

# FM 1 – Shire Community Grants, Service Agreements, Donations and Contributions

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## 1 Policy

### 1.1 Annual Funding Allocations and Categories

Council will determine an annual funding allocation for the provision of community grants, service agreements and other donations and contributions within the following categories:

- 1 Service Agreements
- 2 Community Grants
- 3 Chief Executive Officer Donations
- 4 Chief Executive Hall Hire Donations
- 5 Rubbish & Recycling Collection Community Groups
- 6 Rubbish & Recycling Collection Shire Leased Facilities
- 7 Annual Contributions

Categories 1 & 2 are identified in the remainder of this policy as “Contestable Funding” because these are the contestable (application based) funding options available to the community.

The total annual funding allocation will be determined in the annual review of the Corporate Business Plan and the disbursement of that sum across the 7 categories will be determined in a separate process. This process will be application based for the Contestable Funding categories, with the assessment of submitted grant applications undertaken by a Working Group (comprising interested Councillors).

The Working Group recommendations will be considered by Council via an agenda report. The Working Group will recommend:

- The successful applicants at category numbers 1 – 2 (and the value of each successful application).
- The recommended value of each category at numbers 3 – 7

Council may, at any time, choose to identify recipients of funding within each category 3 – 7 however the allocation of funding will be done annually in alignment with the contestable funding timeline (being categories 1 – 2).

If Council resolves, at other times during a financial year, to commit to ongoing (more than one-off) contributions towards projects, initiatives or services the amount of that contribution will be notated under Category 7 – Annual Contributions. This will be reviewed annually at the same time as all other funding categories and will be funded via the total annual funding allocation identified in the Corporate Business Plan.

### 1.2 Contestable Funding Timeline

The contestable funding application period will commence on 1 December annually and close at 4.30pm on the last Friday in February annually. The Working Group will review the submitted

applications no later than April annually with Council consideration of recommendations no later than May annually.

### **1.3 Contestable Funding Guidelines and Requirements**

- 1.3.1 A representative from the applicant entity must meet with a representative from the Shire of Bridgetown-Greenbushes Community Services Department prior to submitting an application.
- 1.3.2 Funds may be used for construction, purchase of equipment, salaries, and contract services, operational expense, marketing expenses, consumables, and administration expenses.
- 1.3.3 Applicants must answer all questions in the grant application, and provide full detail on all questions asked in the application form.
- 1.3.4 Applications must reach the Shire no later than 4.30pm on the last Friday in February annually.
- 1.3.5 Late applications will not be considered and will not be presented to the Working Group.
- 1.3.6 Applicants must be local community (including sporting) groups, or commercial ventures that provide community benefit.
- 1.3.7 An acquittal of the project must be provided to the Shire immediately after the project has been completed. Failure to provide an acquittal will eliminate consideration of future applications until such time as an acquittal is received.
- 1.3.8 Grants will not be provided retrospectively (i.e. for a project that is completed or already underway).
- 1.3.9 Funding will not be provided for recurring projects at the conclusion of either a community grant or a service agreement and will not be considered in the application assessment process.

### **1.4 Contestable Funding Conditions**

- 1.4.1 The Shire of Bridgetown-Greenbushes will determine terms of payment of grant funding.
- 1.4.2 Successful applicants who receive funding of \$5000 or more are required, as part of the acquittal process, to submit a report on the outcome of the funded activity. Upon receipt the report is to be distributed to councillors (note not formal reporting to Council) in a manner to be determined by the CEO.
- 1.4.3 Council may use the information provided by funded entity for its own promotional purposes.
- 1.4.4 All funded entities will be required to enter into an agreement with the Shire of Bridgetown-Greenbushes which will detail specific conditions and terms relevant to that project.
- 1.4.5 All funded entities must acknowledge the support of the Shire of Bridgetown-Greenbushes in all their promotional material.
- 1.4.6 Funded entities must advise the Shire of Bridgetown-Greenbushes of any change to office bearers and their contact details.
- 1.4.7 Payments of grant funding may be suspended at any time if, in the opinion of Council, any of the conditions of the funding agreement, or satisfactory progress, has not been achieved.

- 1.4.8 Any change to a funded project cannot proceed without a formal resolution from Council – The applicant must submit a written grant variation request to the Shire of Bridgetown-Greenbushes clearly stating any proposed changes to the project and the reason why the changes are required.

### 1.5 Assessment of Applications for Contestable Funding

A Working Group comprising elected member (Councillor) representation will assess all of the eligible applications for contestable funding and will make recommendations to council in accordance with the following assessment criteria:

- 1.5.1 The Working Group will assess each application received in the Contestable Funding process on its merit, and determine the value of the application in relation whole of community benefit.
- 1.5.2 Applications which demonstrate a cash contribution (not just an ‘in kind’ contribution (from the applicant will be assessed as having higher merit than applications solely reliant upon grant funding.
- 1.5.3 Applications which demonstrate a strong ability to assist Council deliver strategic objectives and actions (as identified in the Strategic Community Plan and Corporate Business Plan) will generally be assessed as having higher merit than applications that do not.
- 1.5.4 The Working Group will consider funding projects which do not have direct links to Council deliver strategic objectives and actions (as identified in the Strategic community Plan and Corporate Business Plan) based on the applicants ability to explain why their project will benefit the community, or other rationale as to why their project should be funded.

### 1.6 Assessment of Projects for Non Contestable Funding

A Working Group comprising elected member (Councillor) representation will assess all of the eligible projects for non-contestable funding and will make recommendations to Council in accordance with the following assessment criteria:

- 1.6.1 The Working Group will assess each project (application based on otherwise) received in the Contestable Funding process or throughout the year via alternative process, on its merit, and determine the value of the project in relation to whole of community benefit. This assessment will be undertaken annually, at the same time as the assessment of the contestable funding applications.
- 1.6.2 The Working Group will review projects on an annual basis that are not new, but are existing projects within the Shire’s operating budget to determine ongoing community benefit and funding provision. This will include the budget allocation for CEO Donations.
- 1.6.3 Projects can be service delivery or event based activities.
- 1.6.4 Projects which demonstrate a strong ability to assist Council deliver strategic objectives and actions (as identified in the Strategic Community Plan and Corporate Business Plan) will generally be assessed as having higher merit than projects that do not.
- 1.6.5 The Working Group will consider funding projects which do not have direct links to Council deliver strategic objectives and actions (as identified in the Strategic Community Plan and

Corporate Business Plan) based on the applicants ability to explain why their project will benefit the community, or other rationale as to why their project should be refunded.

## 2 Applicable Legislation and Documents

<b>Statutory Power</b> <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies s.6.7 – Municipal fund  <i>Local Government (Financial Management) Regulations 1996</i> r.12(1)(b) – Payments from municipal fund or trust fund, restrictions on making
<b>Shire Policies</b>	N/A
<b>Related Documents</b>	N/A
<b>Related Procedure</b>	N/A

## 3 Administration

<b>Original Adoption Date</b>	30 September 1999
<b>Last Reviewed</b>	30 June 2022 (C.09/0622)
<b>Scheduled Reviewed Date</b>	30 November 2023