

3.2.7 COMMUNITY GRANTS

Policy Objective

The Community Grants Policy aims to formalise support arrangements with the community by enabling a grant program that is flexible and agile to ensure maximum community benefit. The Community Grants Policy is also designed to replace the budget submission process that the Shire of Kent has run in the past as part of the annual budget process with a more formalised program.

Policy Scope

This Policy applies to Shire of Kent staff responsible for administering the Community Grants program.

Community Grant Funding

Council will, as part of its annual budget deliberations, set aside funds for the provision of Community Grants.

Selection Criteria for Grants

Each grant will be assessed against the following selection criteria. This is to ensure fairness between applicants and that the grant is meeting the objective of this policy.

1. Demonstrated community need for the project / application.
2. Broad and diverse target group for the project / application.
3. Capacity within the group to successfully undertake the project / requirements in the application.
4. Does the project / application represent value for money?

Ineligible items / projects

Unless otherwise decided by Council, the following will not be considered for funding as part of this Policy.

1. Projects / applications that have already commenced (funding cannot be retrospective).
2. Projects / applications that are not based within the Shire of Kent.
3. Projects / applications that duplicate an existing or similar project / service within the community.
4. Projects / applications that benefits an individual.
5. Alcohol.
6. Interstate or overseas travel.
7. Rates, rent or other costs directly associated with tenancy of a building (requests of this nature should be considered separately to this Policy).

Ineligible applicants

Unless otherwise decided by Council, applications from the following list will not be considered for funding as part of this Policy.

1. A body or group that is not based in the Shire of Kent.

2. An individual or group not affiliated with a community group (unless the funding is for a person representing Western Australia or Australia in any competition).
3. A commercial, for profit organisation.
4. A body that has not provided their acquittal from any previous grant issued under this Policy at the time of application.
5. A body or group that has received funding through this Policy during the financial year the application is received for.

Small Grants (less than \$2,000 ex GST)

Small grants are designed to be flexible and respond to applications quickly. Council authorises the Chief Executive Officer (or acting) to approve small grants on Council's behalf.

Small grants are open all year and applications can be made at any time.

The Chief Executive Officer can only approve grants up to a certain value as budgeted by Council during annual budget deliberations.

Community Grants (\$2,000 ex GST or more)

Community grants are designed to ensure maximum impact to the community, however with a larger value, meaning there is slightly more scrutiny and expectation placed on these compared to small grants.

Community Grants will be open for consideration in the following year's annual budget. Applications will open the first week of April each year and close the final week of May each year. Council will then deliberate on which projects to fund through workshops, with a final decision to be made by Council when adopting the annual budget.

Administration of the Community Grants Policy

1. Where a grant approved under this Policy is dependent upon funding from an outside source (e.g. CSRFF, Lotterywest etc.), and that funding application is unsuccessful, the grant is deemed to not be successful.
2. Where external funding as provided for in point 1 above is successful, the grant approved under this Policy shall be paid to the applicant on receipt of, and up the value of, paid invoices, statements or receipts.
3. Where external funding as provided for in point 2 is successful, however to a lower amount than requested, the applicant must demonstrate its ability to meet the funding shortfall to the party that approved it (Chief Executive Officer in the case of a small grant and Council in the case of a Community Grant). In such circumstances, the party that approved the grant will reassess the viability of the project / application and may, if viability is not substantiated, revoke approval of the grant.
4. Where a grant approved under this Policy is not claimed by the next 31 May, and the applicant has failed to provide an explanation and failed to request for those funds to be carried forward, approval of the grant is deemed to be revoked. Applicants subject to this section will not be eligible to reapply for the same grant.

5. Where applications are made outside of the deadline of receipt of applications, they will be declined and applicants will be advised accordingly.

Acquittal of Grants

Recipients will be required to acquit funding received from the Shire of Kent. This is to ensure that funds are being spent in the way that they are intended.

Acquittal documents should be completed and submitted within 90 days of project completion.

Failure of a grant recipient to submit an acquittal, or spending grant money outside of its intended purpose, may make that recipient ineligible to receive future funding.

Document Control

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