity building, supporting innovation and addressing community need in line with the Council's Strategic Community Plan 2018-2027. This Policy provides an equitable, efficient, transparent and sustainable framework for the allocation of funds to community projects.

## Scope

Registered not-for-profit organisations, incorporated local community groups and individuals are eligible to apply for community funding as outlined in each category specified in this Policy.

An applicant applying for a funding category must operate as a local community group or have their primary place of residence 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.

Applicants of one category are not precluded from applying to any other category outlined in this policy.

Applicants who have an outstanding funding acquittal due are not eligible to apply for funding.

If a local community group is not incorporated, the organisation can apply for a grant provided that the application is auspiced and administered by an incorporated local community group.

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 budget allocations.



## Council Policy 5.1.7 - Community Funding

Funding for any grant application (entirely or in part) is not assured or guaranteed prior to a formal notification of outcome being provided to the application by the Shire.

This Policy does not apply to sponsorships, donations, in-kind contributions or fee waivers and reductions; these are administered under Council Policy - Community Contributions.

### Policy

#### Introduction

Community funding programs extend the community's capability to conduct activities, create opportunities and develop strong partnerships for community capacity building. The Shire of Serpentine Jarrahdale recognises the value provided by active community members, local community groups and not-for-profit organisations in delivering projects to contribute to a liveable, sustainable and vibrant Serpentine Jarrahdale.

Two types of funding opportunities are provided through this Policy. They are:

- Community Grants – A grant for a specific project or activity.
- Community Infrastructure Fund – Funding for capital projects on Shire owned or managed facilities or reserves with the selected project(s) each year to be implemented by the Shire.

All Community Funding applications or submissions will be expected to align with the following principles:

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

Each grant or fund has its own set of guidelines. These guidelines are specific to each funding program and outline the purpose, process and conditions of the funding program including:

- Purpose of the grant or fund.
- Application process.
- Eligibility and assessment criteria.
- Acquittal/reporting process.
- Timelines.

#### Community Grants

There are three categories of funding available through the Community Grants program

##### General Grants

A grant of up to \$5,000 (ex GST) is available to assist with the implementation of projects, programs or small events that deliver community benefit, consistent with the grant principles outlined in this policy.

Funding rounds are open three times per year: July, October and February.

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



## Council Policy 5.1.7 - Community Funding

Applications must not be retrospective except where the applicant has proceeded with becoming an incorporated organisation. These options for funding may be considered:

- An application via an auspice organisation, or
- As a reimbursement, only where the application is received in the correlating financial year.

Applicants must allow eight weeks from the closing date of the round, for applications to be processed and notifications issued by the Shire regarding the outcome of the grant application.

### Friendly Neighbourhoods Grant

A grant of up to \$250 (ex GST) is available to individuals and local community groups wanting to host events or activities which encourage connection within their local communities. This supports community efforts to build community cohesion and support at a neighbourhood level. The small grant applies all year round while funds remain.

Events or activities must be hosted within the Shire of Serpentine Jarrahdale on public property.

Alcohol consumption at the funded activity is not permitted.

Applicants must allow four weeks from the date of submission, for applications to be processed and notifications issued by the Shire regarding the outcome of the grant.

### Major Events Grant

The Major Events Grant supports local community groups to apply for funding to hold a community, sporting or cultural event in the Shire, where the event is of significance to the Shire of Serpentine Jarrahdale community and/or draws both residents from the Shire, the Peel Region and surrounds.

The Grant supports applications to apply for annual funding for events for up to a three-year period.

Grants of \$5,000 - \$20,000 (ex GST) per financial year are available for organisations planning events in the Shire.

Grant acquittal reports will be required after each event and will outline key aspects of the event such as; attendance numbers, community outcomes, income and expenditure. Acquittal reports will be submitted to Council each year for review. The subsequent years funding is dependent on Council acceptance and endorsement of the acquittal report and continued funding.

The Events Grant round will be open twice a year: July and February.

Applicants may make only one application to this grant category per financial year.

Applications will be assessed by Officers and a recommendation report will be presented to Council for consideration.

Applicants must allow a minimum of three months from the closing date of the round, for applications to be processed and notifications issued regarding the outcome of the grant application.

### **Community Infrastructure Fund**

This fund is available for applications that are consistent with the principles outlined in the policy.

This fund is for project design; implementation and construction of infrastructure on Shire owned or managed facilities or reserves. Community groups are invited to submit an expression of interest for a project that will be implemented and managed by the Shire within the budget allocated for each financial year.

The Community Infrastructure Fund will be open for submissions once per year in July.



## Council Policy 5.1.7 - Community Funding

Community Groups are invited to submit their project ideas through a Community Infrastructure Submission Form.

Applicants will be required to develop their applications in consultation with Shire Officers, including attending site meetings as required. Projects must be developed to meet the design and materials standards as required by the Shire.

Applicants who commit funds to the project and are proactive in sourcing external funding, will be viewed favourably.

An Assessment Panel consisting of relevant internal Shire Departments will consider all project submissions and a recommendation report will be presented to Council for consideration.

Due to the limited budget allocation the assessment of project submissions is competitive. Projects will be assessed against the following criteria:

- Size, scope and financial viability of the project.
- Adequacy and availability of existing provision of community infrastructure.
- State and local strategic plans/direction/policies.
- Demonstrated community need and benefit.
- Financial co-contribution by the applicant (and other sources of funding).

Selected projects will be endeavoured to be delivered within the financial year. All projects will be delivered by the Shire as the land and asset owner / manager.

Applicants must allow a minimum of three months from the closing date of the round, for applications to be processed and notifications issued regarding the outcome of the grant application.

### Definitions

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

**Asset:** refers to physical items owned or controlled by the Shire of Serpentine Jarrahdale, and provides or contributes to the provision of service to the community

**Auspice Organisation:** An organisations that who is the grant applicant and manages the grant on a groups behalf. In this context the auspice organisation's objectives and operations must align naturally with those of the community group.

**Incorporated:** An association or group incorporated under the Associations Incorporation Act 2015 and contributes to the community in a social, sporting, cultural environmental or charitable context.

**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.

**Neighbourhood:** 'the area that surrounds someone's home'. An applicant's neighbourhood is therefore the block or street/court/avenue/grove and the immediate surrounding area.

**Not- for- Profit organisation:** An organisation registered with the Australian Charities and Not-for-profits Commission.

### Relevant Policies/Council Documents

- Council Policy - Lease and Licence Management
- Council Policy - Community Contributions
- Council Policy - Acceptable Building / Planning Minor Modifications



### Council Policy 5.1.7 - Community Funding

- Council Policy 2.0.1 - Asset Management
- Council Policy 5.15 - Reserve Improvement Development by the Community

#### Legislation/Local Law Requirements

- *Associations Incorporation Act 2015*

<b>Office Use Only</b>				
<b>Relevant Delegations</b>				
<b>Previous Related Policy</b>	<b>Name and Date Repealed</b>	Council Policy – Community Grants – Repealed on 18 May 2020	<b>Resolution #</b>	OCM126/05/20
<b>Council Adoption</b>	<b>Date</b>	18 May 2020	<b>Resolution #</b>	OCM126/05/20
<b>Reviewed/Modified</b>	<b>Date</b>		<b>Resolution #</b>	
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