

## G 8 Community Development Fund

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### Policy:

#### OBJECTIVES

1. To provide financial assistance for organisations and/or projects, which benefit the community.
2. To assist community based (not for profit) organisations to develop and maintain facilities.
3. To provide community based (not for profit) organisations with relief from Council imposed fees and charges.

#### INTERPRETATION

*'Community Organisation'* means any organisation which has as its members, members of the Shire of Ravensthorpe community and which operates on a "not for profit" basis.

*'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.

*'Major Community Grant'* means any financial assistance grant over \$5,000. Usually provided for the development of a capital works project eg: building construction, major purchase of equipment, ground-works, etc.

*'Minor Community Grant'* means any financial assistance up to \$5,000. Usually provided for minor building construction, maintenance or repair, minor projects, equipment purchase, operating expenses, relief from Council fees and charges etc. A minimum grant of \$200 applies.

*'Community Donation'* means a donation up to \$200 provided to any community organisation or person, for any purpose. Approved by the CEO under delegated authority of Council.

*'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%.

*'CEO'* means the Chief Executive Officer of the Shire of Ravensthorpe.

#### ABOUT THE COMMUNITY DEVELOPMENT FUND

##### **Funding Round**

The Community Development Fund will be allocated from within Council's general revenue budget each year with applications being

called at the beginning of March and will close during May for funding after adoption of the budget (generally September).

Generally Council is more likely to favour the consideration of applications for minor grants and typically grants of between \$1,000 and \$2,500 have been supported in the past.

Council will also budget an additional amount per year as contingency funding for Community Donations (max. \$200 per donation).

### **Advertising**

Each year, during March, Council shall advertise its intention to consider applications for financial assistance under the Community Development Fund

### **Applications**

All applications shall be made on the form available from the Community Services Manager. Applicants must address the selection criteria provided within the application guidelines. 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.

### **Major Community Grants (Over \$5,000)**

Funding for approved grants will be allocated from within Council's general revenue budget.

Major Community Grants may be used for any purpose, but are generally provided for purposes such as building purchase or construction, purchase of equipment, ground-works etc. Applicants should ensure the following criteria are addressed in their application:

- Type or organisation (eg sport, community, hobby, health and welfare, artistic, religious etc);
- Organisation membership;
- Nature of service/facility provided;
- Project details/planning/design/timing;
- Demonstrated need or community benefit;
- Financial position of the applicant;
- Financial viability of project;
- Other financial/in kind contributions;
- On-going management;
- Existing services and facilities of a like nature, within The Shire of Ravensthorpe;
- Provision of quotes (2 where possible) for all items greater than \$1000 in value; and
- Provision of a detailed project budget including GST breakdown.
- Details of applications to other possible funding sources. (eg Dept of Sport and Recreation, Healthways, Lotteries, etc.)

### **Minor Community Grants (Up to \$5,000)**

Minor Community Grants may be used for any purpose, including minor building construction, maintenance or repair, equipment

purchase or hire, events or functions, operating expenses, relief from Council fees and charges etc. A minimum grant of \$200 applies. Applicants should ensure the following criteria are addressed in their application:

- Type of organisation (eg sport and recreation, community based, general interest, health and welfare, artistic, religious etc);
- Organisation membership;
- Nature of service/facility provided;
- Demonstrated need or community benefit;
- Applicant's financial position;
- Purpose of the grant; and
- Provision of a detailed project budget including GST breakdown.
- Provision of a quote for all items greater than \$1000 in value; and
- Details of applications to other possible funding sources. (eg Dept of Sport and Recreation, Healthways, Lotteries, etc.)

**Community Donations:**

Applications for Community Donations, to a maximum of \$200, may be submitted at any time throughout the year for any purpose. Applications will be received from community-based organisations, or individuals, where an individual can demonstrate sufficient justification for the provision of financial assistance. Such justification may include selection as a representative on a state or national team, with associated costs.

Community Donations shall be referred to the Chief Executive Officer for consideration under delegated authority of Council.

**Administration of Financial Assistance and Acquittal:**

All approved grant monies must be claimed and acquitted by 28th February the year following that in which the grant was approved. Acquittal of grants shall be to the satisfaction of the manager Finance and generally require the production of documentation or receipts sufficient to substantiate that the project monies have been spent in accordance with the grant application. Should the project not be completed by the 28<sup>th</sup> February the organisation should then re-apply for the funding in the following year.

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