



Community Awards & Grants Committee Meeting Minutes

Held on

Monday, 9 May 2016

Commencing at 4.15pm

Council Chambers, Shire of Donnybrook Balingup
Corner of Bentley & Collins Street, Donnybrook WA 6239

A handwritten signature in black ink, appearing to read "J Attwood".

J Attwood
Chief Executive Officer

20 May 2016

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COMMUNITY AWARDS & GRANTS COMMITTEE MEETING

MINUTES

9 MAY 2016

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SHIRE OF DONNYBROOK/BALINGUP

COMMUNITY AWARDS & GRANTS COMMITTEE

MEETING AGENDA

**Held at the Council Chambers, Shire of Donnybrook-Balingup
on Monday, 9 May 2016 at 4.15pm**

MEMBERS PRESENT

COUNCILLORS

Cr Mitchell
Cr King
Cr Tan

SHIRE OFFICERS

John Attwood – CEO
Deb Vanallen – CDRTL
Mandy Anderson - CDO

COMMUNITY

PUBLIC GALLERY

Nil

APOLOGIES

Cr Dilley

1 PUBLIC QUESTION TIME

Nil

2 DECLARATION OF FINANCIAL INTEREST

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Committee members to ensure that a financial interest is declared and that they refrain from voting on any matter which is considered may come within the ambit of the Act.

Cr King declared a Disclosure of Interest affecting Impartiality for Item 5.1.1 – Community Grants Scheme for the Balingup Historical Group and Balingup and Districts Tourism Association, as he is or a close family member is a committee member or representative of these groups.

Deb Vanallen, Community Development Recreation Team Leader, declared a Disclosure of Interest Affecting Impartiality for Item 5.1.1 – Community Grants Scheme in relation to Telling Tales in Balingup, and Balingup and Districts Tourism Association as she is both a committee member and sub-committee member.

3 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 *Community Awards Committee Meeting – 14 March 2016*

Moved: Cr Tan

Seconded: Cr Mitchell

That the Minutes of the Community Awards Committee meeting held on 14 March 2016 be confirmed as a true and accurate record.

Carried 3/0

5 REPORTS OF OFFICERS

5.1 Chief Executive Officer

5.1.1	SUBJECT:	COMMUNITY GRANTS SCHEME
	Location:	N/A
	Applicants:	Various
	Zone:	N/A
	File Ref:	FNC 08/6
	Author:	J Attwood (<i>Deb Vanallen, Community Development Recreation Team Leader</i>)
	Report Date:	14 March 2016
	Attachments:	5.1.1 (1) Summary of Applications 2016/17 5.1.1 (2) Community Grant Funding Scheme Information Kit and Application Forms 5.1.1 (3) Assessment Sheets (Major Community Grant and Major Event Sponsorship Grant) 5.1.1 (4) Summary of Previous Community Grants

Background

The new Community Grants Funding Scheme was adopted in March 2016. It aims to eliminate inconsistencies which were identified in the previous policy, while ensuring a more all encompassing policy/scheme which will better service the needs of the community.

The new Community Grants Funding Scheme welcomes submissions from individuals, community groups, not-for-profit and commercial organisations that are seeking support for projects, activities and events that address identified community needs.

Full details of the Community Grants Funding Scheme are outlined in the Information Kit and Guidelines (Attachment 5.1.1(2)). This document provides information regarding eligibility, how to apply, and assessment criteria. The Guidelines and Application forms can be downloaded from the Shire Website, or alternatively hard copies can be issued for the relevant funding scheme the applicant wishes to apply for.

The Community Grant Funding Scheme differs in a number of areas to the previous Community Grants Policy/Guidelines. Of significance is the timing/closing date for applications.

Under the new Community Grant Funding Scheme, applicants for Minor Community Grants, Minor Event Sponsorship, Waiver of Fees, Donations and KidSport can apply at any time throughout the year. These applications, to a maximum of \$500, will be assessed by Shire Officers, and approved by the CEO under delegated authority. This will enable the Shire to be more responsive to applications for minor funding assistance, and aids in simplifying and streamlining the assessment process.

The Major Community Grants and Major Event Sponsorship Funding Grants require applicants to apply as part of an annual funding round. This year's funding round closed on 29th April, 2016 and these applications will be assessed by the Community Grants and Awards Committee against the relevant Assessment Sheet (Attachment 5.1.1 (3)).

Comment

Preliminary promotion of the new Community Grants Funding Scheme commenced in March 2016. The advice to community groups and event organisers stated that full details of the new Scheme would be available soon, and that the closing date would be towards the end of April, 2016.

The new Grant Funding Information Kit, Guidelines and applications forms were distributed at the beginning of April, 2016, and closed on 29th of April 2016.

Several applications were received for Minor Community Grants, Minor Event Sponsorship, Waiver of Fees, Donations and KidSport. These will be assessed by Shire Officers and approved by the CEO under delegated authority.

A total of ten Major Community Grants and Major Event Sponsorship Funding applications have been received for consideration in the 2016/2017 Budget. These consisted of:

- six applications for the Major Community Grants, totalling \$10,040
- four applications for the Major Event Sponsorship, totalling \$8,000
- Recurrent funding applications

Attachment 5.1.1(1) provides a summary of the applications received. The Committee are required to assess these applications using the criteria detailed in the Grant Assessment Sheets (examples provided in Attachment 5.1.1(3)).

In addition to this, three applications have been received to date for recurrent funding. These applications will be submitted to Council as part of the annual budget review process.

Consultation

N/A

Policy/Statutory/Voting Implications

Simple majority

Financial Implications

- \$7,500 is allocated each year in the Major Community Grants
- \$7,500 is allocated each year in the Major Event Sponsorship
- \$3,000 is allocated each year in the Minor Community Grants
- \$3,000 is allocated each year in the Minor Event Sponsorship
- \$2,000 is allocated each year in Cash Donations
- \$2,000 is allocated each year in Non-cash donations and waiver of fees
- \$10,000 is available through the KidSport funding program

These are indicative figures only and are subject to variation by Council during Budget deliberations.

Strategic Implications

The Community Grants policy assists Council to achieve Outcome 2 of the Shire Strategic Plan ‘the welfare needs of the community are met’ and Outcome 9 ‘community participation in recreation, leisure and cultural activities’.

Officer’s Recommended Resolution

Moved: Cr Mitchell

Seconded: Cr Tan

That Council receive the prioritised recommendations of the Community Grants Committee in respect to the 2016/17 Community Grants Funding Scheme to be considered during deliberations of the 2016/17 Year Budget.

Carried 3/0

6 CLOSURE OF MEETING

The Chairperson informed the committee that the date for the next Community Grants & Awards Committee meeting will be advised.

The Chairperson declared the meeting closed at 5.21pm.

These Minutes were confirmed as a true and accurate record of the Community Awards & Grants Committee Meeting held on _____		
Shire President		Presiding Member