

Strategic Outcome Supported: 13 - Increased community capacity

OBJECTIVE

1. The objective of this policy is to:
 - a. Demonstrate Council's commitment to community and economic development; and
 - b. Assist to build the capacity of the community; and
 - c. Enhance the capacity of community groups, clubs, not-for-profits and social enterprise organisations to provide one-off projects, community services and events; and
 - d. Increase community and visitor participation in community activities and/or events; and
 - e. Support innovation, creation and the development of community initiatives; and
 - f. Offer an annual (contestable) community minor grants program to support one-off activities and projects.

SCOPE

2. This policy applies to eligible community groups, clubs, not-for-profits and social enterprise organisations seeking support for projects, events and activities that:
 - a. Provide social or economic benefit to the community; and
 - b. Produce results in one or more of Council's five key aspirations identified in the Council Plan.

DEFINITIONS

3. **Community Grants (CG)** means a financial allocation provided to eligible entities to support one-off or recurring activities and projects that generate social or economic benefits for the community. These grants can be used for a wide range of purposes, including construction, equipment purchase, operational costs, and marketing, with individual grants capped at \$2,000.
4. **Eligible entities** mean local community groups, including sporting clubs, not-for-profit organisations, social enterprises, and commercial ventures that provide a demonstrable community benefit. These entities must be legally recognised and aligned with the goals outlined in the Council Plan to be considered for funding under this policy.
5. **Minor Cash Donations** means small monetary grants, capped at \$350 per request, provided at the CEO's discretion to support minor community initiatives, events, or individuals needing financial assistance to participate in activities that offer community benefit.

6. **Shire Support Initiatives (SSI)** means non-financial, in-kind assistance provided by the Shire to eligible community groups, events, and activities. This support may include, but is not limited to:
- a. Waiver of facility hire fees for Shire-owned venues.
 - b. Provision of waste collection or event bins for community events.
 - c. Additional maintenance services (e.g. extra mowing, grounds preparation).
 - d. Temporary increase in utility supply or coverage of associated costs (e.g. power, water).
 - e. Subsidised fees for eligible services or bookings.
 - f. Event support services (e.g. traffic management, signage, equipment assistance, attendance by Shire representatives, Shire promotion of eligible community events or initiatives, event applications and assessments).
 - g. Coverage of associated building-related costs (e.g. temporary access modifications, increased cleaning, utility usage).
 - h. Other logistical or operational support as approved by the Shire.

These initiatives are intended to foster community wellbeing, encourage local participation, and support the delivery of inclusive and accessible events and programs across the Shire.

7. **Service Level Agreements (SLA)** means a formal, annual commitment between the Shire and a funding recipient. The SLA is designed to support ongoing operational costs of eligible entities, such as utilities, insurance, rent, wages, and other essential expenses. It ensures that the funded entity can consistently deliver community services or events that benefit the broader community.

POLICY STATEMENTS

Annual Funding Allocation

8. Council will determine an annual funding allocation for the provision of Service Level Agreements, Community Grants, Minor Cash Donations and Shire Support initiatives. The total Annual Budget allocation will be up to \$89,500. This amount is subject to an annual review.
9. The Annual Budget funding allocation will be applied to the following categories:
- 9.1 Service Level Agreements (SLA)- \$20,000; and
 - 9.2 Annual Community Grants (CG) - \$32,000; and
 - 9.3 Minor Cash Donations - \$2,500; and
 - 9.4 Shire Support Initiatives (SSI) - \$35,000.

Application Processes/Timelines

10. Service Level Agreements (SLA)

- 10.1 Payment of the SLA funding to the entity will not occur until after the Annual Budget is adopted by Council.

11. Community Grants (CG)

- 11.1 Applications for funding under the Community Grants will be called no later than the 3rd week of June each year and the application period will run for a period of six (6) weeks.
- 11.2 Applications will be assessed by Council.

12. Minor Cash Donations

- 12.1 Written applications must be addressed to the Chief Executive Officer.

13. Shire Support Initiatives (SSI)

- 13.1 Written applications must be addressed to the Chief Executive Officer.
- 13.2 Applicants must provide sufficient details regarding the nature of the event, expected attendance, and the type of support requested.
- 13.3 Applicants must be an incorporated not-for-profit organisation, community groups, or charitable entities operating within the Shire.
- 13.4 Activities or events must be open to the public and demonstrate clear community benefit.
- 13.5 Support will not be provided for private functions, commercial activities, or events that do not align with the Shire's values, plans or policies.
- 13.6 Support will be assessed based on community benefit, alignment with Shire priorities, and available resources.
- 13.7 The Shire reserves the right to approve, modify, or decline requests at its discretion.
- 13.8 No monies will be paid to the applicant.

Community Grant Guidelines and Requirements

- 14. Application will not be considered if they do not address all questions in the grant application form or provide comprehensive details for each question.
- 15. Late applications will not be considered.
- 16. Applications will only be considered from eligible entities.
- 17. An acquittal must be submitted to the Shire at the end of each financial year upon completion of the project..
- 18. Failure to submit an acquittal will result in the suspension of consideration for future applications until the required acquittal is provided.

19. Grant applications will not be considered retrospectively (i.e. for a project that is completed or already underway).
20. Recipients of SLA or CG funding are ineligible to receive additional funding for the same project or event under any other Shire funding, grant, or donation category.

Community Grant Funding Conditions

21. All acquittals will include a report detailing the outcomes of the funded activity which will be provided to Council Members in the quarterly information bulletin.
22. Council may use the information provided by funded entity for its own promotional purposes.
23. All funded entities will be required to enter into an agreement with the Shire which will detail specific conditions and terms relevant to that project.
24. All funded entities must acknowledge the support of the in all their promotional material.
25. The Shire's contribution shall be considered by the funded entities as sponsorship and acknowledged accordingly.
26. Grant funding payments may be suspended at any time if, in the opinion of Council, the conditions of the funding agreement have not been met or satisfactory progress has not been achieved.
27. 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 clearly stating any proposed changes to the project and the reason why the changes are required.

Community Grant Application Assessment

28. Council will assess applications CG's.
29. Applications will be assessed on its merit and determine the value of the application in relation to the whole of community benefit.
30. Applications that include a cash contribution from the applicant, rather than solely relying on in-kind support or grant funding, will be evaluated as having higher merit.
31. Applications that clearly support the achievement of Council's strategic objectives and actions, as outlined in the Council Plan, will be considered to have higher merit than those that do not.
32. Applications that support climate change initiatives or promote Wastewise practices will be viewed more favorably than those that do not.

Phasing Out of Service Level Agreements (SLAs)

33. As part of Shire's commitment to ensuring a more sustainable and balanced approach to community funding, Service Level Agreements (SLAs) are being phased out. The commencement of this phase out was reflected in the 2024–2025 Annual Budget. SLA's will not be offered beyond the 2025–2026 financial year. This change reflects Council's intent to move towards more flexible, transparent, and equitable forms of community support that better align with evolving community needs and long-term financial sustainability.

DELEGATION AND AUTHORISATION

34. Delegation 1.2.24 Defer, Grant Discounts, Waiver or Write off Debts.
35. Council authorises the Chief Executive Officer to approve cash donation requests, where a group or individual can demonstrate a significant direct benefit to the community or where, in the opinion of the Chief Executive Officer, special circumstances justify the donation. Examples may include support for minor community events, initiatives, or individuals seeking financial assistance to participate in activities at a State or National level where they have achieved recognition.
36. Council authorises the Chief Executive Officer to assess and determine requests for Shire Support Initiatives (SSI), in accordance with terms and conditions outlined in this policy.
37. All donations and grants will be reported to Council in the information bulletin.

LEGISLATION

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*

APPENDIX

38. Nil.

GOVERNANCE

Related Policy(s):

- Nil

Related Procedure(s):

- Nil.

Revision Requirements and Version Control:

Responsible Department(s):		Community Development		
Review to be conducted by:		Manager Development Services		
Revision Frequency:		<input checked="" type="checkbox"/> Annual (1yr)	<input type="checkbox"/> Biennial (2yr)	<input type="checkbox"/> Triennial (3yr)
Current Version Date:		28/05/2025	Next Due:	05/2026
Policy Version Details and Information:				
#:	Synopsis:	Date:	Ref.:	Synergy:
1	Initial adoption of policy	27/04/2016	N/A	N/A
2	Amendment – Annual allocation tied to 2.5%, renamed budget/recurrent to service level agreements, funding process timeline.	28/10/2020	150/20	NPP6444
3	Amendment – Change to policy name, objective, scope, the inclusion of Eligibility and Funding Categories, Budget allocations changed from 2.5% of Shire Rates to up to \$128,000, Application Process and Timelines, Assessment Criteria, changes to Authorisations. See Council Resolution for more details.	28/08/2024	146/08-24	NPP12795
4	Reviewed, reformatted to new template. Amendments made to cl9.1, cl9.2 and cl9.4. See Council Resolution for more details.	28/05/2025	99/05-25	NPP15472