



# Community Awards and Grants Committee Meeting Agenda

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To:

Cr Dilley, Cr King, Cr Mitchell and Cr Tan

To be held on

Wednesday 10 May 2017

Commencing at 4.00pm

Function Room at the Donnybrook Recreation Centre  
Steere Street, Donnybrook WA 6239

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A handwritten signature in black ink, appearing to read "BGR" followed by a flourish.

**Benjamin (Ben) Rose**  
**Chief Executive Officer**

**5 May 2017**

## **DISCLAIMER**

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

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# COMMUNITY AWARDS AND GRANTS COMMITTEE MEETING AGENDA

10 May 2017

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# SHIRE OF DONNYBROOK BALINGUP

## COMMUNITY AWARDS AND GRANTS COMMITTEE

### MEETING AGENDA

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**To be held at the Donnybrook Recreation Centre Function Room  
on Wednesday, 10 May 2017 at 4.00pm**

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#### **MEMBERS PRESENT**

##### **COUNCILLORS**

Cr Mitchell  
Cr Dilley  
Cr King  
Cr Tan

##### **SHIRE OFFICERS**

Ben Rose – Chief Executive Officer  
Deb Vanallen – Community Development Team Leader  
Bronwyn Hodgson – Community Development Administration  
Officer

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#### **PUBLIC GALLERY**

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#### **APOLOGIES**

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#### **1 PUBLIC QUESTION TIME**

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#### **2 DECLARATION OF FINANCIAL INTEREST**

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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.

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#### **3 PETITIONS/DEPUTATIONS/PRESENTATIONS**

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#### **4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

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##### **4.1 Community Awards Committee Meeting – 8 November 2016**

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**Moved:**

**Seconded:**

**That the Minutes of the Community Awards Committee meeting held on 8 November 2016 be confirmed as a true and accurate record.**

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**5 REPORTS OF OFFICERS**

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**5.1 Chief Executive Officer**

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**5.1.1 2017/18 COMMUNITY GRANTS SCHEME**

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<b>Location:</b>	<b>Shire of Donnybrook Balingup</b>
<b>Applicants:</b>	<b>Various</b>
<b>Zone:</b>	<b>N/A</b>
<b>File Ref:</b>	<b>FNC 08/6</b>
<b>Author:</b>	<b>Ben Rose – Chief Executive Officer (<i>Deb Vanallen – Community Development Team Leader</i>)</b>
<b>Report Date:</b>	<b>1 May 2017</b>
<b>Attachments:</b>	<b>5.1.1 (1) Summary of Applications 2017/18 5.1.1 (2) Community Grant Funding Scheme Information Kit – Guidelines 5.1.1 (3) Assessment Forms 5.1.1 (4) Summary of Previous Community Grants</b>

**Background**

The Shire's Community Grants Funding Scheme was adopted by Council at the Ordinary Meeting on 23 March 2016. The aim in adopting a new set of guidelines was to eliminate inconsistencies which were identified in the previous policy, while ensuring a more all-encompassing policy/scheme which better serves the needs of the community.

The 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 at Attachment 5.1.1(2). This document includes details of eligibility, ineligibility, how to apply and the assessment criteria which will be used. Application forms are also available for each funding category.

The new 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, up to a maximum of \$500, are now assessed internally throughout the year and approved/not approved by the Chief Executive Officer under delegated authority. This has enabled the Shire to be more responsive to requests for minor applications for funding assistance and aids in simplifying and streamlining the assessment process.

Requests for funding for Major Community Grants and Major Event Sponsorship Funding required applicants to apply as part of an annual funding round. This year's funding round opened in early March, 2017 and closed on 28 April, 2017. A number of groups requested an extension and applications were accepted up until 4.30pm on 1 May, 2017. The Grant Funding Information Kit, Guidelines and Application forms have been available for collection and download from the Shire's website and Shire officers have met with numerous groups to discuss projects.

### **Comment**

Several applications were received for Minor Community Grants, Minor Event Sponsorship, Waiver of Fees, Donations and KidSport. These will be assessed internally and approved / not approved by the Chief Executive Officer under delegated authority.

Applications are to be reviewed by the Community Grants and Awards Committee against the relevant Assessment Sheet (Attachment 5.1.1(3)). Officers have presented recommendations to the Committee within Attachment 5.1.1(1), to assist the Committee's decision making.

A total of ten Major Community Grants and Major Event Sponsorship Funding applications have been received for consideration in the 2017/2018 Budget. These consist of:

- Six applications for the Major Community Grants, totalling \$9,645.00.
- Four applications for the Major Event Sponsorship, totalling \$8,000.00.
- Recurrent funding applications.

An overview of the applications received is provided in Attachment 5.1.1(1). To date, three applications have been received for recurrent funding. It is anticipated that further recurrent funding applications will be received before the end of the financial year. These applications will be submitted to Council as part of the annual budget review process.

### **Consultation**

No external consultation is required for the recommendation-making process of the Committee.

### **Policy**

Shire of Donnybrook Balingup Community Grants Scheme Guidelines.

### **Statutory**

N/A

### **Voting Implications**

Simple majority.

