



# Koorda Community Grants Program (CGP) Guidelines

**Round 1: Applications open on 1 July and close 31 July. To be considered at the Public Ordinary Council Meeting in August. Acquittal Due: 28 February.**

**Round 2: Applications open on 1 November and close 30 November. To be considered at the Public Ordinary Council Meeting in December. Acquittal Due: 25 June.**

**Late applications will not be accepted.**

## INTRODUCTION

The Shire of Koorda is committed to recognising the value of all community organisations and has developed a clear and powerful vision “To build a vibrant and sustainable community with shared social values, in which we can live and work in harmony with our environment”.

The Community Grants Program is allocated from within Council's general revenue budget each year to provide financial support to community organisations that meet the objectives of the Community Grants Program (“**CGP**”).

Grants of up to \$5,000 (exc GST) are available to community organisations.

The CGP will run over two rounds, (with half of the allocated budget per round) as per the above time frames.

## OBJECTIVES OF THE COMMUNITY GRANTS PROGRAM

The CGP objectives are to support projects that promote community capacity, improve social participation and inclusion as well as enhance community harmony and social cohesion.

The Shire of Koorda CGP assists community groups and Not for Profit organisations with their vital work and programmes to:

- Promote community capacity, community harmony and social cohesion;
- Encourage people and organisations to help themselves;
- Ensure fair distribution of activities and services throughout Koorda; and
- Encourage resident participation in activities which benefit the community in Koorda.

## ADVERTISING

Before and during the funding round, advertising of the CGP will commence.

The advertisements will be placed in:

- Local newspapers ‘Narkal Notes’;
- The Shire of Koorda website;
- The Shire of Koorda Facebook page; and
- Shire notice boards.

## WHO CAN APPLY?

Eligible groups and organisations must be:

- An incorporated Not for Profit organisation; or sub committees of organisations are eligible to apply, subject to providing a letter of support from the main organisation body; or
- An unincorporated Not for Profit organisation, applying through the auspice of a Not for Profit incorporated body.

## WHO CANNOT APPLY?

- An unincorporated organisation without an auspice arrangement;
- An individual;
- A commercial for-profit organisation;
- Government Agencies (including Education, Health, Transport etc);
- Organisations that currently have an application with the Quick Response Grants Program for a project that is ongoing;
- Organisations that have not provided an acquittal from a previous Community Grants Program are ineligible to apply until the required documentation has been submitted; or
- Applicants who have received funding for the same event or initiative in two consecutive years must wait at least three years before reapplying for funding for that same event or initiative.

## ELIGIBLE PROJECT COSTS CAN INCLUDE

- Printing of posters/flyers;
- Advertising and promotion;
- Purchase of equipment\* required for the ongoing operations of the group, e.g. shade tent, tables, chairs etc;
- Assistance towards workshops/projects that benefit the Koorda community;
- Entertainment; or
- Costs associated for public events or functions in Koorda.

*\*If funded equipment is sold within 2 years, the successful applicant must notify the Shire.*

## WHAT ITEMS WILL NOT BE FUNDED

- Assistance towards Councils rates or standard user agreements;
- Assistance towards financial operating costs of the applicant e.g. rent, staff wages, utility costs, insurance, stationery etc;
- Alcohol;
- Conference attendance;
- Projects that have already commenced;
- Projects not based in the Shire of Koorda;
- Political activities;
- Projects that duplicate an existing or similar project/service within the community;
- An item benefiting an individual; or
- Any item that may cause offence to others or cause the Shire's name to be in disrepute.

## SELECTION CRITERIA

Each application will be assessed against the following criteria:

- Applicant History: Has the applicant applied previously? Did the applicant adhere to the guidelines and acquittal requirements?
- Does the project meet a broader community need?
- Does the project benefit a sufficiently broad, or diverse, target group?
- Does the organisation have the capacity to undertake and manage the project?
- Does the application represent value for money?
- Collaborative community wide projects are encouraged.

The level of assistance available is limited by Council's budget allocation and its priorities. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

## PUBLIC LIABILITY INSURANCE & AUSPICING

The Not for Profit organisations must have Public Liability Insurance and provide a copy of their current Certificate of Currency in order to be eligible for the CGP.

If your application is under auspice by another organisation you are required to provide the Public Liability Certificate of Currency of your auspice organisation.

### **ABN & GST**

To comply with the requirements of the Federal Government's Goods and Services Tax (GST) you must advise on your application if your organisation is registered for GST. If you do not have an ABN or are not registered for GST, you are required to complete a Statement by a Supplier form and submit it with your application.

The Shire of Koorda cannot release funds to successful applicants without an ABN or signed Statement by a Supplier form.

### **SHIRE VALUES AND COMMITMENT**

All applicants must demonstrate that the organisation or community group has a vision that is consistent with the Shire of Koorda Integrated Strategic Plan available to view on the Shire website <https://www.koorda.wa.gov.au/documents/integrated-planning-and-reporting>.

Organisations or community groups who apply to the CGP that engage in negative public comments that disparage the Shire, Councillors and/or staff may have their application denied on this basis.

### **HOW TO APPLY**

Applicants must complete an application form, located on the Shire of Koorda website. The application must address the selection criteria provided within the application guidelines. Late applications will not be accepted for consideration. Unsuccessful applicants will be advised.

Organisations that have not provided an acquittal from previous CGP applications are ineligible to apply until the required documentation has been submitted.

### **DOCUMENTS REQUIRED TO BE PROVIDED – AT TIME OF APPLICATION**

Please be aware that all documents provided are included in the Council Meeting attachments and are visible to the public. If you wish to have any information (such as contact details) remain confidential, please let the Shire Officer know once they have confirmed receipt of your application.

- A completed application form;
- Certificate of Currency showing current Public Liability;
- Letter of support by the organisation that is the auspice body for the grant (if applicable);
- Letters of support from other supporting groups (not compulsory but encouraged);
- Statement by a supplier form if you are not registered for GST; and
- Quotes for all expenditure items on the project budget.

Application Process	
<b>Step 1</b>	Access the Shire of Koorda Community Grants Program (CGP) Guidelines to review and confirm your project/initiative falls within the guidelines.
<b>Step 2</b>	Complete the application form.
<b>Step 3</b>	Submit the application by the closing date, making sure to acquire and provide all supporting documents in the application checklist. Late applications will not be accepted.  You will receive a confirmation email from a Shire Officer within 5 working days of your application being received. If you have not had confirmation, please call the Shire on 9684 1219 as soon as possible.
<b>Step 4</b>	Recommendations of applications received are considered at a Koorda Grants Committee Meeting, held prior to the Ordinary Council Meeting, with applications being referred to the Council for endorsement.  As Council Meetings are generally open to the public, applicants are welcome to attend the meeting where applications are determined.
<b>Step 5</b>	Applicants are notified of the outcome via written correspondence.
<b>Step 6</b>	A grant agreement between the Shire of Koorda and the applicant is to be signed.
<b>Step 7</b>	Project is complete.
<b>Step 8</b>	Complete the evaluation and acquittal report by the required deadline, or within 10 days of the project being delivered to the Shire of Koorda Administration or DCEO. (Applicants to ensure that all supporting documentation as per Acquittal Form is submitted)
<b>Step 9</b>	Payments of acquitted funds are paid to the Group/Organisation upon receipt of an invoice being sent to the Shire of Koorda.

### **KOORDA GRANTS COMMITTEE**

The CGP Assessment Committee shall consist of three (3) Elected Members, and one (1) Elected Member acting as a Deputy Member.

The Elected Members shall be resourced by self-nomination at the biennial "Election of Delegates and Deputy Delegates to Committees."

To ensure the Application Form is user friendly and consistently meets Shire reporting requirements, the form shall be reviewed and updated as required.

### **CONFLICT OF INTEREST**

Councillors and Council employees involved in assessing applications for assistance must declare any financial interest, proximity interest or impartiality interest before the relevant application is considered and follow the necessary procedure regarding that declaration.

## **ADMINISTRATION OF FINANCIAL ASSISTANCE**

Financial assistance approvals shall be administered in accordance with the following:

- Where financial assistance is approved by Council for projects that are dependent upon funding from an outside source, e.g.: Department of Sport & Recreation; Lotterywest etc, and that funding application is unsuccessful, then the approved Council CGP funds may be accrued in the following financial year, subject to written request to the CEO.
- Where an application for accrued funding is again unsuccessful, the approved Council CGP monies shall be withdrawn and may be made available to other community organisations.
- Where funding from an outside source is approved, any CGP monies (as approved) shall be paid to the applicant, on acquittal of the project.
- Where approved financial assistance is not claimed by the acquittal due date of the year in which the grant was approved and the organisation involved has failed to provide an explanation and request for those funds to be carried forward, the CEO shall advise the organisation that the approval is revoked and that they should then re-apply.
- Where the level of financial assistance from an outside source has been reduced below that requested by an organisation, the organisation shall be required to demonstrate its ability to meet the funding shortfall. In such circumstances the CGP Committee will reassess the viability of the project and may, if project viability is not substantiated, revoke the grant approval. Those funds may then be made available to other applicant organisations.
- Where requests for financial assistance are received outside the deadline for receipt of applications they shall not be accepted and the applicants will be advised accordingly.
- Projects that are able to demonstrate benefits to the wider community will be preferred. Those projects that can demonstrate contributions from the community or community groups will be preferred.
- Applications that have multiple funding sources/financial contributors will be preferred.
- Applications for grants received from individuals will not be accepted.
- Projects requesting funding for salary costs, administration support and recurring expenditure are ineligible for support.
- Council's decision is FINAL and applicants may not request an appeal.
- Applicants are permitted to only apply successfully for one round in each financial year.
- If the applicant does not satisfactorily acquit its grant, the applicant will be ineligible to apply for further Shire of Koorda funding and action may be taken to recover the grant funds if they have paid up front.

## **SHIRE ACKNOWLEDGEMENT**

Approved applications must acknowledge that the Shire of Koorda has provided funding towards their project/initiative as per application form.

The Shire of Koorda logo will be made available for all promotional and marketing material.

All sponsored equipment, where possible, must acknowledge the Shire of Koorda (eg; by erecting a plaque or placing an acknowledgement sticker, as provided by the Shire of Koorda), and provide supporting evidence within the acquittal.

Approved applications will be published on the Shire of Koorda Social Media, Website and relevant publications.

Advertising the success of and positive outcomes of the project may be requested and the Shire requests that cooperation is provided to enable this to happen. It is envisaged that these examples may encourage other community groups to get involved with the CGP experience.

Shire Councillors must be invited to the event/launch/first use of equipment etc.

## **ACQUITTAL PROCESS & OUTCOMES**

As part of the acquittal process grant recipients will be required to provide supporting documentation in the form of receipts and a completed acquittal report form to the Shire of Koorda, by the deadline, or within 10 days of project completion. The acquittal form will be sent to applicants when funding applications are approved.

The acquittal shall also include a post event/initiative summary following the completion, inclusive of at least three (3) photos that the Shire can use for promotional purposes, as well as proof of acknowledgment.

Payment of the CGP funds to successful community organisations will be made once the acquittal document along with supporting documentation is provided. Payments in advance can be agreed upon written request and at the approval of the CEO. Requests for extensions may be requested and approved by the CEO in writing.

Failure to complete the acquittal by the due date of the applicable funding round will result in those funds being forfeited irrespective of whether funds have been spent or committed by the organisation. Failure to complete the acquittal will disqualify the applicant for future CGP funding.

This information is to be disseminated to the Koorda Grants Committee. The CGP is to be reported via the Shire's Annual Report.

### **For further information or assistance with your application contact:**

Miss Lana Foote, Deputy CEO  
08 9684 1219 or [dceo@koorda.wa.gov.au](mailto:dceo@koorda.wa.gov.au)

### **Applications are to be sent to the Shire of Koorda:**

**Post:** PO Box 20 Koorda WA 6475  
**Address:** 10 Haig Street Koorda WA 6475  
**Email:** [dceo@koorda.wa.gov.au](mailto:dceo@koorda.wa.gov.au)

