



Shire of Coolgardie
Annual Community Assistance Fund
Guidelines
2016/2017

To a maximum of \$2,000.00

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INTRODUCTION

Please ensure that you read the following information thoroughly and that all documentation or information requested herein is included in your application to the Community Assistance Fund (CAF).

Throughout this guide, reference is made to the Community Grants and Development Officer. Lynda Duncan can assist you with CAF enquiries and can be contacted on 9080 2111, or via email mail@coolgardie.wa.gov.au

1. OBJECTIVES

The Shire of Coolgardie Community Assistance Fund is to provide funds to non-profit community based organisations, event organisers and exceptional individuals to establish a partnership for the promotion and development of social, economic, recreational, arts and cultural projects or operations on an equitable and accountable basis.

The Council aims to assist the efficiency of operations of community groups through the provision of funding for organisational development, asset purchases, marketing and management. Where possible, the Shire will work cooperatively on projects and events addressing community, family or volunteer issues.

One of the most effective means of promoting community development is through the use of volunteers and non-government organisations. The Shire of Coolgardie acknowledges and supports the contribution that community members make of their time, labour and expertise toward improving our community's quality of living.

2. RESPONSIBILITY

The responsibility for the selection and approval of successful grant applications rests with the Coolgardie Shire Council who will meet at Budget deliberation meetings to determine funding allocations. Shire staff play an important role liaising with CAF applicants to ensure submissions meet criteria described in this guide, and to manage the payment of grants.

The total value of the CAF fund will be determined each year during deliberations to set Council's Annual Budget.

3. COMMUNITY ASSISTANCE CRITERIA

Criteria for the assessment of applications to the Community Assistance Fund includes the promotion and development of activities, events and services in the Shire of Coolgardie such as:

- o Arts, culture & entertainment
- o Youth & family services
- o Seniors
- o Natural environment & cultural heritage conservation
- o Business support and development
- o Crisis or financial support & Counselling
- o Sport and recreation
- o Monuments & projects to commemorate events or people
- o Upgrading community facilities
- o Disability Services
- o Multicultural & Indigenous projects
- o Event management & sponsorship
 - o Tourism & promotion
- o Emergency services
- o Health promotion & injury prevention
- o Crime prevention & community safety

4. ESSENTIAL ELIGIBILITY CRITERIA

In order to be eligible for funding an organisation must:

- Be a non-profit organisation and, depending on amount of grant requested, be able to supply audited accounts and annual reports
- Have one or more community assistance criteria as its prime objective

- Demonstrate a substantial degree of community support and representation
- Undertake to give due recognition to the Shire of Coolgardie for its contribution to their activities
- Have a valid lease with the Shire of Coolgardie if funding is related to a building which is on a Reserve vested in the Shire of Coolgardie. (*Organisations that operate from buildings on Shire Reserves will only be recommended for CAF funding if they comply with insurance and lease conditions*).
- Agree to complete a specified evaluation report. *Failure to do so may render the applicant ineligible for future funding*

In order to be eligible for funding an outstanding individual must:

- Achieve or demonstrate recognition in their field of endeavour at a State, National or International level. Recognition at a regional level may be considered in special circumstances
- Demonstrate a substantial degree of community support
- Provide a letter of support from the Association or Organisation relevant to their field of endeavour
- Provide the names and contact details of two referees
- Undertake to give due recognition to the Shire of Coolgardie for its contribution to their activities
- Agree to complete a specified evaluation report. *Failure to do so may render the person ineligible for future funding.*
- Funding application requests for individuals will only be to a maximum of \$500.00.

5. WHAT WE DON'T SUPPORT

- Retrospective funding requests - Funding is not provided in retrospect (ie, for projects that have already commenced or have been completed).
- Funding requests from State Government or Federal Agencies.
- Individuals / teams / groups / organisations can only receive one grant from Council each financial year.
- The athlete or performer receives payment of any kind for their participation in the event or activity.
- Individuals have nominated themselves to participate in an event or activity.

6. APPLICATIONS

Applications will only be considered if they are submitted on the CAF Application Form and completed in full. Projects are expected to be conducted within the Shire of Coolgardie with possible exception of funding to outstanding individuals. Check the Application Form to see if you are required to provide additional information such as:

- Membership information
- Funding profile and non-profit status
- Clear description of your project's broad community benefits
- Marketing intentions and acknowledgment of Shire of Coolgardie contribution
- Project budget including details of matching funding

PLEASE NOTE:

Funding is available for projects and activities proposed during the forthcoming financial year.

7. SPECIFIC FUNDING CATEGORY REQUIREMENTS

A. MINOR GRANTS - Requests under \$500

Typically used for small purchases. Written applications must clearly state:

- amount requested
- grant purpose

B. AD HOC GRANTS – For requests over \$500 up to \$2,000

Typically used for one-off purchases of equipment or financial contribution to the running of a group's events or activities. If you are an organisation you need not be incorporated, but must provide a list of active members.

Other documents we require are:

- Financial statement for the most recently completed financial year
- The most recent annual report or an equivalent document, such as the President's report, outlining activities of the organisation
- Two (2) quotations for all items valued over \$1,000

8. ASSESSMENT AND APPROVAL PROCESS

ACKNOWLEDGMENT OF APPLICATIONS

Applications for grants received by the Shire of Coolgardie will be registered and an acknowledgment of their receipt sent to applicants.

ASSESSMENT PROCESS

All applications will be assessed during Budget Deliberations.

It is recommended that projects are planned from September onwards to allow for sufficient time for processing of applications.

All applicants will be notified in writing of the success or otherwise of their application, as soon as budget deliberations are finalised.

Commencement of the project or expenditure of expected funds must not take place until this notification is received in writing.

ASSESSMENT CRITERIA

Eligible organisations and individuals will be ranked and prioritised by examining each of the following issues:

- Individual applicants must reside within the Shire of Coolgardie
- A group is a community group or non-profit making organisation.
- That a group's financial status is such as to justify a donation from Council.
- Funding history and profile, and capacity to make a significant financial or in-kind contribution to the project.
- Other state/ federal funding available to the applicant

FREEDOM OF INFORMATION

Applications for funds and other written information provided to Council will be treated confidentially. However, the provisions of the *Freedom of information Act, 1982*, apply to all documents held by the Shire of Coolgardie.

9. DISBURSEMENT OF GRANTS

PAYMENT SCHEDULE

Successful applicants will generally receive funds within 2 weeks of approval.

PERIOD OF FUNDING

Community Assistance Fund grants are available in one round annually, closing on 30 June 2015 4.00pm.

PURPOSE OF GRANT

Funds are allocated only for the purpose of the project as described in the application and must not be used for any other purpose or transferred or assigned to any other party without the prior approval of the Council. A written request to vary the funding maybe submitted, should the need arise.

UNSPENT FUNDS

Funds which are unspent at the conclusion of the funding period must be returned to Council within 60 days of the completion of the project, activity or event, or the end of the financial year, whichever occurs first. If you anticipate a surplus of funds and have plans for its expenditure you are advised to seek Council approval, bearing in mind the expectation that any secondary project will also have broad benefits to the community.

ABN/GST REGISTERED

Incorporated applicants must have an ABN. GST registration is not essential; however the Shire is obliged to meet all relevant GST legislative requirements.

10. EVALUATION AND ACQUITTAL

Groups, organisations or individuals receiving grants from the Community Assistance Fund must submit an acquittal and evaluation of the outcomes of the grant on the prescribed forms provided by Council within 30 days of either the conclusion of the project or activity, or the end of the financial year, whichever falls first. Information to be provided will include:

- A statement of actual and budgeted expenditure in relation to the grant.
- Copies of supporting documentation.
- Acknowledgement of the contribution of the Shire of Coolgardie, article in the Coolrambler.

Failure to satisfactorily complete performance evaluation and acquittals may disqualify recipients from further grants from the Community Assistance Fund.