

## Strategic Outcome Supported: 13 - Increased community capacity

### OBJECTIVE

1. The aim of this policy is to:
  - a. Demonstrate Council's commitment to community and economic development;
  - b. Assist to build the capacity of the community;
  - c. Enhance the capacity of community groups, clubs, not-for-profits and social enterprise organisations to provide projects, community services and events;
  - d. Increase community and visitor participation in community activities and/or events;
  - e. Support innovation, creation and the development of community initiatives; and
  - f. Offer an annual (contestable) community minor grants program to support 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 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 or events 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 as determined by the Shire. The extent of the waiver will be communicated to applicants upon assessment of their request.
- b. Provision of waste collection.
- c. Additional maintenance services (e.g. extra mowing, grounds preparation).
- d. Subsidised fees for eligible services or bookings.
- e. Event support services (e.g. the sensory tent event application assessments).
- f. Coverage of associated building-related costs (e.g. temporary access modifications, increased cleaning, utility usage and outdoor power costs as stipulated in the Shires Schedule of Fees and Charges).
- g. 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.

## POLICY STATEMENTS

### Annual Funding Allocation

7. Council will determine an annual funding allocation for the provision of Community Grants, Minor Cash Donations and Shire Support initiatives. The total Annual Allocation will be adopted during the Formal Budget Process.
8. The Annual Budget funding allocation will be split to the following categories:
  - a. Annual Community Grants (CG); and
  - b. Minor Cash Donations; and
  - c. Shire Support Initiatives (SSI).

### Application Processes/Timelines

9. Community Grants (CG)
  - a. Applications for funding under the Community Grants will be called once the budget for the financial year has been approved by Council. The application period will run for a period of six (6) weeks.
  - b. Applications will be assessed by Council.
10. Minor Cash Donations
  - a. Written applications must be addressed to the Chief Executive Officer.
11. Shire Support Initiatives (SSI)
  - a. Written applications must be addressed to the Chief Executive Officer.

- b. Applicants must provide sufficient details regarding the nature of the event, expected attendance, and the type of support requested.
- c. Applicants must be an incorporated not-for-profit organisation, community groups, or charitable entity operating within the Shire.
- d. Activities or events must be open to the public and demonstrate clear community benefit.
- e. Support will generally only apply to single bookings or events. Ongoing or multiple bookings are not eligible.
- f. Support will not be provided for private functions, commercial activities, or events that do not align with the Shire's values, plans or policies.
- g. Support will be assessed based on community benefit, alignment with Shire priorities, and available resources.
- h. The Shire reserves the right to approve, modify, or decline requests at its discretion.
- i. No monies will be paid to the applicant.

## Community Grant Guidelines and Requirements

12. Applications will not be considered if they do not address all questions in the grant application form or provide comprehensive details for each question.
13. Late applications will not be considered.
14. Applications will only be considered from eligible entities.
15. An acquittal must be submitted to the Shire at the end of each financial year upon completion of the project.
16. Failure to submit an acquittal will result in the suspension of consideration for future applications until the required acquittal is provided.
17. Grant applications will not be considered retrospectively (i.e. for a project that is completed or already underway).
18. Recipients of 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

19. 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.
20. Council may use the information provided by funded entity for its own promotional purposes.
21. All funded entities must acknowledge the support of the Shire in their promotional material.
22. 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.

23. 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

24. Council will assess Community Grant applications.
25. Applications will be assessed on positive impact for the wider community.
26. Applications that include support from other funding, will be evaluated as having higher merit.
27. Applications that clearly support the achievement of Council's objectives, as outlined in the Council Plan, will be considered to have higher merit than those that do not.
28. Applications that show consideration of sustainability such as addressing climate change or incorporation of waterwise practices will be viewed more favourably.

## DELEGATION AND AUTHORISATION

29. Delegation 1.2.24 Defer, Grant Discounts, Waiver or Write off Debts.
30. Council authorises the Chief Executive Officer to approve cash donation requests, where a group 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 or initiatives.
31. 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.
32. 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

33. Nil.

## GOVERNANCE

### Related Policy(s):

- Nil.

## Related Procedure(s):

– Nil.

## Revision Requirements and Version Control:

<b>Responsible Department(s):</b>	Community Development		
<b>Review to be conducted by:</b>	Manager Development Services		
<b>Revision Frequency:</b>	<input type="checkbox"/> Annual (1yr)	<input checked="" type="checkbox"/> Biennial (2yr)	<input type="checkbox"/> Triennial (3yr)
<b>Current Version Date:</b>	27/05/2026	<b>Next Due:</b>	2028

### 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
5	Policy reviewed and updated to align application timelines with the annual budget process (cl.11.1), and to clarify ineligible Shire Support Initiative requests (cl.13.5). Redundant and repetitive provisions were removed, including clauses relating to grant reassessment and duplication of requirements (former cl.23 and cl.25). Amendments made to eligibility provisions (cl.5 and cl.33), including removal of support for individuals seeking funding. References to Service Level Agreements were removed where they related specifically to the 2025/26 financial year, reflecting the transition away from this funding model. Minor administrative updates were also made, including revision of the policy review frequency from annual to biennial.	27/05/2026	83/05-26	NPP19351