



Community Grants Scheme

- Annual Grants
- Rates Assistance Grants

Guidelines

Annual Grants:

Annual Grants provide the opportunity for not for profit, community based, sporting, cultural, environmental, service groups and associations to apply for funding for larger scale projects over \$500.00.

Annual Grants may support (noting eligibility requirements):

- Capital Works
- Purchase of equipment; or
- General project expenses.

Rates Assistance Grants:

Rates Assistance Grants provide the opportunity for not for profit community groups and associations occupying rateable land to apply for funding for the payment of their rates. A Rates Assistance Grant is only applicable to rates, and not to service charges, the waste management charge, and/or the Emergency Services Levy.

Residential properties not used in the primary service delivery of the community group or association's activities or services will not be eligible for a Rates Assistance Grant.

Community groups or associations that in the opinion of Council, provide activities which are not core activities and/or are in direct competition with a service provided by an established private operator within the district, will not be eligible for rates assistance for that portion of the site being utilised for the activity.

Annual Grants and Rates Assistance Grants shall be assessed against the following criteria:

- Demonstrated need for funding
- Benefits to the community, including:-
 - Improved quality, range and access to services by the community
 - Addressing key social issues within the community
 - Local economic benefit
 - Benefit to a wide range of people from a variety of backgrounds
- Demonstrated community support for the organisation and the project or activities planned or the services provided
- The organisation's demonstrated ability or capacity to achieve measurable outcomes for the community and to deliver the project or services successfully.
- Demonstration of links to Council's Strategic Community Plan.

Priority will be given to applications that:-

- Demonstrate ongoing benefit to the community (i.e. capital works project, equipment purchase, , community development or economic development)
- Demonstrate partnerships with other Community Organisations and funding sources
- Demonstrate community support for the organisation and the services provided or project/activities planned
- Provide co-contribution for annual grants, whether through other grant funding sources or the applicants own contribution. Applicants should aim to contribute a minimum of 50% of the project costs (this may be in kind). Applications for more than 50% of a project cost will be considered however the applicant should provide reasoning why they are not able to contribute half of the project costs
- Are from Community Organisations that do not already receive financial support from the Shire including subsidised lease fees and subsidised facility hire fees
- Provide evidence that grant funding is being spent locally; and/or
- Promote access and inclusion.

How are Annual and Rates Assistance Grants Assessed?

Funding for the Annual and Rates Assistance Grants are adopted by Council in the Annual Budget

Annual Grants and Rates Assistance Grants will be assessed by the Community Grants Assessment Panel. The Panel will consist of a minimum of three Shire Officers facilitated by the Director Community Development.

The Assessment Panel will draft and present an assessment report to Council for consideration and adoption.

Timeframes:

- Annual Grants and Rates Assistance Grants will open 1 April and close 31 May.
- All organisations receiving Annual Grants will be required to expend and acquit the funds within four (4) weeks of the completion of the event, or 31 May on the financial year of issue.

Note: Annual Grants are not Sponsorship. The difference between grants and sponsorship is critical in the management of the perception of corruption with regard to Shire financial support. It may be viewed that any personal benefit to any individual involved in the decision making process could influence the decision making process. For this reason, given the purpose of the Community Grant Scheme is to provide support for Community Organisations and events, there should be no expectation of reciprocal benefit beyond modest acknowledgement. Therefore all Shire contribution through this scheme will be a “grant” as opposed to “sponsorship”^{*1}.

Any sponsorship benefits provided by a grant recipient other than acknowledgement of the Shire’s contribution will not be accepted.

What if the Council doesn’t approve your application?

The Shire will provide you with feedback about why your application was unsuccessful. The Shire’s Community Services team can offer guidance and assistance with other funding opportunities.

What happens if grant funds are not claimed, spent or acquitted?

All grants must be claimed, expended and acquitted within 12 months of them being approved by Council. If grants are not utilised within the given time, all grant funds allocated will be forfeited. Failure to complete the required Annual and/ or Rates Assistance Grant acquittal satisfactorily may result in the applicant being ineligible for future Council grants.

Do you have a question or need help?

If you need help to fill out the forms or if you have a question about the Annual and/or Rates Assistance Grants please do not hesitate to contact the Shire's Community Development Officer on 9168 4100, mail@swek.wa.gov.au or PO Box 614 Kununurra WA 6743.

How do I apply?

Complete the Application Form, include all relevant attachments, and return it to the Shire before the closing date. **It is strongly recommended** that all applicants discuss their Annual Community Grant proposal and application with the Manager Community Services on 9168 4100 or mail@swek.wa.gov.au.

Where do I submit my application?

You can submit your Grant Application Form by post, fax, and email or in person.

Please address your application to:
Chief Executive Officer
Shire of Wyndham East Kimberley
PO Box 614 Kununurra WA 6743
Fax: 9168 1798
Email: mail@swek.wa.gov.au

Please deliver your application to:
Shire Office Coolibah Drive
Kununurra
Or
Shire Office Koolama Street
Wyndham



Grant Application Form

- Annual Grants
- Rates Assistance Grants

Annual Grants Applicants please complete all sections.

Rates Assistance Applicants please complete sections 1 – 3 and 12.

| 1. Applicant Information | | |
|--|------|-------------|
| Applicant Information | | |
| Name of Organisation | | |
| Contact Person | | |
| Position within Organisation | | |
| Name of Chairperson/President | | |
| Number of active members of Organisation | | |
| Frequency of Organisational meetings/Meets | | |
| Postal Address | | |
| Phone | | |
| Fax | | |
| Email | | |
| Organisation ABN | | |
| Bank Details | BSB: | A/C Number: |
| Name of Project | | |
| Total cost of project | | |
| Amount required from Council | | |
| Property Details (Rates Assistance) | | |
| Rates Assessment Number: | | |
| Property Owner: | | |
| Property Address: | | |
| Phone | | |
| Fax | | |
| Email | | |
| Please detail the Percentage (%) of Rates Assistance your organisation is requesting (<i>i.e. 50% of Shire of Wyndham East Kimberley rates charge</i>) | % | |

2. Please answer the following questions by circling the appropriate box

Property Details (Rates Assistance) Continued

| | | |
|-----|----|---|
| YES | NO | Is your organisation considered not for profit? If yes, please state the purpose of the organisation: |
| YES | NO | Is your organisation considered a Public Benevolent Institution for taxation purposes, or receive a tax exemption from the Australian Taxation Office? If so, please provide the relevant taxation information or certificates. |
| YES | NO | Does your organisation own or lease the rateable land? (If leased, is the lessee responsible for rates under the lease agreement)? If so, please provide a certificate of the lease. |
| YES | NO | Are commercial activities conducted at the property address? <i>(Commercial Activities are non-core activities and or are in direct competition with a service provided by an established operator within the district)</i> If Yes: What is the portion of your site being utilised for the Commercial Activity? |
| YES | NO | Does the organisation make a profit, which is not used for charitable purposes from its operations? If Yes, please state how the profit is utilised or distributed by the Organisation: |
| YES | NO | Is the organisation exempt from the payment of rates under legislation other than the <i>Local Government Act 1995</i> ? If so, please provide details of the specific Legislation: |

3: Documentation Requirements for Rates Assistance

Please provide a copy of the following

| | |
|--|---|
| | Organisations Constitution. |
| | Your Organisations most recent financial statement. |

4. Annual Grants – Scope of Application

Please describe what you are requiring an Annual Grant For?

Include details about your project/activity including what you are planning, its location; when it will occur; who and how many people will be involved; and a project timeline.

Additional pages can be attached.

Please outline your organisations history of achieving measureable outcomes for the community, particularly in the past 12 months

*How does the proposed project/activity support your organisations goals and objectives?
Additional information can be attached.*

Please describe how the project/activity will benefit the wider community?

Outline the social, environmental and cultural outcomes that will be achieved.

Please demonstrate how the project/activity is supported by the community?

Include which stakeholders, organisations and community members have been consulted about this project/activity, why and how they support the project/activity and other information to demonstrate community support. Attach letters of support.

Please describe how the project/activity will be managed into the future?

Outline how you will ensure sustainability of the project/activity (for on-going projects/activities) and/or the outcomes to be achieved (for on-going and one-off projects/activities).

Please describe how you will work in partnership with other organisations/stakeholders to achieve the maximum community benefit of the project/activity?

Include specific details of partner/stakeholder roles and responsibilities, how the project will be managed, and your history of working in partnership, particularly in the past 12 months.

5. Additional Financial Assistance

What attempts have been made to secure financial assistance from other sources?

For example - Dept. of Sport and Recreation, Lotterywest, Healthways, commercial sponsorship etc.

| Funding Agency | Amount | Approved |
|----------------|--------|----------------------|
| | | Yes No Pending |
| | | Yes No Pending |
| | | Yes No Pending |
| | | Yes No Pending |
| | | Yes No Pending |
| | | Yes No Pending |

6. Disability Access Inclusion

Disability Access and Inclusion information must be obtained prior to submitting this application and is available from www.disability.wa.gov.au

How has your organisation considered the Disability Services Commission Access and Inclusion Requirements concerning your proposed project?

Include details of access and inclusion strategies undertaken by your organisation and how your proposed project will include access and inclusion strategies.

7. Events

Does your activity involve an event/s?

YES

NO

If yes, please include information about how your event has been planned in accordance with the Disability Services Commission 'Creating Accessible Events' Checklist?

Available from www.disability.wa.gov.au

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| 8. Project Budget: Please include all details | |
|---|---------------|
| Income | Amount |
| Activity generated income (e.g. ticket sales, merchandise) | |
| Organisations Contribution | |
| Other Grants (Stipulate who) | |
| Sponsorship (confirmed and unconfirmed) | |
| Amount requested for Annual Grant | |
| Other (please detail) | |
| Total (Not including GST) | |
| Expenditure | Amount |
| General Admin | |
| Professional Fees (e.g. accommodation, travel, consultancy) | |
| Equipment (hire or purchase) | |
| Other (please specify) | |
| Total (ex GST) | \$ |

Note: Your total income should equal your total expenditure.

9. Licenses, Permits and approvals

Have you applied for all relevant licenses, permits and approvals?

| License / Permit / Approval | Approved | | |
|-----------------------------|----------|----|---------|
| | Yes | No | Pending |
| | Yes | No | Pending |
| | Yes | No | Pending |
| | Yes | No | Pending |
| | Yes | No | Pending |

If licenses, permits or approvals have been approved or are being sought, please attach copies of applications and approvals.

10. Shire of Wyndham East Kimberley Acknowledgement

Acknowledgement

It is a requirement that you acknowledge Council's contribution to your project/activity. Please outline how you will recognise this contribution – Please refer to Appendix A: Recognising the Shire's Contribution

11. Referees

Referees

Please list the name and contact details of two people who can act as referees for this project or activity.

Please attach any additional information about your organisation or project that would support your application including building plans, quotes, financial statements and letters of support from stakeholders.



12. Application Checklist

Please tick

| | |
|--|---|
| | I acknowledge that I am authorised to make this application on behalf of the organisation |
| | I acknowledge that the information in this application is true and correct |
| | I acknowledge that I may be required to supply further information prior to consideration of this application by the Shire of Wyndham East Kimberley |
| | I have attached the organisations most recent financial statements |
| | I have attached copies of any approved or pending licenses, permits or approvals |
| | I acknowledge that I will complete the attached acquittal report and submit it within four weeks of the project/activity completion |
| | I acknowledge that the acquittal report must include financial statements along with Any media releases, promotional material, reports, statistics or photographs of the project/activity. |
| | I provide permission for the Shire of Wyndham East Kimberley to promote this Annual and /or Rates Assistance Grant proposal, as part of any communications and public relations activities. |

Print Name

Signature

Date

(An original signature **must be received**, - please print this page and sign)

Office use only

| | | | |
|-----------------|--|--------------------|--|
| Date Received | | Officer | |
| Document Number | | Application Number | |
| Approved By | | Signature | |

Shire of Wyndham East Kimberley ANNUAL & RATES ASSISTANCE GRANTS

Recognising the Shire's contribution

One of the conditions of receiving funding through the Annual and Rates Assistance Grants is that the recipients recognise the Shire of Wyndham East Kimberley's contribution.

This recognition is obviously proportional to the amount of funding received.
Below are some suggested ways that you can recognise the Shire's contribution.

- Include the Shire of Wyndham East Kimberley logo on your printed material
- Have the MC of the event recognise the Shire's contribution
- Acknowledge the Shire's contribution in your media releases, programs or posters
- Acknowledge the Shire's contribution during radio and other media interviews

For larger projects:

- Consider inviting the Shire President to your event
- Permanently recognise the Shire's contribution with on-site signage
- Discuss your ideas with us by calling the Shire's Community Development team on 9168 4100.