



G20 Community Development Fund

Policy Overview

Council supports the community through the provision of a Shire of Ravensthorpe Community Development Fund (CDF). Each year the level of community funds available will be up to a maximum of 1.5% of the prior year's rates revenue. The funds will be allocated across the following categories;

1. General Community Grants (groups and projects),
2. Community Events,
3. Major Events, and
4. Shire President Donations.

The allocation of CDF funds will be held annually by formal application with a closing date of 31 March each year. Available funds each year are limited and will be determined by Council via formal decision. The total available funds each year will be allocated across the stated categories at the discretion of Council and based on highest merit and greatest benefit to the Shire of Ravensthorpe residents and community. Any funds remaining unallocated may be used for additional Shire President Donations and if still unspent at end of year will be returned to consolidated revenue.

Policy Objectives

The objectives of this policy are to provide clear guidelines for;

- Community groups, projects and event organisers within the Shire in their application for community funds,
- Council for their consideration and allocation of funds in a consistent and transparent manner, and
- Staff in the administration of the Shire's CDF.

Policy

Definitions:

Community group	means any group which has as its members, members of the Shire of Ravensthorpe community and which operates on a "not for profit" basis. A community group may have a formal governance structure or may be a less structured group.
Auspecting organisation	means an incorporated organisation with a current ABN which agrees to work with a non-incorporated community group to receive, hold and disburse grant funds on behalf of the non-incorporated group. The auspecting organisation will be responsible for the management of the grant funds according to all conditions of the grant including acquittal. Acting in an auspecting capacity will not reduce this group's ability to apply for its own funding.
Not for Profit	means that the proceeds of the organisation are used for the benefit of the organisation and are not available for disbursement to the members of the organisation.



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Incorporated Association	means an organisation that has been incorporated under the <i>Associations Incorporation Act 2015</i> . Such an organisation has a formally adopted constitution and is governed by an elected committee.
Peak periods	means the WA school holiday periods covering the months of December, January, and April, and Easter holidays each year.
GST	means the Federal Government's Goods and Services Tax. Provision of grant funds will be exclusive of GST unless the recipient organisation is registered for GST, in which case the grant amount will be grossed up by 10%.

Community Development Fund

a) Funding Round

The Community Development Fund will be allocated from within Council's budget with applications being called for in March to be considered for funding in the next financial year (July to June).

Each year the level of community funds available will be up to a maximum of 1.5% of the prior year's rates revenue (as an example, actual rate revenue in 2021/22 was \$4.83m therefore 1.5% or \$72,435 would be allocated to the CDF in the 2022/23 budget).

The allocation of CDF funds will be held annually by formal application with a closing date of 31 March each year. Available funds each year are limited and will be determined by Council via formal decision.

The total available funds each year will be allocated across the stated categories at the discretion of Council and based on highest merit and greatest benefit to the Shire of Ravensthorpe residents and community. Any funds remaining unallocated may be used for the Shire President donations and if still unspent at end of year will be returned to consolidated revenue.

b) CDF Application Categories

Council will consider allocation of funds for each year's CDF program across the following 4 categories;

1. General Community Grants (groups and projects):

Local community groups and not for profit organisations may apply for funding for projects and activities that benefit communities within the Shire of Ravensthorpe up to maximum of **\$3,500 ex GST**.

2. Community Events:

Local community groups may apply for up to a maximum of \$5,000 ex GST for events that are targeted primarily at a local audience. Community events may create increased vibrancy, activate public places, and/or target specific groups within the local community.

3. Major Events:



Event organisers may apply for up to \$10,000 ex GST for events that are delivered within the Shire and have significant economic benefit to the Ravensthorpe community during non-peak periods.

Eligible events include, but not limited to sporting, recreational, music, cultural, food and wine, special interest, and business conferences that have the potential to attract significant numbers from outside the region and that ultimately generate additional expenditure into the Ravensthorpe economy.

The Shire will only fund Major Events staged outside of the defined Peak period to encourage economic visitor spend during shoulder and low seasons.

4. Shire President Donations:

Local community groups or individuals (where an individual can demonstrate sufficient justification for the provision of financial assistance) may apply for up to \$750 ex GST. The Donations category is provided to cover any applications that may not qualify for the other stated CDF categories, and may be applied for at any time of the year subject to funds still being available.

Multiple applications from the one entity are permitted however no more than one per each category (General Community; Community event; Major event). All applications received will be considered by Council as part of the competitive assessment process however applicants should be aware that if the CDF is over-subscribed in a given year then that multiple applications may not be successful. Applicants submitting multiple applications must rank/prioritise their applications. Council will assess and award grants based on applications received, fairness and equity to all local groups, and where it sees greatest value delivered to the community.

c) Shire President Donations:

Applications for Donations, to a maximum of \$750, may be submitted at any time Throughout the year for any purpose. Applications will be received from Shire based organisations, or individuals, where an individual can demonstrate sufficient justification for the provision of financial assistance. For example, such justification may include selection as a representative on a state or national team, with associated costs. Council will determine the level of funding allocated to the Shire President Donations category when considering other CDF applications.

Shire President Donations may be considered in addition to applications in other categories under exceptional circumstances as determined by the Shire President.

Donations shall be referred to the Chief Executive Officer who will forward to the Shire President for consideration under Delegated Authority of Council. Donations will be considered as long as sufficient funds exist within the CDF budget.

Community Development Fund Conditions

Application and Assessment: the CDF program will be open to receive applications in March each year. Council will then consider applications for inclusion in the following year's annual budget. Applicants will be notified of their success after formal endorsement by Council. All applications shall be made on the form available from the Council. Applicants must address the selection criteria provided within the application guidelines. Multiple applications from the one group may be considered however applicants should be realistic about the number of applications made as part of a competitive assessment process. If the CDF is over subscribed then it is unlikely multiple applications from the one applicant will be successful (an auspicing group will not limit their own group's ability to apply for funding). Additional



Shire President Donations may be considered in exceptional circumstances. Late applications will not be accepted for consideration unless they are of an urgent or emergency nature. Unsuccessful applicants will be advised and will need to reapply in the next year if the funding assistance is still required at that time.

Other Shire Approvals: applicants who receive CDF funding must still seek all relevant Shire approvals (eg event or building permits) from the Shire of Ravensthorpe. CDF approval does not confer any additional approvals apart from granting of funds.

Funding amounts: category funding levels are determined as per point 2 above – CDF Application Categories. The amounts detailed are maximums and should not be viewed as a guarantee of that level of funding. Council may decide to award part or none of the amounts requested. Council to review maximum funding levels as part of annual policy manual review.

Funding acknowledgement: applicants who receive CDF funding are required to recognize Shire support wherever possible, and may include but not limited to within all publicity material, invitations to attend events, inclusion on signage and the like.

Retrospective Funding: CDF funding cannot be granted retrospectively **unless by a decision of Council**. Shire President Donations may be considered under exceptional circumstances.

Funding Termination: a funding agreement may be refused and/or terminated if deemed by the Chief Executive Officer as a real or perceived conflict, or where a breach of the terms of an agreement has occurred.

Reporting: **successful CDF recipients will be required to provide a report following the outcome of CDF monies expended for their approved project so as to learn about how the CDF monies expended assisted in the outcome of the project.**

Administration of funds: All approved grant funds will be released in the new financial year and must be claimed and acquitted in the financial year it is provided. Funds will only be paid to incorporated groups which have a current ABN and on submission of a tax invoice. Groups which are not incorporated are able to apply for funding but must nominate in their application the name and ABN of an auspicing group which will receive and acquit the funds on their behalf if the application is successful. Only Shire President Donations may be paid to non-incorporated groups or individuals.

Acquittal of funds: Acquittal of grant funds shall be to the satisfaction of the Chief Executive Officer and generally requires the production of documentation or receipts sufficient to substantiate that the project funds have been spent in accordance with the grant application. Should the project not be completed by within the agreed timeframes the organisation can apply to Council for an extension for the funds to be carried over to the next financial year (an application must be made prior to consideration of the next years funding round). Prior approval must be sought for any substantial change of proposal. If no request is made the funds will not be carried forward and any funds already provided are to be returned to the Shire of Ravensthorpe.



DOCUMENT CONTROL BOX		
Custodian: Chief Executive Officer		Decision Maker: Council
Compliance Requirements:		
Legislation: Appropriate Annual Budget Allocations Delegated Authority – DA 1.2.30 – Determination of Community Donations Delegated Authority – DA 1.2.31 – Approval to Extend acquittal of Minor Community Grant buy up to one-year Compliance Calendar: March		
Industry:		
Organisational:		
Document Management:		
Risk Rating: Medium	Review Frequency: 2 Years	Next Due:
Version #	Decision Reference:	Description:
a	OCM 21/07/2020 Item 13.2	2020 Policy Review
b	OCM 19/07/2022 Item 12.1.2	2022 Comprehensive Policy Register Review
c	OCM 28/02/2023 Item 12.1.1 Council Resolutions 02/23	Amendments: The revised draft policy includes an increase in funds allocation equivalent to up to 1.5% of the previous year's rate revenue. The revised draft CDF recommends four categories for funding with each category having a specific focus, maximum funding level, and application and acquittal requirements. The categories include; 1.1 General Community Grants (groups and projects) up to a maximum \$3,500, 1.2 Community Events up to a maximum of \$5,000, 1.3 Major Events up to a maximum of \$10,000, 1.4 Shire President Donations up to a maximum of \$750.
d	OCM 20/08/2024 Item 12.1.1	2024 Policy Review