



——— Shire of ———
Donnybrook Balingup

Community Grants & Donations

Guidelines & Application Information

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Overview

The Shire provides a community grants program each year, alongside donations and other contributions, to support independent service providers and empower local champions to deliver community-focused events that enhance local art and culture. This contributes towards achieving the vision and objectives identified in the Council Plan:

- Outcome 2: A sense of identity and belonging through culture, heritage and the arts
- Objective 2.2: Facilitate, encourage and support a diverse range of festivals, community events, arts and cultural activities.

The purpose of the annual program is 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 such as construction, equipment purchase, operational costs, and marketing.

The Shire welcomes submissions from the whole community, whether the applicant is an individual, community group or not-for-profit organisation.

Community Grants will be open for applications in one (1) round per year, with the amount available per applicant determined by Council during the Annual Budget process. Following assessment, all applications will be presented to Council for a final decision.

Please note that applications for rubbish collection services at community events, cash donations and facility hire fee waivers are separate to these annual grants, and may be submitted for consideration at any time in writing to the Chief Executive Officer (CEO).

Refer to Council's Community Grants and Donations policy (COMD/CP-1) for further requirements.

Types of Grants

Community Grants

Open for applications in one (1) round per year, with up to \$2,000 (exc. GST) available* per applicant. Grant funding is available to support one-off or recurring activities and projects that generate social or economic benefits for the community, including community-based projects, programs or events.

All applications for Community Grants will be presented to Council for determination.

Minor Cash Donations & Shire Support Initiatives (SSIs)

The following types of grants and donations are available at any time. Written submissions must be made no later than six (6) weeks prior to the date the contribution is required.

All applications for the following will be presented to the CEO for determination.

Facility Hire Fee Waivers

Applicants can request for waived or reduced fees for the use of Shire-owned facilities. This is intended to support community groups or events that can demonstrate a significant direct benefit to the community.

Cash Donations

These are small monetary grants of up to \$350* (exc. GST) that are provided to support minor community initiatives, events, or individuals needing financial assistance to participate in activities that offer community benefit.

Community Event Rubbish Collection Service

Event organisers can request kerbside rubbish bins to be provided by the Shire for their events, free of charge. This option may be considered to support community events by ensuring effective waste management and to maintain a clean environment.

** The amount of funding available is determined during Council's annual budget process, and may vary by year.*

Application Information

Applications for Community Grants can be made by:

- Individuals,
- Not-for-profit (NFP) community groups,
- Incorporated associations, and
- Entities under an auspice arrangement.

Note: An *unincorporated* community group can only apply for funding if they do so under the auspice of another *incorporated* organisation. The incorporated organisation will be responsible for receiving and managing the funds, which will be paid directly to an account belonging to that incorporated organisation. It is the responsibility of the incorporated organisation and the applicant to negotiate and agree upon the conditions of the auspice arrangement.

Eligibility Criteria

To be eligible for funding, applicants *must* satisfy the following criteria:

- The activity will take place within the Shire's local government boundary.
- If the applicant is an individual, they must be a current resident of the Shire.
- If the Shire has previously provided funding or support for an activity by the applicant, they must have completed and acquitted that particular activity.
- The applicant must have no outstanding debts to the Shire.
- The applicant must demonstrate that their activity is for the benefit of the wider community.
- The application must be made in accordance with the requirements outlined in the relevant Funding Category Guidelines on the application form.
- The applicant must hold a current and adequate (i.e. minimum \$10 million) Public Liability Insurance Policy (this does not apply to applications made by individuals)

An application will *not* be eligible in any of the following scenarios:

- The activity would take place outside of the Shire's local government boundary.
- The project or activity is commercial in nature.
- The proposed activity would duplicate or replicate an existing Shire service, program or activity.
- The activity or project that has a primarily political and/or religious purpose.
- The application is made for retrospective costs.
- The application is for infrastructure projects and/or activities on private property.
- The application is for a private, invitation-only event.

Required Documentation

Community Grants

In addition to a completed application form, incorporated associations and groups are required to provide copies of the following documents, ensuring they are current. For entities under an auspice arrangement, these documents will be from the auspice body.

- Certificate of Incorporation
- Insurance certificate(s)

Cash Donations

Applications for Cash Donations are to be submitted as a written request addressed to the CEO with details of the specific opportunity or activity the funding would be used for.

For those who have been selected to be a representative, proof of selection is to be included in the submission.

Facility Hire Fee Waivers and/or Community Event Rubbish Collection Service

Applications for either of these types of support are to be submitted as a written request addressed to the CEO with details of the activity or event, and how it benefits you, your group, a local community, and/or the Shire as a whole.

Assessment of Community Grant Applications

After a Community Grant application is submitted, the Shire's Community Development staff will conduct eligibility checks based on the Community Grants & Donations policy.

If an application is eligible, the priorities of the activity will then be assessed against the criteria outlined in these guidelines based on the following measures:

- Are the aims and outcomes clearly identified, and do they align with at least one of the strategic outcomes and objectives of the Council Plan?
- Does the application address the specific criteria of the type of grant, and would the activity deliver the associated outcomes?

To address the criteria of each priority, applicants will need to ensure they provide the following information:

- What is your activity (including the official name)?
- How does it achieve the criteria for the type of grant you have applied for?
- What are the expected outcomes of the activity?

Priorities & Assessment Criteria

Build capacity, partnerships, and leverage resources

To address this priority, applications must provide the following:

- Why is the activity important? Is there a clearly identified and demonstrated need for it?
- How effectively will the project meet this need?
- How will the community (local or Shire-wide) benefit from the activity? Will this only apply to participants at the time of the activity, or as a result of doing so (after)?
- Who will be involved in the activity (participants, organisers, etc.)? Will they benefit differently from the above, and if so, why or how?
- What measures will determine if the activity is a success?
- How many Shire participants will benefit?
- Is there anything else like this in the Shire?
- Does the application provide evidence of community support or partnerships?

Demonstrate accountability for the expenditure of public funds

To address this priority, applications must provide the following:

- Is the activity or project well planned and achievable within the timeframes? What is needed to best deliver it?
- Does the activity have a budget? If so, is it clear and realistic? How will it be managed?
- Is the activity financially viable, and does it demonstrate value for money? Is there evidence of financial and/or in-kind contribution?
- How is the applicant contributing towards the project?
- Will there be any continuous or ongoing benefits that would occur beyond the funding period?
- Does the applicant have the necessary resources and experience to successfully manage the activity, project or program?

After being assessed, Community Grant applications (along with any associated reports and recommendations) will be presented to Council for consideration and determination.

Outcome

All applicants will be notified in writing on the outcome of their application, successful or otherwise. All decisions and outcomes regarding grant applications are final, however approval of a grant does *not* mean or imply that the Shire has given any other type of approval or permission, and only relates to the grant itself. Applicants should note that many activities (including events and projects) require approvals or permits from the Shire and/or other State Government agencies that will need to be obtained separately.

Unsuccessful Applications

If an application is unsuccessful, the decisions made do not necessarily reflect the worthiness of the activity, or the community benefits outlined in the proposal. Community Grants can be a very competitive process, as the amount of funding each year is limited and therefore the number of applications may exceed the available budget.

Payments

Once the grants have been awarded and a valid tax invoice has been submitted, payments are processed with a standard period or 'turnaround time' of 30 days.

Reporting & Acquittals

Once the activity has been completed, the recipient will be required to complete and submit a report to the Shire to formally acquit** the grant. An acquittal form can be found on the Shire website at any time, however a copy will also be provided to the recipient upon award of the grant.

Acquittals (or reports) provide feedback to the Shire on the success of the activity, and include relevant data, images or video and any lessons learnt. Acquittals must be submitted no later than three (3) months after the activity has been completed *or* by 30 June annually, whichever is earliest.

To ensure accountability throughout the Community Grants process, the Shire reserves the right to audit all grant recipients for compliance with the conditions and expenditure of grant funding.

***To acquit a grant is to confirm that the recipient spent the funding on the activity as per their application.*

Recognition & Acknowledgement Requirements

Community Grant recipients are required to acknowledge the support from the Shire. This may include any of the following, with evidence of the acknowledgement to be provided in the acquittal report.

- Making an official statement acknowledging and recognising the Shire's support in writing and/or verbally. This might be through a speech, presentation, advertisement, and/or media release associated made at or relating to the activity that the funding was provided for.
- Displaying the Shire logo and/or provide a link to the Shire's website in certain key locations associated with the activity, including (but not limited to) the following:
 - Promotions (posters, banners, digital advertisements, social media, etc.)
 - Website (the group or organisation's website, or where the activity information is found)
 - At the activity (event signage, or other displays on-site)
 - Other various forms of media and communications.
- Inviting a Shire and/or Council representative to the activity.
- Providing photographs of the activity to the Shire.
- Acknowledging the Shire and the funding in an organisation's annual report and other routine forms of reporting and communication.

Frequently Asked Questions (FAQ)

What does it mean to be incorporated?

Groups can be set up for many social, sporting and community purposes. Incorporating an association provides a simple and affordable way for you to establish a group as a legal entity.

For example, if an unincorporated group needs to rent a property or arrange insurance, an individual member would need to sign for these under their name, which could place them at personal financial risk. For an incorporated group, this would instead be done under the group's legally registered name, which would share the responsibility and therefore reduce the risk to individual members.

A community group may not want to become incorporated, particularly if they only handle small amounts of money, and have no need to enter into legal agreements. However, many grants are only available to incorporated groups, which is why an auspice arrangement may be a better option to follow and is commonly suggested in these situations.

For more information on becoming an incorporated group, you can refer to the various helpful guides provided by the Department of Energy, Mining, Industry Regulation and Safety (DMIRS) – you can view them online by visiting www.commerce.wa.gov.au or by searching [A Guide for Incorporated Associations in Western Australia](#).

What is an auspice arrangement?

An unincorporated group can approach a larger incorporated organisation to form a partnership for the purpose of funding. This is helpful to groups who would otherwise be ineligible for a grant.

The auspice organisation takes responsibility (legal and financial) of the grant on behalf of the group. They will instead be the one to lodge a valid invoice for receipt of the grant funding and would therefore be responsible for receiving and distributing the grant funds to the group. They will also be accountable for ensuring that the activity being funded is completed, and submit the acquittal report on behalf of the group. In these situations, the group under the auspice organisation is still known and referred to as the grant recipient.

Important Information for Auspice Organisations:

- The auspice organisation must be incorporated and have an ABN.
- The auspice organisation must accept legal and financial responsibility for the grant, and will also need to meet all eligibility criteria as well as provide public liability insurance coverage for the activity or event.
- Grant money will be paid to the auspice organisation, not the group under the auspice arrangement (the group is still known as the grant recipient).

Does my group need an ABN?

A group may need to supply an ABN as a part of their application. An ABN is an Australia Business Number, which is issued by the Australian Taxation Office (ATO). If an organisation has an ABN, it must be included in the application upon submission.

Those who hold an ABN must include it with their application, along with confirmation on if they are or are *not* registered for the Goods and Services Tax (GST).

Why do I need public liability insurance?

The Shire understands that Public Liability Insurance (PLI) may cost a significant amount, however the risks of not having PLI could cost much more.

Community groups and organisations will likely interact with the public as a part of running an activity or event – while it is unlikely for something to go wrong, we must all be mindful that mishaps can still occur. PLI provides protection to groups and organisations against the liability to pay for the damages that occur as a result of running an activity or event, which extends to include bodily injury, death, and the legal costs associated with defending or making a claim for these damages.

Because of the potentially enormous costs a group could face if something went wrong and they *didn't* have PLI, the Shire will only fund groups who mitigate the risk by having PLI.

Why doesn't the Shire's Public Liability Insurance (PLI) cover my activity?

The Shire has its own PLI policy which covers specific activities and locations. The Community Grants & Donations is available to fund community-led activities and events, and is not within those specifics outlined in the Shire's PLI.

I don't have Public Liability Insurance (PLI) yet, can I/my group still apply?

The Shire seeks to help new groups apply for grants, and allows for applications to be made before a PLI is obtained. However, if an application is successful, the applicant must provide proof that their PLI will be in effect and obtained *before* lodging an invoice. If this is not done, the funding will not be provided.

I have another question or need help for something else

To discuss Community Grants & Donations further, please contact the Shire Administration Office to speak with a Community Development Officer.