

**FINANCIAL ASSISTANCE (OPERATING) TO INCORPORATED
ORGANISATIONS AND CLUBS**

DIVISION	BUSINESS UNIT	RESPONSIBILITY AREA
Corporate Services	Community Funding	Donations and Grants

OBJECTIVE:

To assist incorporated clubs and organisations in meeting their objectives for the benefit of the residents of Plantagenet.

POLICY:

1. The Council's annual Community Assistance (operating) Grants are advertised in March of each year and assessed in May with funding available to successful applicants commencing in July. Two funding streams are available; one for operating grants and one for capital grants.
 2. This stream is for annual community (operating) grants and is capped at 0.5% of annual rates. Community groups leasing Shire buildings are not excluded from making an application for an operating grant under this policy, however Endorsed Community Service Organisations are excluded as they are to apply under guidelines established in Council Policy CF-DG-3.
 3. Applications will be prioritised based on what the Council believes will provide the greatest overall benefit to the quality of life of the residents of the Shire of Plantagenet.
 4. The Council may decide to reimburse all or part of an organisation's annual Property and Waste Rates in lieu of a donation, unless restricted by Council Policy A/PA/14 – Sporting and Community Organisations using Council and Vested Land – Rateability.
 5. Applications from incorporated organisations or clubs must meet the following criteria to be considered:
 - a) The group is to be based in the Shire of Plantagenet, or benefit residents within the Shire.
 - b) Applications should clearly identify the Shire of Plantagenet group(s) who will benefit from the funding.
 - c) The group should be actively operating and meeting on a regular basis. Applications should advise the number of active members or participants.
 - d) Applications should include a copy of the audited financial statements of the organisation for the last financial year. If these are not available, the minimum requirement is the organisation's most recent profit and loss statement and balance sheet. Applicants should advise the funds held by the Group which could
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be accessed for the project (that is, the financial need for a Community Grant).

- e) Applications must be made in full with supporting documentation and must be received by the due date. Incomplete applications or applications not received by the advertised deadline, will not be considered.
 - f) Applications must state the reason for funding and amount required. Applicants should also provide details of the group's own contribution to the project, where applicable.
 - g) Applications from groups that operate a facility with sale of alcohol are likely to receive increased scrutiny over other applications.
 - h) Applicants are where possible requested to show that they are actively seeking assistance from other funding bodies. Applicants must also disclose if they are seeking grant funding from other donors for this application.
 - i) Where funding relates to a recurrent event, applicants should advise number of attendees at the previous event.
6. The following category limits be set to guide the community in its expectations and the administration in making a recommendation.

Expenditure Category	Cap (\$)
Regional event (event aimed at and capable of attracting people from outside the Shire boundary)	\$5,000
Local event	\$1,500
Community group – Project This can include maintenance and upgrades to equipment or programs that benefit residents.	Up to one third of the project cost with a maximum limit of \$5,000
Community group – Operating costs or other support such as minor equipment and skills development and / or governance training for volunteers	\$2,000

- 7. Approved grants will not be disbursed until the organisation's GST status has been determined and proof of expenditure/purchase of approved grant has been provided, where applicable.
- 8. The Council will determine its total financial commitment to community funding for the upcoming financial year, as part of its budget preparation, and may exclude projects on the basis that it cannot be accommodated in the budget.
- 9. Organisations and clubs will be notified of the result of their application immediately following the adoption of the Council's annual budget.

ADOPTED: NOVEMBER 2009

LAST REVIEWED: 21 FEBRUARY 2023
