



## REC08 COMMUNITY DONATIONS, GRANTS AND FUNDING

Aim	To outline the criteria for offering not-for-profit community, sporting, social, cultural, recreational, religious and emergency service groups and associations, and individuals limited in-kind and/or financial assistance to deliver programs, community events, facilities and/or services that directly benefit the residents of the Shire of Ashburton. To support community initiatives that strengthens the sense of community in the Shire of Ashburton.
Application	Eligible Individuals and Groups
Statutory Environment	<i>Local Government Act 1995 Section 6.7(2)</i>
Principles	Strategic Community Plan 2017 – 2027 (Desktop Review 2019)  Goal 01 Vibrant and Active Communities Objective 1 Connected, caring and engaged communities  Goal 05 Inspiring Governance Objective 3 Council leadership
Approval Date	OMC 17 December 2019 (MINUTE: 722/2019)

### Definitions

#### ***Sponsorship and Donations –***

Providing sponsorship to a charity or to a charitable event is not a donations / gift, and a charity generally cannot issue a receipt for sponsorship. Sponsorship is when a business makes a donation to a charity and, in return, receives advertising or promotion of its brand, products or services.

***Grants*** - A grant is a quantity of money, i.e., financial assistance, given by a government, organization, or person for a specific purpose.

***Not-for-profit Unincorporated Association*** – Unincorporated associations are one possible structure of a non-profit organisation. Any group of people who agree to act together, usually because of a shared interest or purpose, might be called an unincorporated association. These organisations often have limited income and conduct only a small range of activities.



**Not-for-profit Incorporated Associations** – An incorporated association is also a legal entity separate from its members. Associations can be more effective for small community organisations. They are generally simpler and more affordable than a company structure.

**Auspice** - To 'auspice' means to provide support, sponsorship or guidance. The group or individual requiring support is known as the 'auspicee' and the incorporated organisation that auspices the group or individual is known as the 'auspicator'.

**In-Kind** – consisting of something other than money.

#### **GENERAL CONDITIONS AND CRITERIA**

- a) The general conditions and criteria are applicable to all areas of assistance.
- b) The applicant is to reside or operate within the Shire of Ashburton, OR be able to show a direct and substantial benefit to residents within the Shire of Ashburton.
- c) Assistance is not available retrospectively.
- d) Funds are to be used only for the purpose for which the Shire has approved or any subsequent variations obtained in writing.
- e) Successful applicants are required to complete an acquittal report and submit to the Shire within three months of the agreed completion date for use of the funds.
- f) Applicants that do not submit an acquittal will not be considered for future funding; and may be requested to return unused funds.

#### **AREAS OF ASSISTANCE**

##### **1. Small Assistance Donations**

**Amount:** Up to \$500 per financial year. Applicants may apply more than once in a financial year for lesser amounts, up to the maximum of \$500 (this includes cash and in-kind support such as venue hire).

**Funding Rounds:** Applications may be submitted at any time via the Shire's application process. Applicants are advised to allow sufficient time for processing (which could be up to four weeks).

**Applications may include the following:** Community based activities/programs; local sporting events or championships; club participation in regional/state championships; club equipment; professional sports or community development such as clinics, courses and seminars; individual sports or education scholarship for regional/state/national/international competition participation.

**What Cannot Be Applied For:** Assistance for administrative and day-to-day running of groups and organisations; individual or club uniforms; consumables; alcohol;



catering; incidentals; meals and the like.

**Who Can Apply:** Not-for-profit associations/organisations.

**Who Is Ineligible to Apply:** Applicants who have been successful in obtaining Signature Event funding or Major Events/Projects funding and commercial businesses are ineligible.

Note: Small assistance donations do not require an acquittal nor formal recognition of the Shire of Ashburton.

**Approval Process:** The Chief Executive Officer or delegate will assess and approve donations up to the maximum amount.

## 2. Community Support Grants

**Amount:** Applications can be for cash and/or in-kind contributions up to \$2,500 per annum. Applicants may apply more than once each financial year up to the maximum value.

**Funding Rounds:** There are two funding rounds offered each year:

- Round One opens in July for six weeks, with projects commencing after October.
- Round Two opens in February for six weeks, with projects commencing after June.

Applications must be received by the advertised closing date on the application form provided, and may take up to eight weeks to be assessed and awarded. Late applications will not be considered.

**Applications may include the following:** Community based activities/programs; regional sporting events or championships; club participation in regional/state championships; club equipment; professional sports or community development such as clinics, courses and seminars; facility development and maintenance; individual sports or education scholarship for regional/state/national/international competition participation; community events; other purposes assessed on broad community benefit.

**What Cannot Be Applied For:** Assistance for administrative and day-to-day running of groups and organisations; individual or club uniforms; consumables; alcohol; catering; incidentals; meals and the like.

**Who Can Apply:** Not-for-profit incorporated associations/organisations.

An eligible incorporated association may auspice a non-incorporated group however the maximum amount of \$2,500 will be available in one financial year to the overarching association including auspiced amounts.

Eligible applicants who have received a Small Assistance Donation are also able to apply for a Community Support Grant, providing it is not for the same purpose or cumulatively exceed \$2500.



**Who is Ineligible:** Unincorporated associations that are not auspiced by an incorporated association; applicants that have received Signature Event or Major Event/Projects funding.

**Other Requirements:** If an incorporated organisation has chosen to auspice a non-incorporated group a letter of permission from the incorporated body must be submitted with the application.

Applications on the template provided by the Shire are to be completed in full by an Officer Bearer.

Successful applicants must submit an acquittal report, using the template provided by the Shire, within three months of the completion of the event/activity, containing:

- i. An evaluation of the event/activity.
- ii. Proof that the grant was expended according to the approved application (including receipts and photographic evidence).
- iii. Evidence that the Shire funding was appropriately acknowledged (e.g. logo on promotional posters, photos, social media posts) Approval Process: Applications are initially assessed by Shire Officers for eligibility, then workshopped with Council and formally considered for award at the following Council Meeting. This process may take up to eight weeks.

Council will make a provision in the budget annually for Community Support Grants, the total provision will be divided equally between the four towns to be distributed over two grant rounds. Should Council deem necessary, unallocated funds may be redistributed.

### 3. Signature Events

**Amount:** Grants or sponsorship of up to \$10,000 per annual financial year per event.

**Funding Rounds** ;There is one funding round each year in February (open for six weeks) for projects from 1 August – 31 July the following financial year.

Applications must be received by the advertised closing date on the application form provided, and may take up to eight weeks to be assessed for eligibility. Council will formally consider and approve applications in the following year's financial budget allocation.

Decisions to allocate funding to an event are based on the following criteria:

- i. The extent to which the event directly benefits the residents of the Shire of Ashburton; and
- ii. Funding and/or contributions from other sources; and
- iii. Value for money.

**What Can Be Applied For:** 'Signature' events which deliver a broad community benefit, are inclusive and are considered appropriate.



**Who Can Apply:** Incorporated and non-incorporated associations.

**Who Is Ineligible:** Commercial organisations.

**Other Requirements:** Groups that receive Signature Event funding are not eligible to apply for any other funding under this Policy except for Community Lease Compliance Funding if applicable. Applications are to be completed in full by an Office Bearer or authorised delegate.

**Approval Process:** Applications are initially assessed by Shire Officers for eligibility, then considered for approval in principle at a Council Meeting. Approval of the funding for the event will not be confirmed until the following year's budget is confirmed by Council.

Applicants agree to submit an acquittal report, using the template provided by the Shire, within three months of the completion of the event, containing:

- i. An evaluation of the event.
- ii. Proof that the grant was expended according to the approved application and distribution of any proceeds or profits.

#### 4. Major Events

**Amount:** Grants or sponsorship for major events, greater than \$10,000.

**Founding Round:** There is one funding round offered each year in February (open for six weeks) for projects from 1 August – 31 July the following financial year.

Applications must be received by the advertised closing date on the application form provided, and may take up to eight weeks to be assessed for eligibility. Council will formally consider and approve applications in the following year's financial budget allocation.

Decisions to allocate funding to a project are based on the following criteria:

- i. The extent to which the project directly benefits the residents of the Shire of Ashburton and promotes the region.
- ii. Funding and/or contributions from other sources.
- iii. Value for money.

**What Can Be applied for:** The planning and delivery of events and significant regional activities for the benefit of the Shire of Ashburton community and Pilbara, such as Nameless Jarndunmunha Festival.

**Who Can Apply:** The event may be delivered by a group or organisation that is not incorporated. Where the event will raise funds or has a charitable intention, information must be provided on the distribution of proceeds.

**Who Is Ineligible:** Groups that receive major event funding are not eligible to apply for any other funding under this Policy except for Community Lease Compliance



Funding if applicable.

**Other Requirements:** Applications are to be completed in full by an Office Bearer or authorised delegate.

**Approval Process:** Applications are initially assessed by Shire Officers for eligibility, then considered for approval in principle at a Council Meeting. Approval of the funding for the event will not be confirmed or paid until the following year's budget is confirmed by Council.

Applicants agree to submit an acquittal report, using the template provided by the Shire, within three months of the completion of the event/activity, containing:

- i. An evaluation of the event/activity.
- ii. Proof that the grant was expended according to the approved application and distribution of any proceeds or profits.

**5. Council Initiated Sponsorship for an Event Amount:** Sponsorship for events, greater than 10,000.

Decisions to allocate funding to a project are based on the following criteria:

- The extent to which the project directly benefits the residents of the Shire of Ashburton and promotes the region.
- Funding and/or contributions from other sources.
- Value for money.

**Approval Process:**

Approval of the funding for the event will not be confirmed or paid until the following year's budget is confirmed by Council.

**6. Council Initiated Donations to Schools**

**Amount:** The Shire of Ashburton is committed to supporting local schools and automatically makes an annual donation to each school, within its boundaries, using the following calculation:

1. Base amount of \$1,000
2. Plus \$1.00 for each high school student (Includes Year 7 students)
3. Plus \$0.70 for each primary school student (excludes Year 7 students)
4. Plus \$0.20 for each pre-primary student.
5. Plus \$0.20 for each kindergarten student.

Student numbers are calculated using figures from the Department of Education.

**Funding Round:** Donations are paid in May each year.

**Other Requirements:** Schools who receive a donation under this policy are also eligible to apply for Small Assistance Donations and Community Support Grants.



## 7. Council Initiated Donations to Emergency Services Organisations

**Amount:** The Shire of Ashburton is committed to supporting local emergency management organisations and automatically makes an annual donation of \$1000 to each emergency services brigade:

**Funding Round:** Donations are paid in May each year.

## 8. Council Initiated Contribution to Aboriginal Communities

Council may, through its annual budget, provide funds to meet the costs of:

- Emergency Service Levies (as imposed by the State Government);
- Aboriginal Community Annual Residential Rubbish Rates Charges (as imposed by the Shire); and
- Funds to assist Aboriginal Communities with refuse clean-ups where they meet specific conditions.

## 9. Computers for Communities

The Shire offers computers and associated equipment such as monitors, keyboards, mouse, etc. that have become redundant to any not for profit group or community club or association, at no cost.

**Funding Round:** Applications will be advertised as equipment becomes available through this scheme.

**Who Can Apply:** Incorporated and non-incorporated groups/clubs/organisations; local schools; Emergency Services groups.

**Who Is Ineligible to Apply:** Applications that are not connected or concerned with the Shire of Ashburton community.

**Other Requirements:** All equipment is offered without warranty or software. Recipients are responsible for the collection of the equipment from the nominated Shire administration building.

**Approval Process:** Shire Officers will assess the donation request and present to the Chief Executive Officer for approval up to the maximum amount.