

Community, Economic, Environmental and Events Funding Policy



March 2022

This policy was adopted by Council to set governing principles in place that align the strategic direction of the organisation with key focus areas identified in the Strategic Community Plan 2040.

Objectives

This policy outlines how the Shire manages grant, sponsorship and fee waiver applications to provide financial assistance for initiatives, programs, and events that support a vibrant social, environmental, cultural and economic community. The policy facilitates the Shire of Augusta Margaret River's allocation of funds through a structured, efficient and fair process aligned to clear grant programs linked to the organisation's strategic objectives.

Policy

This policy provides an overarching framework for the Shire of Augusta Margaret River to provide financial support to community, arts and culture, sporting and environmental organisations and individuals. It applies to all grants, donations and in-kind contributions (including fee waivers) made by the Shire to enhance social, environmental, cultural and economic outcomes, aligning the Shire's funding policy to its key strategies and plans; it does not include interest free loans.

The Shire provides significant annual funding to support the community. To ensure equity this policy establishes the funding programs and associated application and assessment processes to ensure:

- Transparency and accountability to the community for the expenditure of the Shire's budget.
- Fairness and equity to all applicants.
- A maximum amount of funding available within each funding program.
- Specific and relevant criteria are applied to each separate funding program.
- Guidelines are in place to assist applicants to complete and lodge applications.
- Funding rounds for each program are established and advertised to facilitate activities throughout each financial year.
- Applications are assessed and payment of funds authorised by delegated officers appointed by the Chief Executive Officer.
- Effective reporting mechanisms and administrative procedures advise Council of the type and total value of financial assistance provided for the financial year.

Scope

This policy applies to the following targeted funding streams each with their own specific criteria and guidelines. The total amount of funding available is determined by Council each year with allocations for specific funding streams to support predominantly Shire based community organisations, businesses and individuals that benefit the local community.

The funding streams and associated funding programs are detailed in Table 1 below:

COMMUNITY, ECONOMIC, ENVIRONMENTAL AND EVENTS FUNDING POLICY

Funding Stream	Funding Program	Description	Informing Policy, Strategy or Plan	Funding Pool**	Application Rounds	Maximum annual funding amount per application	Approval
Community	Community Development & Community Events*	One off projects, programs, events or activities that benefit the wider community	Strengthening Community Capacity Plan, Creative Culture Plan, Strengthening Youth Plan, Public Health Plan, Sustainable Events Strategy and Sustainable Economy Strategy	Community Development \$80,000 Community Events \$80,000	Up to twice a year in April & October	Community Development \$12,000 Community Events \$15,000	Delegated Authority
Community	Community Halls Grants*	Financial contribution towards operating expenses for Community Halls Committees	Strengthening Community Capacity Plan	\$70,000	Once a year in April	\$15,000	Delegated Authority
Community	Community Sport and Recreation Grants	Financial contribution towards sport and physical activity participation for low income families	Strategic Community Plan	\$10,000	Open all year round	\$200 per individual	Delegated Authority
Community	Donations	Council support for specified activities/services that provide benefit to the Shire or Shire community	Strategic Community Plan	\$20,000	Open all year round	\$5,000	Council Decision
Arts and Culture	(HEART Grants)*	Support for events and activities at the HEART	Creative Culture Plan, Sustainable Events Strategy and Sustainable Economy Strategy	\$150,000	Open all year round	Groups \$50,000 Individuals \$5,000	Delegated Authority
Major Events	Major Events Grants*	Support for major events that attract visitors, generate economic activity and promote the region	Sustainable Events Strategy, Sustainable Economy Strategy, Creative Culture Plan and Public Health Plan	\$140,000	Up to twice a year in October & April	\$25,000	Delegated Authority
Sustainable Economy	Sustainable Economy Grants	Support for the delivery of the outcomes of the Shire's Sustainable Economy Strategy	Sustainable Economy Strategy	\$75,000***	Up to twice a year in April & October	\$10,000	Delegated Authority
Sustainable Environment	Environmental Management Fund (EMF) Grant*	Support for programs and initiatives that support Council's sustainable environment goals	Environmental Elements of Sustainability Strategy, Climate Action Plan and Strengthening Community Capacity Plan	\$150,000	Once a year in April	\$40,000	Delegated Authority

Sustainable Environment	Environmental Stewardship Grant (ESG)	Support for rural landowners or environmental organisations to develop or implement environmental management plans	Environmental Elements of Sustainability Strategy, Local Planning Strategy and Strengthening Community Capacity Plan	\$10,000	Upon enquiry	\$5,000	Delegated Authority
Community and Sustainable Environment	Community Organisation Operating Grants*	Financial contribution towards operating expenses for community not-for-profit organisations engaged in community or environmentally focussed activities	Environmental Elements of Sustainability Strategy, Climate Action Plan, Strengthening Community Capacity Plan, and Creative Culture Plan	Community \$180,000 Environmental \$170,000	Up to twice a year in April & October	Community \$50,000 Environmental \$45,000	Delegated Authority

Notes

1. * Includes options for multi-year funding.
2. **Funding Pool allocations are based on the current year's rate revenue and represent maximum amounts per pool.
3. ***Includes \$5,000 donation for Chamber of Commerce and Industry Annual Award.
4. Funding periods will not be extended by rolling over funds to the next financial year in cases where events have been cancelled where multi-year funding has been approved.
5. All funding amounts are exclusive of GST where GST applies.

Table 1: Funding Streams

Donations

Applications for donations to community groups, incorporated not-for-profit organisations or individuals to support activities that benefit the Shire or Shire community.

In-kind Contributions and Fee Waivers

The Shire may include in-kind contributions and fee waivers as part of a grant application. In instances where these apply, in-kind funding requests must be accompanied with a written quote from the Shire and are subject to availability. The written quote must be provided with the application.

Fee waiver requests not associated with grant applications will be addressed through Council Delegations.

Funding Eligibility

Eligible Applicants	Community	Arts & Culture	Sustainable Environment	Major Events	Sustainable Economy	Donations
Businesses		✓	✓	✓	✓	
Incorporated organisations (not-for-profit)	✓	✓	✓	✓	✓	✓
Schools	✓	✓	✓			✓
Individuals auspiced by an incorporated organisation	✓	✓		✓		
Individuals – no auspice required	✓	✓				✓

The following requirements may also apply:

1. The activity should predominantly take place within the Shire of Augusta Margaret River or directly benefit Shire residents.
2. The activity must be open to the general public, inclusive and accessible.
3. The activity must promote the Shire in a positive way.
4. Business applicants must provide matched funding as a cash component.
5. Incorporated organisations (not-for-profit) or individuals requiring an auspice must demonstrate matched funding as a cash component or in-kind. In-kind services must be calculated at \$25/hour and are capped at a maximum of 50% of the total matched funding.
6. Applicants may only apply to one category for each activity.
7. Applicants will be required to provide copies of relevant and current insurance policies, risk assessments, management plans, permits and/or any other documentation requested with their application.

Each funding program will also include specific requirements and eligibility criteria that address the program.

Funding Agreements

All recipients of funding will be required to enter into an agreement with the Shire relating to the purpose of the funding, detailing the agreed outcomes of the activity, project or service and outlining the relevant reporting and acquittal requirements.

Funding Rounds

Where funding rounds apply there will be a maximum of two (2) rounds per financial year with an initial funding round open in April of each year for a maximum period of six (6) weeks enabling applicants to seek grant funding to deliver programs, events and activities prior to the commencement of the financial year. Grant award notifications will be made in May/June of each year for the following 12 month period of July to June.

Where specified a second round may be opened in October of each year for a period of six (6) weeks depending on availability of any remaining funds.

Programs that do not specify a second round may initiate a second round in October of each year if the first round does not allocate the budgeted annual provision. Any unallocated funds at the end of each financial year will be included in the year end brought forward position.

For funding programs with specified funding rounds the Shire will not accept applications outside of the specified funding rounds with the exception of the following purposes:

- Funding to support a response to a designated emergency.
- Where the applicant can demonstrate that a State or Federal grant funding application closing date falls outside of the funding rounds and can demonstrate that this funding application is contingent upon a application to a Shire funding program.

Where funding rounds do not apply applications for funding may be made in accordance with the details listed in Table 1. In these instances, funding will be available until the budgeted amount is exhausted or the end of the financial year whichever is first.

Implications

This policy is supported by funds allocated through the Shire's annual budget for each financial year. The Shire has demonstrated a long-term commitment to the provision of funding to eligible community organisations who operate as not for profit organisations delivering programs, activities and services that support the strategic objectives of the Shire and to individual community members representing the Shire.

Acquittal of Funding

Recipients of funds must submit an acquittal form and relevant supporting information in accordance with the funding criteria, however as a minimum will require:

- A completed acquittal form.
- Copies of all relevant invoices and receipts.
- Copies of relevant materials and/or other supporting information to demonstrate how Shire funding was expended as detailed in the relevant guidelines.

Failure to complete and lodge within the required timeframe may result in a demand for the return of funds and ineligibility to apply for future funding rounds. Until all existing grants or funds are acquitted an organisation may be ineligible to apply for an additional funding from the Shire.

An organisation that cannot demonstrate that funds have been acquitted in accordance with the purpose for which they were granted will be required to return the funds to the Shire within six (6) months of the proposed completion date and will be subject to an ineligibility period of up to two (2) years if funds are judged to have been misused.

Reporting Procedures

A record of each application determined by the Shire will be registered to the corresponding records file to meet the Shire's record keeping requirements.

Grant Funding reporting to Council will be provided twice yearly:

- Report 1 to coincide with the adoption of the annual budget detailing grant recipients for each program.
- Report 2 at the conclusion of the financial year with acquittal details for each grant funding program.

Fee Waivers and Donations will be reported as part of the Monthly Financial Report provided to Council.

Dispute Resolution

All disputes in regard to this policy will be handled according to the Shire’s Complaint Handling Policy.

Application

Responsibility for the implementation of this policy rests with the Chief Executive Officer

Legislation	
LGA s5.42 Delegation of some powers and duties to CEO	<ol style="list-style-type: none"> 1. A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43 <p>*Absolute majority required</p> <ol style="list-style-type: none"> 2. A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation

Definitions	
Charitable organisation	Is a not-for-profit organisation that has a charitable purpose for the sole benefit of the public (religious groups, aged care homes, homeless shelters, disability services, universities and colleges, animal welfare societies and artistic or cultural groups)
Community organisation	A group of people that come together to pursue a common cause or interest for the benefit of the community and may include an Association, Centre, Club, Committee, Group, Incorporated Body or Society
Donation	A gift given by the Shire, typically for charitable purposes and/or to benefit a cause. A donation may take various forms, including cash offering, services, new or used goods. It may also consist of emergency, relief or humanitarian aid items
Fees and Charges (in relation to in-kind contribution requests)	Is a set monetary amount levied by the Shire for the use of Shire owned facilities and resources or the staging of a particular event or activity as adopted by Council
Grant	Contribution, gift, or subsidy (in cash or in-kind) bestowed by the Shire (grantor) for specified purposes to an eligible recipient (grantee). Grants are usually conditional upon certain qualifications as to the use, maintenance of

	specified standards, or a proportional contribution by the grantee or other grantor(s)
In-kind Support	<p>In-kind support can be defined as:</p> <ul style="list-style-type: none"> • Monies/financial assistance which is not a loan, and does not need to be paid back • Administration support • Equipment support • Infrastructure support • Venue hire • Office supplies support • Fees and charges associated with events / activities approved under a Grant or Sponsorship application
National celebration	Australian community and national events include: annual remembrance ceremonies, multicultural festivals, holidays and religious festivals, recognition of indigenous Australians, agricultural shows, collection days to raise money for charitable causes, research on specific illnesses and major sporting events
Not-for-profit organisation	An organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect whilst in operation
Schools	Primary or Secondary educational institutions
Shire facility	Means all Shire owned and operated facilities and reserves across the Shire that are included as available for hire or use in the Shire's Annual Schedule of Fees and Charges as adopted by Council

Document and version control table

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2.0		