

## 11.3 Corporate and Community Services

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## **11.3 Corporate and Community Services**

### **11.3.1 WRITE-OFF OUTSTANDING RATES**

Attachment 1 – Correspondence from AISC



**ASIC**  
Australian Securities &  
Investments Commission

Australian Securities  
and Investments Commission

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Our Reference: 5566/15

Your Reference:

28 November 2018

Gary Evershed  
Shire of Augusta Margaret River  
PO BOX 61  
MARGARET RIVER WA 6285

By Email Only: [amrshire@amrshire.wa.gov.au](mailto:amrshire@amrshire.wa.gov.au)

Dear Mr Evershed

GREENWOOD INVESTMENTS PTY LTD ACN 128 612 000 (Deregistered) (the company)  
Lot 226 O'Brien Street Cowaramup WA (the property)

I refer to the above matter, and your correspondence enclosing 2018/2019 Bush Fire Management Notice.

Effect of deregistration

I confirm the company is deregistered.

Ordinarily as a result of deregistration:

- a) all property the company held on trust at deregistration belongs to the Commonwealth;
- b) all non-trust property the company owned at deregistration belongs to ASIC; and
- c) ASIC is the only party legally able to deal with the company's property.<sup>1</sup>

What will ASIC do about the property and outstanding rates

While ASIC is vested with the company's interest in the property it is not obliged to fulfil all obligations imposed on, or attached to, the property. The obligation to pay outstanding rates will arise only if ASIC decides to dispose of the property. ASIC can – but is not obliged to – do so at its absolute discretion under s601AE(2) of the Act.

ASIC does not intend paying any outstanding rates on the property or selling the property to satisfy the outstanding rates.

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<sup>1</sup> There are exceptions e.g. secured parties are entitled (under their security) and Land Titles Registrars have some powers (under their State legislation), to deal with the company's property despite deregistration.

### The Bush Fire Notice

ASIC has no objection to Council carrying out the required work and recovering its costs and charges in addition to the outstanding rates.

### Future rates notices

Please advise the last name and address to which Council sent the rates notices. While the company remains deregistered and the property remains registered in the company's name, all future rates notices must be sent to:

GREENWOOD INVESTMENTS PTY LTD ACN 128 612 000 (Deregistered)  
C/- ASIC Property Law Group  
Email: [property.law@asic.gov.au](mailto:property.law@asic.gov.au)

As the owner of the property ASIC does not consent to a copy of the rates notices being provided to any other party (other than a mortgagee in possession).

### Powers under the Local Government Act

ASIC encourages councils to exercise power of sale under their State legislation. Any notices that must be served by Council on the registered proprietor before exercising power of sale can be served on the company, care of ASIC's Property Law Group.

### Payment of rates

ASIC appreciates that councils are often unable to refuse acceptance of payment of rates. However, ASIC does not consent to any third party other than secured creditors e.g. a mortgagee in possession, dealing with its property in any manner whatsoever. This includes making payment of rates.

### What should be done

ASIC does not wish to remain vested with the property any longer than necessary and will encourage the former officeholders to reinstate the company urgently. Council should please direct any party attempting to pay the rates or deal with the property to the writer.

In the meantime, Council should set up a company alert<sup>2</sup> (which is a free service) to monitor the company's status. In the event the company is reinstated, if its status changes to "strike off" Council should immediately contact ASIC's Registry Services (via [dereg.deferrals@asic.gov.au](mailto:dereg.deferrals@asic.gov.au)) to request deferral of deregistration until Council's matter is completed.

Yours sincerely



Adam Prior  
Lawyer  
Property Law Group  
Tel: 07 3867 4987 / Email: [adam.prior@asic.gov.au](mailto:adam.prior@asic.gov.au)

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<sup>2</sup> Visit [asic.gov.au](http://asic.gov.au) and type "company alert" in the search bar.

## **11.3 Corporate and Community Services**

### **11.3.2 DRAFT GL27 COMMUNITY, ECONOMIC, ENVIRONMENTAL AND EVENTS FUNDING POLICY**

Attachment 1 - CCS 10 Financial Assistance Policy

Attachment 2 - GL29 Icon Events Sponsorship

Attachment 3 - GL20 Donations and Community Grants Policy

Attachment 4 - Draft GL27 Community, Economic, Environmental and Events  
Funding Policy

Attachment 5 - Community, Economic, Environmental and Events Funding  
Framework

# CCSP 10 Financial Assistance Policy



8 September 2017

*This policy was adopted by Council to set governing principles in place that align the strategic direction of the organisation with Goal 5: Effective Governance and Leadership of the Community Strategic Plan 2033.*

## Objectives

To set the categories and amount of financial assistance that shall be provided by the Shire to community organisations and individuals in the local community. To provide guidelines for the application, assessment and determination of requests received for financial assistance and to ensure expenditure of all funds are appropriately accounted for and reported on.

## Policy

This policy provides an overarching framework for the Shire of Augusta Margaret River to provide financial assistance to community organisations and individuals within our local community to enhance community values and aspirations. In determining the requests for Waiver of Fees and Charges under this policy, the approval is governed by the Instrument of Delegation Number 8, Write off debts.

Delegation 8 Write off debts

*The exercise of powers and discharge of duties under s6.12 of the Local Government Act 1995 (LGA) to waive or grant concessions (excluding rate concessions) and to write off debts not exceeding \$3,000.*

Note: In cases where the request for fee waivers exceed \$3,000, a report needs to be submitted to an Ordinary Council Meeting for Council's consideration and approval.

The Shire receives a large number of requests throughout the year for financial assistance from community organisations and individuals. A policy for the assessment of the applications ensures:

- Transparency and accountability to the community
- Fairness and equity to all applicants
- Eligibility criteria is applied to each category of financial assistance
- The amount of funding available in each category
- Guidelines are in place to assist applicants to complete and lodge applications
- Applications are assessed by a delegated officer under Delegation 8, Write off debts
- Effective reporting mechanisms and administrative procedures advise Council of the type and total value of financial assistance provided for the financial year.

CCSP 10 FINANCIAL ASSISTANCE POLICY

## Scope

This policy applies to requests for financial assistance towards:

- An activity, event, competition, project or celebration
- Programs with a charitable or community service oriented purposes
- Disaster relief funds for humanitarian reasons
- An organisation's development
- Provision of services and maintenance of facilities within the shire
- The establishment of new facilities or improvements to existing facilities of a capital nature.

Each application for financial assistance is considered on its individual merits. The Shire of Augusta Margaret River reserves the right to determine eligibility for financial assistance based on information provided in the application.

Recipients of support will be asked to assess their performance in line with this policy and requirements set out in the funding category guidelines and procedures.

Failure to satisfactorily complete the performance valuation requirements may disqualify recipients from future funding assistance from the Shire and or require the funds to be returned.

## Implications

The implementation of this policy is supported by funds allocated through the Shire's annual budget of each financial year. The Shire has demonstrated a long term commitment to the provision of financial assistance to eligible community organisations who operate as a not-for-profit organisation and individual community members chosen to represent the shire.

## Acquittal of Funding

Recipients of financial assistance under the Community Development Grants category must submit an acquittal form and relevant supporting information, within one (1) month of the completion of the projects, or by the date detailed in the guidelines.

Funding acquittal requirements will be detailed in the Community Development Grant guidelines, however as a minimum will require:

- A completed acquittal form
- Copies of all relevant invoices and receipts
- Copies of promotional materials and/or other supporting information to show how Shire funding was acknowledged.

Failure to fully complete and lodge the acquittal will result in a demand for the return of the funds, and will result in ineligibility for future funding rounds. Until all existing grants or funds are acquitted, the organisation is not eligible to apply for an additional grant or funding from Council.

An organisation that cannot demonstrate that funds have been expended in accordance with the purpose for which the funds were granted, will be required to return the funds to Council within six months of the proposed completion date, and will be subject to an ineligibility period for future grants if funds are judged to have been misused.

Note: An under expenditure tolerance of 5% for Community Development Grants is acceptable allowing recognition of the recipients time, effort and cost for successfully completing the project. Administratively it is more efficient and cost effective for the Shire to allow this variance than demand payment.

## 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.

Where financial assistance is granted by the Shire, approvals will be recorded internally with a quarterly and year to date position included in the Monthly Financial Report presented to Council.

Category of financial assistance	Funding available	Delegated Officer
<b>12.1 Sponsorship - Appointment to a state team for national representation</b>	\$200 per student / individual	Director Corporate and Community Services
<b>12.1 Sponsorship - Appointment for international representation</b>	\$500 per student / individual	Director Corporate and Community Services
<b>12.2 Donation</b>	Maximum of \$200	Director Corporate and Community Services
<b>12.3 Waiver of Fees and Charges</b>	A maximum of 50% of the applicable fees and charges (with the exception of national celebrations, state or federal functions and visits by Parliamentarians within the Shire)	\$3,000 or less Director Corporate and Community Services  Over \$3,000 Report to Council
<b>12.4 Community Development Grants</b>	Maximum of \$1,000	Director Corporate and Community Services
<b>12.5 Council Contribution</b>	Council consideration	Report to Council
<b>12.6 Interest Free Loans</b>	Maximum of \$20,000	Report to Council

## Dispute Resolution

All disputes in regard to this policy will be handled according to the Shire's Complaint Handling Guide Version 4 – January 2017.



## Application

Responsibility for the implementation of this policy rests with the Chief Executive Officer and Director Corporate and Community Services.

Legislation	
<b>LGA s5.42 Delegation of some powers and duties to CEO</b>	<ol style="list-style-type: none"> <li>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</li> </ol> <p>*Absolute majority required</p> <ol style="list-style-type: none"> <li>2. A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation</li> </ol>
<b>LGA s6.12 Power to defer, grant discounts, waive or write off debts</b>	<ol style="list-style-type: none"> <li>1. Subject to subsection (2) and any other written law, a local government may –               <ol style="list-style-type: none"> <li>a) When adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money</li> <li>b) Waive or grant concessions in relation to any amount of money; or</li> <li>c) Write off any amount of money, which is owed to the local government</li> </ol> </li> </ol> <p>*Absolute majority required</p> <ol style="list-style-type: none"> <li>2. Subsection (1) (a) and (b) do not apply to an amount of money owing in respect of rates and service charges</li> <li>3. The grant of a concession under subsection (1) (b) may be subject to any conditions determined by the local government</li> <li>4. Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power</li> </ol>

Definitions	
<b>Charitable organisation</b>	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)

<b>Community organisation</b>	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
<b>Council Contribution</b>	An amount of money given to Community organisations by the Council in return for acknowledgement of assistance in the operation of Shire facilities
<b>Donation</b>	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
<b>Fees and Charges</b>	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
<b>Grant</b>	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)
<b>In-Kind Support</b>	In-kind support can be defined as: <ul style="list-style-type: none"> <li>• Monies/financial assistance which is not a loan, and does not need to be paid back</li> <li>• Administration support</li> <li>• Equipment support</li> <li>• Infrastructure support</li> <li>• Venue hire</li> <li>• Office supplies support</li> <li>• Fees and charges for Icon Events</li> </ul>
<b>Interest Free Loan</b>	Means of borrowing where no interest is charged on repayment to the Shire
<b>National celebration</b>	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
<b>Not-for-profit organisation</b>	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
<b>Schools</b>	Primary or Secondary educational institutions

<b>Shire facility</b>	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
<b>Sponsorship</b>	A cash and/or in-kind fee paid to a person, organisation or group (typically in sports, arts or entertainment) in return for acknowledgement and recognition of the Shire during the Activity or Event

Document and version control table		
<b>Strategic outcome</b>	Effective Governance and Leadership	
<b>Responsible Directorate</b>	Corporate and Community Services	
<b>Authority of original issue</b>	Council	
<b>Date of original issue</b>	25 June 2014	
<b>Contact officer</b>	Director Corporate and Community Services	
<b>Date of next review</b>	July 2020	
<b>Document No.</b>	COR/11 - AM1118	
Version	Date issued	Brief description
1.0	25/06/14	Initial Issue
1.1	08/09/17	Major policy review including template update
2.0	27/09/2017	Adopted by Council OM2017/237

# Governance and Corporate Leadership

## GL29 Icon Event Sponsorship



24 May 2017

*This policy was adopted by Council to set governing principles in place that align the strategic direction of the organisation with Goal 4: Vibrant and Diverse Communities*

### Objectives

The Shire's objectives in sponsoring Iconic events are to:

1. Create a more vibrant and diverse economy by attracting visitors as participants, support crews and spectators at Iconic Events;
2. Maximise the economic benefits of Iconic Events to accommodation providers, food and beverage businesses and other local businesses;
3. Foster healthy and active lifestyles and combat community obesity through participation in Iconic Events, and
4. Ensure that the natural environment is safeguarded and negative impacts on the environment are minimized at Iconic Events.

In this policy, unless the context requires otherwise Iconic Event means an event of State or National significance that can demonstrate high level of tourist activity and stimulate large scale community interest, involvement and or development.

### Policy

In striving to achieve the objectives the following strategies are to be employed:

1. Council will allocate up to 1% of rates annually in the budget to support Iconic Events being held in the Shire;
2. Sponsorship will be made available to commercial, community and not for profit organisations who can clearly demonstrate economic, social, community or environmental benefits to the residents and businesses operating within the Shire of Augusta Margaret River.;
3. Council will provide seed funding to grow new events to become self-sufficient in preference to annual recurrent funding for existing events

Applications to be received annually, with sponsorship support subject to allocation within Council's annual budget process, dependent upon the number of requests received and funding amount requested.

Proposals are to be assessed on the basis of the following criteria:

Table 1 – Primary Criteria for Assessment

<b>Strategic Alignment:</b>	Does the project or event align with the intent of Council's Corporate Plan?
<b>Management Planning:</b>	Has the applicant provided a detailed project management plan that clearly articulates the applicant's capacity to deliver what they state they will provide?

<b>Sustainability:</b>	Is the project financially sustainable without ongoing subsidies from Council?
<b>Access and Opportunity:</b>	Does the project or program provide equitable access and opportunities for all residents to participate?
<b>Consultation:</b>	Has the applicant consulted with industry and other State, regional or local stakeholders that may be affected or have an interest in the proposed project?

Table 2. Secondary Criteria of Assessment:

<b>Economic Impacts:</b> Anticipated number of participants (day visits) or number of overnight stays? Other considerations, number of interstate and international participants, spectators, support teams, length of stay and estimated daily expenditure.
<b>Media Coverage:</b> To what extent will the event attract media coverage? Will coverage be localised or have a much wider reach? Consideration also needs to be given to the level of coverage via radio, newspaper and television.
<b>Tourism Activity:</b> Is the event being staged in the low season (Winter), shoulder seasons (Autumn and Spring) or high season (Summer)? Events being staged in the low or shoulder seasons will generally be weighted more favourably.
<b>Shire versus Event Organiser (cash) contribution:</b> The higher the applicant percentage contribution, the more favourable the weighting (includes other funding sources but does not include in-kind contribution).
<b>Prestige:</b> The higher the status of competitors, sponsors, media; involvement of international sports, cultural and other federations; and the number of spectators, the more favourable the weighting.
<b>Community Involvement:</b> The higher the level of community involvement and volunteerism in the planning and development (local as well as regional communities) the more favourable the weighting.
<b>Capacity Building:</b> The level of development of volunteers and community members. The greater the development of volunteers, particularly young people, the more favourable the weighting.
<b>Social Justice:</b> Will the event provide opportunities for spectators / participants to become involved at low or minimum cost? The greater the opportunities with a low cost association the more favourable the weighting.
<b>Natural Amenity:</b> Has the natural environment been considered as part of the application? Will the event impact negatively on the natural amenity? The lower the impact on the natural environment the more favourable the weighting.
<b>Education and Conservation:</b> What capacity has the event or project to enhance, promote, conserve or educate the community about the natural environment?

## Application

Responsibility for the implementation of this policy is enacted through the CEO. The policy is to be reviewed every three years

### Document and version control table

<b>Strategic outcome</b>	Corporate Plan 2014-2018 Goal 4 – Vibrant and Diverse Communities
<b>Responsible Directorate</b>	CEO

<b>Authority of original issue</b>	Council	
<b>Date of original issue</b>	23 April 2014	
<b>Contact officer</b>	CEO EA	
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<b>Version</b>	<b>Date issued</b>	<b>Brief description</b>
1.0	23/4/2014	Initial issue
2.0	24/5/2017	Full review

# GL20 Donations and Community Grants



November 2020

*This policy was adopted by Council to set governing principles in place that align the strategic direction of the organisation with “Welcoming, inclusive and healthy communities and Effective leadership and governance”.*

## Objectives

To assist community organisations and individuals in the provision of services and facilities for the benefit of the residents and visitors to the Shire of Augusta Margaret River.

## Policy

1. Council shall provide funds annually in its budget for expenditure on donations and community grants of over \$500 exclusive of GST.
2. Council shall on an annual basis advertise in advance of the draft budget being finalised for community organisations to submit applications for community grants by calling for submissions.
3. Organisations or individuals that lodge applications for a community grants after the annual budget has been adopted will not have the application considered and will be required to reapply prior to the following budget.
4. All applications for financial assistance by way of community grants shall be required to provide the following information to support the application:
  - A copy of the groups/organisations constitution/aims/goals;
  - The purpose for which the Council funding or assistance is to be used; and
  - Other information the Chief Executive Officer may request to determine an application.
5. The allocation of funds to various groups and individuals shall be determined by Council at the budget meeting.
6. Council shall provide additional funds to accommodate additional calls or requests for donations received during the year. This residual fund shall be identified separately in the Budget and shall be retained for use as donations to "disaster " or "emergency " type appeals. The CEO will consider and approve requests of up to \$500 exclusive of GST for worthwhile requests from community groups and individuals which arise during the year. Extraordinary requests for donations above \$500 are to be approved by Council.
7. Allocations to groups and persons shall be determined in order to achieve an equitable distribution of funds throughout the community. Council may allocate funds to individuals or private organisations where, in the opinion of Council, the donation is in the interests of the community. Examples of such donations would include assistance

GL20 DONATIONS AND COMMUNITY GRANTS

to artists or researchers. Council may allocate funds to organisations and persons outside the Shire providing Council is of the opinion that the activities of the organisation or person provide a direct benefit to this Local Government area.

8. On completion of their activities, community organisations and individuals who received grants shall be required to submit a report or statement to Council showing how funds were expended. The report shall include a summary of the group's income and expenditure on the project. Any unexpended funds are to be returned to the Council at the completion of the project.
9. Council recognises that it is in the public interest that the cost of supplying its services be recorded and recognised in its statements of accounts. Where support is given to community groups or organisations through the supply of assets, services or the waiving of fees, the value of the contribution shall be quantified where possible and recorded as expenditure under the donations allocation.

## Application

Community grants are to be administered by the DCCS and approved by Council in the budget. Donations of \$500 or less are to be approved by the CEO. Extraordinary requests for donations above \$500 are to be approved by Council. The policy is to be reviewed every 3 years.

Document and version control table			
<b>Strategic outcome</b>	Goal 5 – Effective Leadership and Governance		
<b>Responsible Directorate</b>	Chief Executive Office		
<b>Authority of original issue</b>	Council		
<b>Date of original issue</b>	Council meeting date 27 August 2009		
<b>Contact officer</b>	Executive Assistant Corporate and Community Services		
<b>Date of next review</b>	November 2023		
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Version	Date issued	Brief description	
1.0	27/8/2009	Initial issue	
2.0	23/1/2013	Full review	
3.0	24/5/2017	Full review	
4.0	25/11/2020	Full review	

GL20 DONATIONS AND COMMUNITY GRANTS



# GL27 - Community, Economic, Environmental and Events Funding Policy



## **November 2020**

*This policy was adopted by Council to set governing principles in place that align the strategic direction of the organisation with Goal 5: Effective Governance and Leadership of the Community Strategic Plan 2020-2040.*

## **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, 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. Council provides up to 5% of the annual rates income to a budget for specific programs 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:

GL27 - 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 March & September	Community Development \$10,000 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 March	\$15,000	Delegated Authority
Community	Donations	Financial contribution towards expenses for not-for-profit organisations or individuals that benefit the community or represent the Shire at a national or international level	Community Strategic Plan	\$15,000 Council discretion \$5,000	Open all year round	Groups \$5,000 Individuals \$500	Delegated Authority & 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	\$150,000	Up to twice a year in March & September	\$25,000	Delegated Authority
Sustainable Events and 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 March & September	\$10,000 (matched funding required)	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 March	\$40,000	Delegated Authority
Sustainable Environment	Environmental Stewardship Grant (ESG)	Support for rural landowners to develop or implement environmental management plans	Environmental Elements of Sustainability Strategy, Local Planning Strategy and Strengthening Community Capacity Plan	\$10,000	Upon enquiry	\$2,000	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 March & September	Community \$50,000 Environmental \$45,000	Delegated Authority
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**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. 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.

## Donations

Applications for donations to community groups or individuals to support activities that benefit the community or represent the Shire at a national or international level.

An allocation of \$5,000 is provided for donations at Council's discretion for allocation towards:

- 'Disaster' or 'emergency' type appeals; or
- Individuals or private organisations where in the opinion of Council, the donation is in the interest of the community or if located outside the Shire boundaries the donation provides a direct benefit to this Local Government area.

## 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 Events & 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.
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 March of each year for a 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 of each year for the following 12 month period of July to June.

Where specified a second round will be opened in September of each year for a period of six (6) weeks.

Programs that do not specify a second round may initiate a second round in September 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 acquital 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	
<b>LGA s5.42 Delegation of some powers and duties to CEO</b>	<ol style="list-style-type: none"><li>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</li></ol> <p>*Absolute majority required</p> <ol style="list-style-type: none"><li>2. A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation</li></ol>

Definitions	
<b>Charitable organisation</b>	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)
<b>Community organisation</b>	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
<b>Donation</b>	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

<b>Fees and Charges (in relation to in-kind contribution requests)</b>	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
<b>Grant</b>	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)
<b>In-kind Support</b>	In-kind support can be defined as: <ul style="list-style-type: none"> <li>• Monies/financial assistance which is not a loan, and does not need to be paid back</li> <li>• Administration support</li> <li>• Equipment support</li> <li>• Infrastructure support</li> <li>• Venue hire</li> <li>• Office supplies support</li> <li>• Fees and charges associated with events / activities approved under a Grant or Sponsorship application</li> </ul>
<b>National celebration</b>	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
<b>Not-for-profit organisation</b>	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
<b>Schools</b>	Primary or Secondary educational institutions
<b>Shire facility</b>	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

<b>Strategic outcome</b>	Effective Governance and Leadership	
<b>Responsible Directorate</b>	Office of the CEO	
<b>Authority of original issue</b>	Council	
<b>Date of original issue</b>		
<b>Contact officer</b>	Chief Executive Officer	
<b>Date of next review</b>		
<b>Document No.</b>	COR/11	
<b>Version</b>	<b>Date issued</b>	<b>Brief description</b>
1.0		Initial Issue
1.1		
2.0		





# Community, Economic, Environmental and Events Funding Framework 2020-23



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## Alignment with Community Strategic Plan

This document relates to the Community Strategic Plan.



### **Key Result Area 1**

Valuing, protecting and enhancing the natural environment



### **Key Result Area 2**

Welcoming, inclusive and healthy communities



### **Key Result Area 3**

Ensuring sustainable development



### **Key Result Area 4**

Vibrant and diverse economy



### **Key Result Area 5**

Effective leadership and governance

## Objectives

The Shire of Augusta Margaret River recognises and respects the vital contribution of community and business in developing and delivering initiatives, programs and events that contribute to a vibrant social, environmental, cultural and economic community.

The purpose of this framework is to complement the associated GL27 Community, Economic, Environmental and Events Funding Policy to ensure the provision of funds through a structured and efficient process aligned to clear programs linked to the organisation's strategic objectives.

The Shire provides up to 5% of the annual rates income for specific programs to support Shire based community organisations, businesses and individuals that benefit the local community.

To optimise the use of public funds and ensure that these funds are distributed in equitably each funding program has its own specific criteria which is to be utilised in conjunction with the associated GL27 Community, Economic, Environmental and Events Funding Policy.

Applicants for funding are required to address the relevant criteria in one of the funding programs. Assessment and approval will be done according to the guidelines for each program and be done under relevant delegated authority or recommendation by the Chief Executive Officer. Applicants cannot bypass these processes.

An applicant may successful apply for and receive funding from different funding streams from the Policy per financial year, provided they meet the criteria for the particular program, however the applications cannot be for the same project. Applicants that have been successful in previous years are eligible to apply provided all previous funding has been satisfactorily acquitted.

## Funding Streams and Programs

Funding Stream	Funding Program	Description	Informing Policy, Strategy or Plan	Funding pool**	Application rounds	Maximum 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	Twice a year in March & September	Community Development \$10,000 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 March	\$15,000	Delegated Authority
Community	Donations	Financial contribution towards expenses for not-for-profit organisations or individuals that benefit the community or represent the Shire at a national or international level	Community Strategic Plan	\$15,000 Council discretion \$5,000	Open all year round	Groups \$5,000 Individuals \$500	Delegated Authority & 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	\$150,000	Twice a year in March & September	\$25,000	Delegated Authority
Sustainable Events and 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 March & September	\$10,000 (matched funding required)	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 March	\$40,000	Delegated Authority
Sustainable Environment	Environmental Stewardship Grant (ESG)	Support for rural landowners to develop or implement environmental management plans	Environmental Elements of Sustainability Strategy, Local Planning Strategy and Strengthening Community Capacity Plan	\$10,000	Upon enquiry	\$2,000	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 March & September	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. 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.

# Community

## Community Development and Events Grant

Projects, programs, events or activities that benefit the wider community.

### 1. Eligibility criteria:

- a) Applications from not-for-profit organisations, schools and individuals.
- b) Projects that take place within the boundaries of the Shire of Augusta Margaret River.
- c) Applications that successfully meet the grant guidelines.

### 2. Evaluation criteria for grant

- a) Application meets the grant guidelines.
- b) Strategic alignment – the project aligns with objectives within the Strengthening Community Capacity Plan, Creative Culture Plan, Strengthening Youth Plan, Sustainable Events Strategy and Sustainable Economy Strategy

### 3. Funding rounds

- a) Applications are invited up to twice per year, closing at the end of March as advertised annually. Funds not expended may prompt a second round closing mid-September.

### 4. Grant limitations

- a) The maximum grant available to any one group or organisation in the Community Development Grants funding stream will not exceed \$10,000.
- b) The maximum grant available to any one group or organisation in the Events Grants funding stream will not exceed \$15,000.
- c) Funding will not be provided for:
  - i. Projects/events that are already funded by an existing service agreement with the Shire
  - ii. Deficit funding for groups/organisations experiencing a shortfall of cash, revenue or anticipated revenue
  - iii. Recurrent operational costs
  - iv. Ongoing maintenance works
  - v. Events that have already occurred or will occur prior to the distribution of funds
  - vi. Applicants who have not acquitted previous grant funding.

## Community Hall Grants

Financial contributions towards operating expenses for community halls committees.

### 1. Eligibility criteria:

- a) Applications from not-for-profit organisations managing Shire owned halls/facilities who manage the facility for the purposes of community use and hire.

### 2. Evaluation criteria for grant

- a) Application meets the grant guidelines.
- b) Statement of Revenue and Expenditure for the previous financial year provided.
- c) Current bank statement/s for all associated accounts provided.

### 3. Funding rounds

- a) Applications are invited once a year, closing at the end of March as advertised annually.

#### **4. Grant limitations**

- a) The maximum grant available to any one hall from the Community Hall Grants funding stream will not exceed \$15,000.
- b) Funding will not be provided for:
  - i. Events
  - ii. Improvements to Shire facilities that are capital in nature
  - iii. Projects for permanent improvements or items considered to be fixed to a structure erected on Shire owned or controlled land
  - iv. Structural renovations or improvements of a fixed nature
  - v. Plant or vehicle operating costs
  - vi. Major repairs that require a licensed contractor (i.e. plumber, electrician, vermin or pest control)
  - vii. Equipment purchases where there is not supporting evidence that such equipment is vital to the ongoing management or maintenance of the facility.

### **Donations**

Donations to community groups or individuals to support activities that benefit the community or represent the Shire at a national or international level.

#### **1. Eligibility criteria:**

- a) Applications from not-for-profit organisations, schools and individuals.
- a) Applications that successfully meet the donation guidelines.
- b) An allocation of \$5,000 is provided for donations at Council's discretion for allocation towards:
  - i. 'Disaster' or 'emergency' type appeals.
  - ii. Individuals or private organisations where in the opinion of Council, the donation is in the interest of the community or if located outside the Shire boundaries the donation provides a direct benefit to this Local Government area.

#### **2. Evaluation criteria for project or event**

- a) Application meets the grant guidelines.

#### **3. Funding rounds**

- a) Applications open year round until the funds have been exhausted.

#### **4. Grant limitations**

- b) The maximum donation available to any one group in the Donation funding stream will not exceed \$5,000.
- c) The maximum donation available to any individual in the Donation funding stream will not exceed \$500.
- d) Donations up to \$500 exclusive of GST are to be approved by the CEO.
- e) Donations above \$500 exclusive of GST are to be approved by Council.
- f) Funding will not be provided for:
  - i. Activities that are already covered by an existing service agreement with the Shire of Augusta Margaret River
  - ii. Local sporting club attendance at "Country Week" events held in Perth
  - iii. Individuals who have selected themselves to attend an event/competition.



# Arts and Culture

## HEART Grants

Support for events and activities at the Margaret River HEART.

### 1. Eligibility criteria:

- a) Applications from businesses, not-for-profit organisations, schools and individuals.
- b) Commercial operators must be an Australian legal entity or individual with an Australian Business Number.
- c) Applicant must have a booking at Margaret River HEART and been issued a draft cost estimate for the event.
- d) Program/event takes place at the Margaret River HEART.
- e) Applications submitted not less than eight (8) weeks from the event commencement date.
- f) Where events are ticketed, they should be open to the general public and can be ticketed by Margaret River HEART.
- g) The involvement of any co-contributions and partnerships funded via other grant sources must be confirmed in writing.
- h) Applicant to acknowledge Margaret River HEART in all event marketing materials.
- i) Applications that successfully meet the grant guidelines.

### 2. Evaluation criteria for project or event

- a) Application meets the grant guidelines.
- b) Industry capacity building - Application supports the diversity of arts and cultural and business event activities available at the Margaret River HEART and is an event that connects the local community to meaningful arts and culture experiences.
- c) Strategically support the development of new audiences both local and intrastate.
- d) Social benefits – Applications involve and inspire the local community through volunteering opportunities.
- e) Economic impact – Applications bring additional tourism income to the local community by increasing visitor numbers and expenditure in the community and support the growth and development of the local arts industry and/or build capacity within local businesses (i.e. conference opportunities).
- f) Media impact – Applications attract media coverage that will help raise the profile of the Augusta Margaret River region as an arts, culture and business events destination.
- g) Timeframe and expenditure – Project timeframe is realistic and the project demonstrates value for money.
- h) Community partnership – Project demonstrates strong local community partnerships in delivering proposed project.

### 3. Funding rounds

- a) Applications open year round until the funds have been exhausted.

### 4. Grant limitations

- a) The maximum grant available to any individual applicant in the HEART Grants funding program will not exceed \$5,000.
- b) The maximum grant available to any group applicant in the HEART Grants funding program will not exceed \$50,000.
- c) Funding is only available to cover venue hire, staffing and other venue related costs for events hosted at Margaret River HEART. Note: There is no cash funding component.
- d) In some instances, ticketed events may be partially funded and/or may include an option for Margaret River HEART to request a percentage of box office sales where funding is supporting a commercial return for an event.
- e) Funding will not be provided for:

- i. Administration costs, including salaries and on-cost of staff, office rent, office consumables and general running costs
- ii. Private events
- iii. Fund raising
- iv. Projects that directly contravene the eligibility and ethics framework or existing Shire policies
- v. The funding request is for expenditure associated with a previous event
- vi. The application contains false information
- vii. Any applicants that do not submit their application using the correct application form and budget spreadsheet
- viii. Any event that does not hold current Public Liability and insurance requirements
- ix. Any event that does not meet Margaret River HEART's Terms and Conditions of hire.

## Major Event

### Major Event Grants

Support for major events deemed to be of state, national and/or international significance that attract visitors, generate economic activity and promote the region

#### 1. Eligibility criteria:

- a) Applications from businesses and not-for-profit organisations.
- b) A significant portion of the event to be held within the boundaries of the Shire of Augusta Margaret River.

#### 2. Evaluation criteria for project or event

- a) Application meets the grant guidelines.
- b) Strategic alignment - The event aligns with objectives within the Shire's Sustainable Events Strategy, Sustainable Economy Strategy and Creative Culture Plan.

#### 3. Funding rounds

- a) Applications are invited up to twice per year, closing at the end of March as advertised annually. Funds not expended may prompt a second round closing mid-September.

#### 4. Grant limitations

- b) The maximum grant available to any applicant in the Major Event Grants funding stream will not exceed \$25,000.

## Sustainable Events and Economy

### Sustainable Economy Grants

Support for the delivery of outcomes of the Shire's Sustainable Economic Strategy.

#### 1. Eligibility criteria:

- a) Applications from registered businesses or incorporated association located within the Shire of Augusta Margaret River.
- b) At least 50:50 matched funding.
- c) Applications that successfully meet the grant guidelines.

#### 2. Evaluation criteria for project or event

- a) Application meets the grant guidelines.

- b) Demonstrates an identified need for the project.
- c) Demonstrates the project is well planned and is feasible.
- d) Identifies the desired key objectives/outcomes it will have on the local community.
- e) Applicants have identified how they will acknowledge the Shire's contribution.
- f) Wherever possible uses local suppliers and products.
- g) Complies with relevant legislation and Shire policies.
- h) As the funding pool is limited, applications that demonstrate the best value for money will be prioritised, and priority will also be given to applicants that have not previously been funded.

### **3. Funding rounds**

- a) Applications are invited up to twice per year, closing at the end of March as advertised annually. Funds not expended may prompt a second round closing mid-September.

### **4. Grant limitations**

- a) The maximum grant available to any one organisation in the Sustainable Economy Grants funding stream will not exceed \$10,000.
- b) Funding will not be provided for:
  - i. Projects that are already funded by an existing service agreement with the Shire
  - ii. Deficit funding for groups/organisations experiencing a shortfall of cash, revenue or anticipated revenue
  - iii. Recurrent operational costs
  - iv. Ongoing maintenance works
  - v. Activities that have already occurred or will occur prior to the distribution of funds
  - vi. Applicants who have not acquitted previous grant funding.

## **Sustainable Environment**

### **Environmental Management Fund (EMF) Grants**

Support for programs and initiatives that support Council's sustainable environment goals.

#### **1. Eligibility criteria:**

- a) Applications from businesses, not-for-profit organisations, schools and individuals.
- b) Activities to be held within the boundaries of the Shire of Augusta Margaret River.

#### **2. Evaluation criteria for project or event**

- a) Application meets the grant guidelines.
- b) Strategic alignment - The event aligns with objectives within the Shire's Environmental Elements of Sustainability Strategy, Climate Action Plan and Strengthening Community Capacity Plan.

#### **3. Funding rounds**

- a) Applications are invited once a year, closing at the end of March as advertised annually.

#### **4. Grant limitations**

- a) The maximum grant available to any applicant in the EMF Grants funding stream will not exceed \$40,000.

## **Environmental Stewardship Grants (ESG)**

Support for rural landowners to develop or implement environmental management plans.

### **1. Eligibility criteria:**

- a) Applications from businesses, not-for-profit organisations, schools and individuals.
- b) Activities to be held within the boundaries of the Shire of Augusta Margaret River.

### **2. Evaluation criteria for project or event**

- a) Application meets the grant guidelines.
- b) Strategic alignment - The event aligns with objectives within the Shire's Environmental Elements of Sustainability Strategy and higher order land conservation objectives from the Local Planning Strategy.

### **3. Funding rounds**

- a) Applications upon enquiry.

### **4. Grant limitations**

- a) The maximum grant available to any applicant in the Environmental Stewardship Grants funding stream will not exceed \$2,000.

## **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

#### **1. Eligibility criteria:**

- a) Applications from incorporated not-for-profit organisations.
- b) Activities to be held within the boundaries of the Shire of Augusta Margaret River.
- c) Applications that successfully meet the grant guidelines.

#### **2. Evaluation criteria for project or event**

- a) Application meets the grant guidelines.
- b) Strategic alignment - The project aligns with objectives within the Shire's Environmental Elements of Sustainability Strategy, Climate Action Plan, Strengthening Community Capacity Plan and Creative Culture Plan.

#### **3. Funding rounds**

- a) Applications are invited up to twice per year, closing at the end of March as advertised annually. Funds not expended may prompt a second round closing mid-September.

#### **4. Grant limitations**

- a) The maximum grant available to any Community Operating Grant will not exceed \$50,000.
- b) The maximum grant available to any Environmental Operating Grant will not exceed \$45,000.

## 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.

## Definitions

### Acquittal

An acquittal is a written report submitted after the funded project is complete. It details how the grantee administered the grant funds and met the project outcomes in the funding agreement.

An acquittal report includes promotional material, including media reports, evidences of project activities and outcomes, data that may include employment numbers, attendances and audience/stakeholder satisfaction metrics and a detailed financial report that includes project income and expenditure.

### Auspice

An auspice is an incorporated organisation who receives, administers and acquits the Shire's funding on behalf of an applicant.

The auspice is required to:

- enter into a funding agreement with the Shire
- accept grant funds and pay the auspiced grant applicant
- be responsible for any value-in-kind support the Shire approves including making bookings and entering into any corresponding additional agreements with the Shire
- monitor and acquit the use of funds at the completion of the project.

### Grant

A grant is cash or value-in-kind support provided to applicants for a specified project or purpose as outlined in the funding agreements between the Shire and the recipient.

### Incorporated Association

An association that has been incorporated in accordance with the requirements of the *Associations Incorporation Act 2015*.

### Indigenous Corporation

A corporation established under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*.

### Not-for-profit organisation

A not-for-profit organisation is an organisation that does not directly operate for the profit or gain of its owners, members or shareholders, either directly or indirectly.

Any profit must be used to further the organisation's purpose, must not be distributed to members, owners or shareholders either while the organisation is operating or when it winds up. This should be reflected in any applying not-for-profit organisation's constitution.

## **Social Enterprise**

A social enterprise is a business with a clear and stated social, environmental or cultural mission. They are usually driven by a public or community cause, derive most of their income from trade (not donations or grants) and use the majority of their profits to work towards their social mission as defined by their constitution.

## **Unincorporated Community Group**

A group of people who act together for a shared interest or purpose. Where such a group is successful for funding, an individual representing the group will be required to personally sign the funding agreement, or have an auspice willing to enter into the contract on behalf of the group.

## **In-kind and Fee Waivers**

In-kind refers to an arrangement whereby the Shire foregoes revenue (either in full, or a percentage) on things for which they would normally charge a fee. This may include but is not limited to permit fees, venue hire and banner fees. Fees and charges levied and collected by the Shire under any written law are not eligible for a fee waiver.



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If you are deaf, or have a hearing impairment or speech impairment, contact us through the National Relay Service:

- TTY users phone 133 677 then ask for 08 9780 5255
- Speak and Listen users phone 1300 555 727 then ask for 08 9780 5255
- Internet relay users connect to the NRS [www.relayservice.com.au](http://www.relayservice.com.au) then ask for 08 9780 5255