

1. PURPOSE

The purpose of this policy is to establish a clear and transparent framework for the allocation of year-round Community Grants Program that support projects, programs and initiatives that benefit the local community.

The Community Grants Program provides funding for all community groups, sporting clubs and non-for-profit organisations to undertake projects, programs or activities that benefit residents for the Shire. The objectives are to support community capability, inclusion, participation, and local wellbeing.

2. SCOPE

This policy applies to the Shire of Kellerberrin Community and its elected members and employees.

It is the responsibility of All Staff to ensure that they adhere to the policy, direction and legislation.

Council is responsible for the application of the policy. Council is responsible for the review of the policy.

3. DEFINITIONS

4. STRATEGIC CONTEXT

This policy links to core drivers:

- a) Relationships that bring us tangible benefits (to the Shire and our community)
- b) Our lifestyle and strong sense of community
- c) We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

5. POLICY STATEMENT

The Shire of Kellerberrin is committed to supporting local sporting and community groups.

The Community Grant Policy will give Council the capacity to:

- a) Encourage community groups to develop and deliver projects, programs and initiatives that benefit residents of the Shire of Kellerberrin.
- b) Assist local community groups to increase community participation, access and inclusion through events, services and activities.
- c) Provide financial assistance for community projects, programs or minor capital works that enhance community facilities, services or opportunities.
- d) Support new or emerging community initiatives that address identified community needs within the Shire of Kellerberrin.

Funding

Council will allocate funds to be available for the Community Grants and for these to be included as part of the Shire of Kellerberrin annual budget process. The Community Grants offers cash grants of up to \$3,000 per applications with a co-contribution.

Applications are open year-round, assessed monthly and invites applications for the grants under the following categories:

Community Donations

Eligible projects under this category include a new initiative or a significant one off project, capital project and repairs, maintenance or improvements to Council owned/managed facilities. Groups must contact Councils Manager of Governance or Community Development Officer regarding the possibility of external funding prior to seeking funds from Council.

Examples of past successful projects are Doodlakine Bowling Club - Lighting & Watering Project, Kellerberrin Playgroup -New Bike Path

Public Relations

Eligible projects under this category include public relations promotion through donations, sponsorship and waivers of fees and charges for Council owned/managed facilities.

Examples of past successful projects are Kellerberrin Junior Fire Brigade - hire fees waived of use of Community Bus, Kellerberrin Town Teams - plants for planter boxes.

Community Grants

Eligible projects under this category include organisations that provide services or programs to residents of the Shire on an ongoing basis. Examples of past successful projects are Kellerberrin Men's Shed - Architectural Drawings.

Eligibility

Applicants must meet the following requirements:

- Community or Sporting Group must be located within the Shire of Kellerberrin.
- Event or Project must be located within the Shire of Kellerberrin and benefit the community or address a community need.
- Submission must be discussed with Council's Chief Executive Officer, Manager of Governance or Community Development Officer, applications received that haven't been discussed *may not be* considered by Council.

Applications will be assessed against the following criteria:

- Alignment with the Shire of Kellerberrin's Strategic Community Plan.
- Management and financial capacity to deliver project or event.
- Additional benefit to community including access, opportunity & participation.
- Evidence of other support/funding has been obtained or is being sought.
- Anticipated outcomes in response to identified need.
- Recognition of Shire of Kellerberrin support.
- All applications are presented to Council monthly, Council's decision on the outcome of the application is final.

Assessment Criteria

In order to be considered for funding, applicants must provide the following:

- Completed and signed application form.
- Copy of last financial statement and a copy of a current bank statement.
- Copy of Certificate of Incorporation (if applicable).
- Copy of all supporting documentation including quotes, confirmation of additional funding, letters of support, plans etc.
- Copy of Public Liability Insurance (if applicable).

Application Requirements

Consideration will not be given to the following:

- Retrospective Funding.
- Recurrent Salaries or Operational Costs not directly associated with the funded project.
- Gifts, trophies or prizes.
- Costumes or Uniforms. Projects considered to be better funded through other sources.
- Applicants that have outstanding acquittals with the Shire of Kellerberrin.

General Conditions

- a) Applications may be accepted year-round.
- b) Grant funding is to be paid as reimbursement for spending or costs incurred after the Community Grant application has been approved. Assistance will not be given retrospectively.
- c) Funding will not be approved to any applicant that currently holds outstanding debts with the Shire of Kellerberrin, including any overdue acquittals from previous grant funding.
- d) The proposal must meet the specific funding program guidelines and eligibility criteria.
- e) The applicant organisation must demonstrate their capacity to manage financial and funding accountabilities of the project, as well as their overall project management capabilities.

- f) Funding is not to be used for any other purpose than what was detailed in the original application.
- g) All applications must be submitted on the relevant application forms.
- h) Where groups and individuals have an ABN (Australian Business Number) and are registered, GST will be applicable and will be paid. Unregistered groups and individuals will need to complete an Australian Taxation Office declaration form prior to receiving reimbursement of grant monies.
- i) Recipients of funds under this Policy must complete and submit evaluation and acquittal forms provided by Council no later than 60 days following any funded event or activity
- j) Community groups will be allowed to apply once per year unless express permission is received in writing from Council Chief Executive Officer.
- k) In-kind labour and equipment may be included in the applicant's contribution but may not exceed one third of the completed value of the project.
- l) Council may opt to use their employees or equipment in lieu of a cash contribution.
- m) Council reserves the right to carry out a Progress Inspection or request a Progress Report at any stage of the project.
- n) The Chief Executive Officer is given delegated authority to approve or reject minor variations to the Applicant's Project Budget following approval of the grant from Council.

Submission and Assessment Process

- a) Applications can be received via mail, email or printed copies dropped into the Front Counter at Shire Administration Office
- b) Applications will be assessed by the Grants Team based on Grant Criteria and a recommendation made to Council.
- c) Applications will be presented to Council and assessed based on eligibility and merit.
- d) Allocation of grant funding is at the discretion of the Council.
- e) All applicants will be contacted in writing regarding the outcome of their application.
- f) Applicants are encouraged to seek feedback on the outcome of their application.

Acknowledgement of Assistance

The applicant agrees to acknowledge the Shire of Kellerberrin's assistance through the following mediums, inclusive of, but not limited to:

- a) Council logo displayed on any media, marketing, or promotional material, including websites, apps, or social media relating to the initiative;
- b) Undertake joint media promotion with the Shire of Kellerberrin;
- c) Submission of an acquittal report containing photographs of project deliverables upon project completion

Allocation of Funds

All successful applicants are required to sign a funding agreement with the Shire of Kellerberrin prior to funds being released.

Council will not:

- fund deficit funding
- fund retrospectively

Generally, variations to funding agreements will not be accepted unless activities are impacted by circumstances demonstrated to be beyond the recipient's control. Any request to vary expenditure from the approved activity would need to be submitted to and approved by the Shire prior to the expenditure occurring.

Only minor variations that do not change the overall intent of the approved activities will be considered. Decisions regarding funding applications are final and will not be reconsidered.

Applicants may choose to resubmit their applications during future funding rounds, including those in the same financial year.

Acquittal

All Community groups that receive funding will have to provide the following after their project's completion within 12 months of the funding being awarded:

- a) Completed Acquittal Form (to be provided);
- b) Proof the project, activity or event took place (e.g. photographs etc.);
- c) Proof of expenditure (e.g. copy of financial records and invoices paid); and
- d) Evaluation of project, activity or event (e.g. copy of participant feedback, surveys etc.).

Unspent Funds

Funds allocated within the budget which are unspent at the conclusion of the Financial Year remain with Council.

6. RELATED LEGISLATION/ DOCUMENTATION**7. REVIEW DETAILS**

Original Adoption	17 March 2026	Resolution #	MIN017/26
Last Reviewed		Resolution #	
Amended		Resolution #	

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted