

Council Policy – Community Funding

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

Objective

Community funding is aimed at building the capacity of local community organisations, supporting innovation and addressing identified community need. This Policy provides an equitable, efficient, transparent and sustainable framework for the allocation of funds to community driven; and community delivered initiatives, where these can demonstrate their ability to benefit the Shire of Serpentine Jarrahdale (Shire) community.

Scope

This policy supports implementation of the Shire's Community Grants Program. The individual schemes covered by this Policy are:

1. General Grant
2. Major Event Grants
3. Friendly Neighbourhoods Grant

This Policy does not apply to sponsorships, donations, in-kind contributions or fee waivers and reductions; these are administered under Council Policy - Community Contributions. This Policy also excludes gifts given and received by the Shire.

Policy

Introduction

Community funding programs extend local capabilities in the delivery of activities, create opportunities for enhanced partnerships and assist in the development of strong not-for-profit organisations and clubs.

In recognition of the value provided by active community members, local community groups and not-for-profit organisations in contributing to a liveable, sustainable and vibrant Shire community, Council is committed to providing support and assistance through a Community Grants Program, as outlined in this Policy.

Community Grants Program - General

Within the Community Grants Program, there are three individual grant schemes.

Applications to the General Grant and Major Event Grant Schemes are considered on the following basis:

1. Eligibility

Ensures that the applicant and initiative outlined in the application is eligible to apply within the provisions of this Policy. Applications that do not meet the eligibility criteria do not progress for further assessment.

2. Community Benefit

Information contained within the application is assessed by an internal Shire grants panel consistent with the weighted criteria outlined in this Policy.

This process aims to optimise distribution of Shire funding to support community groups and organisations that best demonstrate an ability to deliver initiatives with social, environmental and/or economic benefits to the community, and that align with the specified objectives of each scheme. Applications that do not reach at least 50% of the total possible score do not progress further and are not awarded funding.

3. Priority

Following the Community Benefit assessment process, applications are then prioritised to finalise a recommendation for the award of funding. Award of funding is to be within the available Shire funds (budget allocations), therefore considerations such as awarding less than the amount requested may be required.

Eligibility

An application must meet the following requirements in order to be considered. Additional eligibility criteria specific to the individual grant schemes are specified in subsequent sections of this Policy.

- Registered not-for-profit organisations and incorporated community groups, providing services to; and for the local Shire community are eligible to apply to any of the 3 grant schemes.
- The initiative requesting funding must be delivered within the boundaries of the Shire of Serpentine Jarrahdale Local Government Area (LGA).
- If a local community group is not incorporated, the organisation can apply for a grant via an auspice organisation.
- Individuals that reside within the Shire are eligible to apply for the Friendly Neighbourhood Grant only.
- An entry fee for event applications is permissible, but this must be identified in the application.
- Applications for equipment must include a copy of the organisation's wind-up clause.
- A Parents and Citizen's Association (P&C) of a local school is eligible to apply, where the application has a clear, demonstrated benefit to the whole of the community. Applications for initiatives that can only be attended or accessed by school members and their families will not be considered.

- Religious groups / organisations may be funded for community-based activities / programs only. Funding towards religious specific activities will not be considered.
- Applicants are not precluded from applying to multiple grant categories outlined in this policy. However, applications that have been financially supported by the Shire via an alternative grant category or any other community contribution process, for the same initiative in the same financial year will not be accepted.

Ineligibility

Any applications that identify the following will not be considered:

- the applicant has an outstanding funding acquittal for any of the community grant program schemes.
- the applicant currently has outstanding debts to the Shire (or are involved in legal action with the Shire) or had a known outstanding debt to the Shire greater than 90 days in the past 3 years. An exception to this criterion may be considered for organisations that can prove a positive financial standing over an 18 month period.
- the application is submitted retrospectively i.e. after a project, activity and/or program has already taken place or equipment has already been purchased.
- an individual applicant is a Shire employee or Elected Member
- the applicant is a Corporate and commercial entity, political party or group, State or Federal Government organisation (including schools).
- the application is for a project that has 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.
- Applications for capital projects/works, including those on Shire controlled land; or within Shire owned or managed facilities.
- Applications for any activity, event or program that contravenes Council Policies.
- Bond charges associated with the use of Shire facilities, reserves or other amenities.
- Applications that include letters of support from Elected members.
- Items relevant to the general operating expenses of an organisation, such as wages, uniforms, utilities or consumables.
- Items relevant to the consumption of alcohol.

Guidelines

Each Community Grant Program has a correlating set of guidelines, endorsed at the sole discretion of the Chief Executive Officer. These guidelines are specific to the administrative requirements for each grant category.

It is expected that applicants meet any conditions outlined in the advertised guidelines or their application may be deemed ineligible.

Lobbying of Elected Members or staff

Applicants may not lobby or seek to influence the decision-making of Elected Members or Shire staff, in relation to their submitted funding applications.

If, during the period between submitting a funding application and a determination by the Shire of Council, an applicant seeks to lobby any Elected Member or staff member of the Shire of Serpentine Jarrahdale, or attempts to provide additional information without this being requested by Officers, either directly or indirectly on any matter relating to the funding application, the person/organisation may be disqualified and the grant application excluded from being considered for approval.

Conflicts of Interest

In the administration and awarding of community funding programs any real, potential or perceived conflicts of interest are to be managed in keeping with the *Local Government Act 1995*, the code of conduct, the Shire's Conflict of Interest Procedures and the Shire's values.

Community Grants Program – Individual Schemes

There are three grants schemes available through the Community Grants program. The objectives and individual eligibility requirements per scheme is as follows:

General Grants

A grant of up to \$5,000 (ex GST) is available to assist with the implementation of initiatives, such as programs or small events that align with the following objectives:

- Promote a sense of community and inclusion across the Shire.
- Celebrate cultural diversity, heritage and character of our Shire.
- Encourage residents to be healthy, active and engaged in community life.
- Support locally led initiatives through strong, capable, well governed community organisations.
- Delivery of high calibre initiatives, in line with the Shire's plans and objectives.

Three General Grant rounds are advertised per year, being July/August; October/November and February/March rounds. Timing for delivery of the initiative outlined in the application, is to be achievable and consistent with the advertised guidelines.

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

The Community Benefit criteria and weighting (assessed by the General Grant panel) is as follows:

Criteria	Weighting
Alignment with Shire strategies and plans	20%
Community benefit and support	20%
Applicants benefit and need	20%
Quality of application (Includes ability for initiative to be delivered)	20%
Value for money	20%
TOTAL	100%

Once applications are prioritised by the internal Shire panel, final award and determination of funding is approved by the Chief Executive Officer.

All successful applicants must acquit their grant funds within 6 months of award of funding, unless approved for an extension prior to the stated date as a result of exceptional circumstances.

Major Events Grant

Grants between \$5,000 and \$25,000 (ex GST) are available to local community groups to hold whole of community, sporting or cultural events in the Shire, that align with the following objectives:

- Events that promote a sense of community and inclusion across the Shire.
- Events that are of significance to the Shire of Serpentine Jarrahdale community and are of interest to residents of the Shire and surrounding areas within Perth and Peel regions.
- Events that connect and engage various sectors of our community.
- Events that celebrate, recognise, and enhance opportunities for local talent.
- Support locally led initiatives through strong, capable, well governed community organisations.
- Deliver high calibre initiatives, in line with the Shire's plans and objectives.

Two Major Event Grant rounds are advertised per year, being August and February. Timing for delivery of the event is to be achievable and consistent with the advertised guidelines. Applications will be deemed ineligible if the event is not open for general public attendance.

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

The Community Benefit criteria and weighting (assessed by the Major Event Grant panel) is as follows:

Criteria	Weighting
Alignment with Shire strategies and plans	20%
Community reach, support, and significance	20%
Applicant capabilities and need	20%
Quality of event proposal	20%
Value for money	20%
TOTAL	100%

Once applications are prioritised by the internal Shire panel, a recommendation for the award of funding is presented to Council for final determination.

All successful applicants must acquit their grant funds within 6 months of the event delivery date, unless approved for an extension prior to the stated date as a result of exceptional circumstances.

Major Event Grant - Multiple Year Funding

Events that have been hosted in the Shire at least once, are eligible to apply for funding towards the event for up to 3-years. In order to be eligible, applicants must be able to provide the following within their application:

- An overview and analysis of event previously/historically delivered.
- Demonstrated alignment to the objectives of the scheme.

- Business case for the event, aligned per annum to the funding request (must not exceed \$25,000 ex GST per annum).

Each subsequent year's funding is dependent on Council's annual acceptance and endorsement of the event acquittal report. This must occur prior to the release of funding each subsequent year.

Friendly Neighbourhood Grants

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 on public property and alcohol consumption at the funded activity is not permitted.

Applications may be received at any time, however applications will be deemed ineligible if the event is scheduled for delivery within 4 weeks of submitting the application.

Once applications are assessed, final award of funding is approved by the Community Activation Team.

Events are to be complete within 6 months of grant approval notification.

Definitions

Acquittal: Accurately reporting on the funded activities, including all expenditure of the grant. Receipts demonstrating expenditure must be provided.

Auspice Organisation: An organisation that is the grant applicant (must be a not-for-profit, incorporated organisation) managing the grant on a group's behalf. In this context, the auspice organisation's objectives and operations must align naturally with those of the community group and initiative proposed.

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 incorporated, not for profit community group which undertakes activities within the gazetted boundaries of the Shire of Serpentine Jarrahdale.

Not-for-profit organisation: An organisation registered with the Australian Charities and Not-for-Profits Commission.

General Grant Panel: A panel of no less than three Shire staff members that assess all eligible applications received and make recommendations to the Chief Executive Officer for final determination and award of funding.

Major Events Grant Panel: A panel of no less than three Shire staff members that assess all eligible applications received and make recommendations to Council for final determination and award of funding.

Related Documents

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

Legislation / Local Law Requirements

- *Associations Incorporated Act 2015*

Amendment Record

Relevant Delegations			
		Date	Resolution Number
Council Adoption		18 May 2020	OCM126/05/20
Version	Date	Resolution Number	Amendment Details
1	18 May 2020	OCM126/05/20	
2	21 September 2020	OCM312/09/20	
3	17 March 2025	OCM068/03/25	Formatting changes and increase major events grant from \$20,000 to \$25,000