



# Community Support Grant Guideline WEST WIMMERA SHIRE COUNCIL

## COUNCIL GUIDELINE

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| <b>COMMUNITY SUPPORT GRANT<br/>GUIDELINES</b> | Guideline No:   |                |
|   | Adopted by Council:   | September 2023 |
|   | Next review date:   | September 2027 |
| Senior Manager:                               | Director Corporate and Community Services   |                |
| Responsible<br>Officer:                       | Manager Community Development and Tourism   |                |
| Functional Area:                              | Corporate and Community Services  |                |
| <b>Purpose</b>                                | <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> |                |
| <b>Guideline Objectives</b>                   | <p>The West Wimmera Shire Council is fully committed to the principals of:</p> <ul style="list-style-type: none"><li>• Equitable, Ethical and Fair treatment of all involved.</li><li>• Probity, accountability, and transparency in all operations.</li></ul> <p>This Guideline aims to:</p> <ul style="list-style-type: none"><li>• Define how Council determines annual allocations to progress associations and similar not for profit organisations.</li><li>• Demonstrate accountability and responsibility to ratepayers.</li></ul>  |                |



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|                            | <ul style="list-style-type: none"> <li>• Ensure that all processes are monitored and recorded.</li> <li>• 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.</li> </ul>   |
| <b>Scope</b>               | <p>This guideline applies to all persons authorised, through appropriate delegations, to determine and distribute annual allocations to progress associations or similar not for profit organisations.</p>   |
| <b>Definition</b>          | <p><b>Community Support Grants</b></p> <p>The following <b>streams</b> are available under this grant:</p> <p><b>A) Community Support Contribution recipients</b></p> <ul style="list-style-type: none"> <li>• Council approved, not for profit incorporated organisations that promote the interests of the community.</li> </ul> <p><b>B) Public and Products Liability Insurance Contribution recipients</b></p> <ul style="list-style-type: none"> <li>• Not for Profit Committees that administer non council owned facilities that provide a service to the community. Council will consider applications for Public and Products Liability.</li> </ul> <p><b>C) Building and Contents Insurance Contribution recipients</b></p> <ul style="list-style-type: none"> <li>• Not for Profit Committees that administer non council owned facilities that provide a service to the community. Council will consider Building and Contents Insurance.</li> </ul>  |
| <b>Guideline Statement</b> | <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 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 Committees of Management or 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 associations <b>must</b> apply for Community Support Contribution, Public and Products Liability and Community Insurance Contribution via the WWSC (West Wimmera Shire Council) Smarty Grants Portal. <b>Applications open annually on the first Monday in March and close the last Friday in March.</b></p> |



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|   | <p>All applications received will be submitted to Council at its <b>May meeting</b> for consideration.</p> <p>Granting of the contribution is at the discretion of Council in accordance with the program and eligibility criteria</p> <p>Council will provide the grant funds to approved applicants no later than <b>30 September of each year</b>.</p> <p>Additional to this funding organisations may apply for other Community Grants as per the applicable guidelines.</p> <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. Submissions must be received by <b>31 December of each year</b> for consideration at the <b>February Council meeting</b>.</p>   |
| <p><b>Advertising and Marketing Support</b></p> | <p>Council may provide advertising/marketing support, to promote the use of Community Managed Halls within the Shire.</p>  |
| <p><b>Acquittal of Council funds</b></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"> <li>• 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.</li> <li>• 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.</li> </ul> <p><b>NOTE:</b> Groups 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><b>NOTE:</b> 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><b>Assessment Criteria</b></p>               | <p>Applications will be assessed according to the following criteria:</p> <ul style="list-style-type: none"> <li>• The request effectively meets identified local need and meets the objectives of the Community Support Grants program.</li> </ul>  |



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|  | <ul style="list-style-type: none"> <li>• The request has clear and achievable objectives and outcomes.</li> <li>• The request has been accurately costed.</li> <li>• The application meets all application guidelines and includes all information required for consideration.</li> <li>• The applicant has the capacity to implement and report on the grant.</li> <li>• Does not contravene the West Wimmera Shire Council Grants Policy.</li> </ul>   |
| <p><b>Application Process, Guidelines and Considerations</b></p> | <p><b>A) <u>Community Support Contribution</u></b></p> <p>Applicants may contact the Community Development team to discuss their application prior to applying.</p> <p>The following questions will be the required information fields (*) in your smarty grant application:</p> <ul style="list-style-type: none"> <li>❖ Why the contribution is required for this particular financial year.</li> <li>❖ How does the community benefit from planned activities.</li> <li>❖ Detailed budget for the upcoming financial year demonstrating the need for the annual contribution (attachment).</li> <li>❖ Copy of the organisation’s latest financial statements/bank statements of all operating accounts (attachment) if combined balance at bank exceeds one hundred thousand dollars.</li> <li>❖ Last year’s acquittal statement (attachment).</li> <li>❖ Does the organisation have Public and Products Liability Insurance.</li> <li>❖ List of all committee members</li> </ul> <p>Submit grant application online via <a href="https://westwimmera.smartygrants.com.au/">https://westwimmera.smartygrants.com.au/</a> Council officers are available to assist.</p> <p>Applicant is notified when Council receives the application.</p> <p>Applicants may not receive the full amount requested.</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><b>Application Process, Guidelines and Considerations</b></p> | <p><b>B) <u>Public and Products Liability Insurance Contribution</u></b></p> <p>Applicants may contact the Community Development team to discuss their application prior to applying.</p>  |



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|   | <p>Council will pay a maximum of <b>\$800 per year</b> contribution towards Public Liability Insurance based on the answers to the application.</p> <p>Questions that will be asked during your application (*) include the following:</p> <ul style="list-style-type: none"><li>❖ Reason for grant application</li><li>❖ Benefit to the community of the facility</li><li>❖ Provide evidence of insurance paid.</li><li>❖ Statistics including.<ul style="list-style-type: none"><li>▪ Schedule of events held over the past 12 months including attendance numbers</li><li>▪ Number of committee meetings per annum</li><li>▪ List of all committee members</li></ul></li></ul> <p><b>If your committee intends to insure the buildings on crown land, contact council first to confirm that they have not already done so<sup>1</sup>.</b></p> <p>Submit grant application online via <a href="https://westwimmera.smartygrants.com.au/">https://westwimmera.smartygrants.com.au/</a> Council officers are available to assist.</p> <p>Applicant is notified when Council receives the application.</p> |
| <b>Application Process, Guidelines and Considerations</b> | <p><b>C) <u>Building and Contents Insurance Contribution recipients</u></b></p> <p>Applicants may contact the Community Development team to discuss their application prior to applying.</p> <p>Applicants may apply for assistance for Building and Contents insurance to a maximum of 35% of the total cost.</p> <p>Questions that will be asked during your application (*) include the following:</p> <ul style="list-style-type: none"><li>❖ Reason for grant application</li><li>❖ Benefit to the community of the facility</li><li>❖ Provide evidence of insurance paid.</li><li>❖ Statistics including.<ul style="list-style-type: none"><li>▪ Schedule of events held over the past 12 months including attendance numbers</li></ul></li></ul>  |

<sup>1</sup> 2021 Committee of Management Guidelines - DEECA



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|                   | <ul style="list-style-type: none"> <li>▪ Number of committee meetings per annum</li> <li>▪ List of all committee member</li> <br/> <li>❖ Community profile of use</li> <li>❖ Provide evidence of insurance paid.</li> <li>❖ Replacement value of Building</li> <li>❖ Replacement value of Contents</li> <li>❖ Attach a copy of their latest financial statement.</li> <li>❖ Condition of building             <ul style="list-style-type: none"> <li>▪ Does the building contain asbestos?</li> </ul> </li> <li>❖ Would you expect the building to be replaced if damaged beyond reasonable repair? If so, does your current insurance costs cover this?</li> <li>❖ Financial ability to meet any shortfalls to replace the building if damaged.</li> <li>❖ Business/Strategic plan (If applicable)</li> </ul> <p>While Councils have no obligation to do so, some councils elect to insure buildings on reserves managed by local elected committees.</p> <p><b>If your committee intends to insure the buildings on crown land, contact council first to confirm that they have not already done so<sup>2</sup>.</b></p> <p>Submit grant application online via <a href="https://westwimmera.smartygrants.com.au/">https://westwimmera.smartygrants.com.au/</a> Council officers are available to assist.</p> <p>Applicant is notified when Council receives the application.</p> |
| <b>Assessment</b> | <p>All applications are assessed against the program criteria and eligibility:</p> <ul style="list-style-type: none"> <li>• Applications are reviewed by a cross-departmental panel of three council officers to ensure they meet the funding criteria.</li> <li>• Any Conflicts of Interest will be managed according to the Local Government Act 2020 and Council's Conflict of Interest procedures.</li> <li>• To ensure an accountable and transparent assessment process anyone with a conflict of interest will not participate in any discussions or decision relating to the specific application.</li> </ul>   |

<sup>2</sup> 2021 Committee of Management Guidelines - DEECA



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|                   | <ul style="list-style-type: none"> <li>A community development officer provides administrative and record-keeping support in the assessment process - they are not a member of the assessment panel.</li> </ul> <p>Applicants will be notified in writing within <b>two (2) weeks of a Council meeting</b> if their application has been successful.</p> |
| <b>Complaints</b> | Complaints about this guideline can be made in writing to the Director Corporate and Community Services. Complaints will be managed in accordance with Council's Complaints Policy.  |
| <b>Review</b>     | This guideline will be reviewed every <b>four years</b> or as deemed necessary in consideration of any changes to budget reviews, legislation and relevant standards, codes, and guidelines.   |

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| <b>Guideline Adopted:</b>  | Council Meeting 20/09/2023 | Minute Book Number: | Policies and Procedures Team |
| <b>Guideline Reviewed:</b> |                            |                     |                              |