



Community Support Grant Guideline

WEST WIMMERA SHIRE COUNCIL

COUNCIL GUIDELINE		
COMMUNITY SUPPORT GRANT	Guideline No:	
	Adopted by Council:	17 April 2024
	Next review date:	May 2025
Senior Manager:	Director Corporate and Community Services	
Responsible Officer:	Manager Community Development and Tourism	
Functional Area:	Community Development	
Purpose	<p>West Wimmera Shire Council is committed to working in partnership with the community to encourage, develop and support community-based organisations and the wide range of quality recreational, cultural, social and business group initiatives they undertake, to form a positive contribution to the West Wimmera Shire and strengthen the development of a supported, cohesive community.</p> <p>Each financial year, Council provides financial assistance to community- based organisations to support the provision of programs and services which benefit the West Wimmera Shire community and are in accordance with Council’s plans and strategies.</p> <p>This Grant stream provides financial support only.</p>	
Guideline Objectives	<p>The West Wimmera Shire Council is fully committed to the principals of:</p> <ul style="list-style-type: none"> • Equitable, Ethical and Fair treatment of all involved. • Probity, accountability, and transparency in all operations. <p>This Guideline aims to:</p> <ul style="list-style-type: none"> • Define how Council determines annual allocations to progress associations and similar not for profit organisations. • Demonstrate accountability and responsibility to ratepayers. • Ensure that all processes are monitored and recorded. <p>Ensure that the best possible outcome is achieved for Council and all community groups through fair, non-discriminatory processes regarding appropriate risk management and legislative compliance.</p>	



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Scope	This guideline outlines the circumstances in which progress associations and not-for-profit organisations can apply to Council for financial support.
Definition	<p>Community Support Grants</p> <p>The following streams are available under this grant:</p> <p>A) Community Support Contribution recipients</p> <ul style="list-style-type: none"> • Council approved, not-for-profit incorporated organisations that promote the interests of the community <p>B) Public and Products Liability Insurance Contribution recipients</p> <ul style="list-style-type: none"> • Not-for-profit Committees that administer non council owned Community Halls that serve the whole community. Council will consider applications for support. <p>C) Building and Contents Insurance Contribution recipients</p> <ul style="list-style-type: none"> • Not-for-Profit Committees that administer non council owned Community Halls that serve the whole community. Council will consider applications for support.
Guideline Statement	<p>In recognition of the important contribution that “Not for Profit” community organisations make to the infrastructure and fabric of the townships of West Wimmera Shire, Council will consider applications for an annual financial contribution to assist the identified organisations to continue to support Council in its strategic goal to have supported cohesive communities. (Community Support Contribution).</p> <p>This grant allows for hall committees to apply for an annual contribution towards the cost of their facilities insurances (Public and Products Liability and Contents and Building Contribution).</p> <p>Council will consider a financial contribution to eligible organisations, upon application. If approved by Council eligible associations are encouraged to apply on an annual basis if assistance is required.</p> <p>To be considered for the annual allocation, eligible organisations/hall committees must apply for Community Support Contribution, Public and Products Liability and Community Insurance Contribution via the WWSC (West Wimmera Shire Council) Smarty Grants Portal. Applications open annually on the <i>first Monday in March</i> and close the <i>last Friday in March</i>.</p> <p>Council staff will assess the application for eligibility against the grant guideline. If assessed as eligible the application will be referred to Council for determination Approval of the application can only be granted by Council</p> <p>Successful applicants will receive grant funds by the 30 September.</p> <p>Additional to this funding stream, organisations may also be eligible for other Community Grants as per the relevant guidelines.</p>



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	<p>Council may consider written applications from approved Community Support Contribution groups (or similar not-for-profit organisations) experiencing hardship, for funding in addition to the approved annual allocations.</p>
<p>Acquittal of Council funds</p>	<p>An obligation of this funding is an acquittal of public funds, demonstrating that the funding was used for the purpose for which it was provided and in accordance with your Funding Agreement:</p> <ul style="list-style-type: none"> • If you do not satisfactorily acquit your grant, you will not be eligible to apply for further West Wimmera Shire Grants funding and the applicant must return any funds not spent on the project to West Wimmera Shire Council. • We will notify you once we have received and accepted your Acquittal Report. You will then have completed all the obligations under the Funding Agreement. <p>NOTE: For organisations that receive funding above the fixed insurance grant, an annual financial acquittal (to be completed by a registered financial auditor) is required showing clearly how all funds have been expended within that financial year. Funds not expended within the annual timeframe of the agreement are to be returned to the West Wimmera Shire Council unless a written extension is obtained from Council.</p> <p>NOTE: For those groups receiving only a contribution towards their insurance please provide a copy of your current insurance. No further acquittal of funds is required.</p>
<p>Assessment Criteria</p>	<p>Assessments will be assessed according to the following criteria:</p> <ul style="list-style-type: none"> • The application meets identified local need and the objectives of the Community Support Grants program. • The request has clear, measurable and achievable objectives and outcomes. • The application has been accurately costed. • The application satisfies all application guidelines criteria and includes all documentation required for eligibility assessment.
<p>Application Process, Guidelines and Considerations</p>	<p>A) Community Support Contributions</p> <p>Applicants are encouraged to contact the Community Development team to discuss their application prior to applying.</p> <p>The following information is required for the lodgement of an application through Smarty Grants:</p> <ul style="list-style-type: none"> • Why the contribution is required for this particular financial year. • How does the community benefit from planned activities. • Detailed budget for the upcoming financial year demonstrating the need for the annual contribution. • Copy of the organisation's latest financial statements/bank statements of all



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	<p>operating accounts if combined balance of bank exceeds one hundred thousand dollars.</p> <ul style="list-style-type: none"> • Last year's acquittal statement. • Proof of Public and Products Liability Insurance • List of all committee members <p>Submit grant application online via https://westwimmera.smartygrants.com.au. Council officers are available to assist.</p> <p>Applicant is notified of successful lodgement of the application.</p> <p>Council in its discretion may approve a financial contribution for less than the amount requested in the application.</p> <p>Council reserves the right to provide contributions without application in the case of recovery operations during or after a catastrophic emergency event.</p> <p>Any support provided through the Community Support Grants will require the applicant to publicly acknowledge the financial support received from Council.</p>
<p>Application Process, Guidelines and Considerations</p>	<p>B) Public and Products Liability Insurance Contribution</p> <p>Applicants are encouraged to contact Community Development team to discuss their application prior to applying.</p> <p>Council will pay a maximum of \$800 per year contribution towards Public Liability Insurance based on the information contained in the application.</p> <p>The following information is required for the lodgement of an application through smarty grants.</p> <ul style="list-style-type: none"> • Reason for grant application • Benefit to the community of the community hall • Provide evidence of insurance paid • Data including: <ul style="list-style-type: none"> ❖ Schedule of events held over the past 12 months including attendance numbers ❖ Number of committee meetings per annum ❖ List of all committee members <p>Submit grant application online via https://westwimmera.smartygrants.com.au. Council officers are available to assist.</p> <p>Applicants are notified upon successful lodgement of the application.</p> <p>All applications are assessed against the guideline criteria as follows:</p> <ul style="list-style-type: none"> • Council staff will assess the application for eligibility against the grant guideline. If assessed as eligible, the application will be referred to Council for determination. • Approval of the application can only be granted by Council. • Applicants will be advised in writing of the application determination within two weeks of the Council meeting at which the application was tabled.



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<p>Application Process, Guidelines and Considerations</p>	<p>C) Building and Contents Insurance Contribution recipients</p> <p>Applicants are encouraged to contact Community Development team to discuss their application prior to applying.</p> <p>Council will pay a maximum of 35% per year contribution towards Building and Contents Insurance based on the information contained in the application.</p> <p>The following information is required for the lodgement of an application through smarty grants.</p> <ul style="list-style-type: none"> • Reason for grant application • Benefit to the community of the community hall • Provide evidence of insurance paid • Data including: <ul style="list-style-type: none"> ❖ Schedule of events held over the past 12 months including attendance numbers ❖ Number of committee meetings per annum ❖ List of all committee members ❖ Community profile of use ❖ Evidence of Insurance paid ❖ Replacement value of Building ❖ Replacement value of Contents ❖ Attach a copy of their latest financial statement ❖ Condition of building, including: <ul style="list-style-type: none"> ▪ Does the building contain asbestos? ❖ Would you expect the building to be replaced if damaged beyond reasonable repair? If so, does your current insurance <u>sum insured</u> cover this? ❖ Financial ability to meet any shortfalls to replace the building if damaged ❖ Business/Strategic plan (if applicable) <p>Submit grant application online via https://westwimmera.smartygrants.com.au . Council officers are available to assist.</p> <p>Applicants are notified upon successful lodgement of the application.</p> <p>All applications are assessed against the guideline criteria as follows:</p> <ul style="list-style-type: none"> • Council staff will assess the application for eligibility against the grant guideline. If assessed as eligible, the application will be referred to Council for determination. • Approval of the application can only be granted by Council. • Applicants will be advised in writing of the application determination within two weeks of the Council meeting at which the application was tabled.
<p>Disclaimer</p>	<p>These guidelines are updated on a regular basis. Please ensure your application aligns with the latest most current Guideline which are available on Council’s Community Grants webpage.</p>



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Guideline Adopted:	Council Meeting 20/09/23	Minute Book	Policies and Procedures Team
Guideline Reviewed:	Council Meeting 17/04/2024	Minute Book	Policies and Procedures Team