<u>FINANCIAL ASSISTANCE TO ENDORSED COMMUNITY SERVICE ORGANISATIONS</u>

DIVISION	**BUSINESS UNIT**	**RESPONSIBILITY AREA**
Development Services	Community Services	Community Funding and Grant Funding

<u>OBJECTIVE</u>:

To guide the Council on:

1. The process for a community group becoming an Endorsed Community Service Organisation.

2. The process and conditions for an Endorsed Community Service Organisation to access annual financial assistance.

<u>POLICY</u>:

1.   Process to become an Endorsed Community Service Organisation

1.1   The Council will consider applications in conjunction with its annual community grants process in March – May annually.

1.2   For organisations to qualify as an Endorsed Community Service Organisation they must meet the following conditions.

   a)   Be a not-for-profit organisation that leases a Shire building and provides a community service benefit regardless of membership and have demonstrated their capacity to provide the service for a minimum two-year period.

   b)   The organisation will be assessed on the basis of:

      i)   Provision of community service benefit with a demonstrated need, that the Shire may otherwise decide that it should undertake or fund in the absence if the group was not active.

      ii)   The likelihood that the service may fail or be significantly diminished without ongoing Shire financial support, and this would result in the significant loss of community benefit.

      iii)   The availability of alternate funding streams (other than Local Government) for the organisation to seek funding for the services they provide.

      iv)   Alignment with the Shire of Plantagenet Strategic Community Plan objectives.

1.3   Organisations wishing to become an Endorsed Community Service Organisation are to make written application by the due date of the annual community grants process and must outline how the organisation and its services meet the requirements of this policy and provided the necessary data as evidence.

2.   Annual requirement for Endorsed Community Service Organisations

a)   Endorsed Community Service Organisations (including applicants for ESCO status) are to make an annual application for a community grant. A specific application form will be available, with the closing date to be the date of the process for community assistance (operating) grants to incorporated organisations and clubs.

b)   Endorsed Community Service Organisations are to apply under guidelines established in this policy and are excluded from applying for a general grant under Council Policy CF/DG/2 - Financial Assistance to Incorporated Organisations and Clubs.

c)   Applicants will be required to include full disclosure of the current cash position, projected forthcoming financial year's operating income and expenditure, which would clearly identify what costs the subsidy would fund. Such detail to include a split up of costs on property maintenance and operating costs, including:

i)   Repairs and maintenance to the building and equipment.

ii)   Pest control, electrical tagging and fire safety.

iii)   Utilities; and

iv)   Insurance.

d)   Applications should advise what efforts they have made to apply for alternate funding for the services they provide.

e)   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.

f)   Organisations seeking a grant for a capital upgrade to a Shire asset are to make application in line with the following Council policies:

i)   I/B/1 – Capital Works – New and Existing Community Buildings, and

ii)   GS/CFGF/1 – Capital Assistance Grants.

g)   Organisations should, over time demonstrate how they are becoming more sustainable through fee for service, service delivery, sponsorship, retail operations etc rather than requesting increased operating grants from local government.

h)   The annual funding stream for Endorsed Community Service Organisations is capped at 1.0% of annual rates.

ADOPTED: 21 FEBRUARY 2023

LAST REVIEWED: