

POLICY NUMBER	-	3.21
POLICY SUBJECT	-	3.21 Community Funding
ADOPTED	-	16 March 2010 (CMRef 30277)

BACKGROUND

Council often receives requests for funding from local groups for a variety of projects. Council seeks to support these groups and in doing so acknowledges the vast contribution made by local volunteers and not for profit groups to the social, cultural and economic fabric of our community.

This policy coordinates Council's response to community requests for financial support. It ensures that the Shire funding resources are allocated in a way that are transparent, legal and equitable and that funded projects further the aims and objectives of the Shire and represent responsible use of public monies.

POLICY

The aims of the Shire of Merredin's Community Funding Program are:

1. to encourage the development of services, facilities and events that meet identified community needs;
2. to promote active participation of local residents in community initiatives and the development of skills, knowledge and opportunities;
3. to provide assistance to the community to develop initiatives and services that support the Shire of Merredin's own objectives; and
4. to enhance the image of the Shire of Merredin within the community.

The following groups are eligible for funding support:

1. incorporated not-for-profit organisations based within the Shire of Merredin;
2. incorporated not-for-profit organisations undertaking projects for the benefit of the Shire of Merredin's residents and whose primary aim is the improvement of the quality of life of the community; and
3. non-incorporated community groups under the auspices of an incorporated organisation.

It should be noted that not all applications will be successful. Funding will be dependent upon Council's Budget, whether the application meets the requirements of this Policy and whether Council sees the project as a high priority. Council may partially fund an application.

Council Policy requires all Shire grant opportunities to be promoted widely, using various mediums including websites, newspapers, newsletters and email networks. All grant recipients are required to publicly acknowledge Shire support of funding through one or more of the following strategies:

1. signage at events/opening/launches;
2. Shire logo placed on all advertising material related to the project;
3. Shire mentioned in all speeches and press releases relating to the project;
4. invitation of Councillors to project related events/activities where appropriate; and
5. any other means as and where appropriate.

All groups in receipt of Shire funds will be required to submit an acquittal report and attach copies of invoices and/or receipts. It is expected that this report will include photographs of events or equipment purchased and a written account of the project signed by an authorised committee member.

The following guidelines and conditions are relevant to each and every application for funding:

1. only one application should be submitted for each organisation/group in any financial year;
2. applications must be received by 4.00pm on 31 March in any financial year, late applications will not be considered;
3. the project must take place within the financial year, unless an extension of time is approved by Council;
4. approval must be obtained from Council for any significant change to the project;
5. the grant must be acquitted by the submission of project outcomes and financial reports by 30 June of the financial year;
6. the applicant must acknowledge Council's support in its advertising or publicity of the project;
7. wherever possible promotional material must include the Shire's logo;
8. each project is to be considered on its merits and an allocation made in the Budget for that specific project within the constraints of the Budget;
9. organisations/groups will be advised of the outcome of their application in August annually;
10. the project will be run under the auspices of the applicant;
11. any unexpended funds will be returned to Council within 12 months of payment of the grant, unless otherwise agreed in writing by Council;
12. funds that remain unaccounted for or remain unspent in the custody of the organisation shall be treated the same as for any Council debt;
13. only one application is funded for each group in a particular financial year;
14. grant allocations that are not accessed within 6 months from notification of success will be forfeited. Groups will be notified in writing in this instance; and
15. the applicant must abide by any other conditions of approval placed on the grant by Council.

Further, Council will:

1. only allocate funds for identified purposes and with specific expenditure estimates provided;
2. require each applicant organisation to submit a new funding application on each occasion before any funds are allocated;
3. require each application for funding to be in writing on the appropriate form with the required supporting documentation supplied;
4. expect each successful applicant to agree that they do not represent Council in any capacity; and
5. allocate grants inclusive of GST provisions, where applicable.

Application process:

Applications should be submitted using the application form at Appendix A and are to address the following points (unless reasons are provided otherwise):

1. name of community organisation/group;
2. contact person details;
3. description of project;
4. amount requested;
5. amount that the organisation will be contributing to project (if applicable);
6. details of any approaches made to other sources of funding;
7. significance of what the project will accomplish;
8. how many people in the community will benefit;
9. has the organisation received Council support in the past;
10. at least two written quotes for the work/services; and
11. previous year's audited financial statements.

Request for Facility Improvements

Requests for facility improvements should be submitted using Appendix B. Routine maintenance items will not be funded.

Where a grant is provided, the group/organisation agrees to the following conditions:

1. the project will be run under the auspices of the applicant;
2. the grant must take place within the financial year, unless an extension of time is approved by Council;
3. approval must be obtained in writing from Council for any significant change to the project;
4. any unexpended funds will be returned to Council within 12 months of payment of the grant, unless otherwise agreed in writing by Council;
5. funds that remain unaccounted for or remain unspent in the custody of the organisation shall be treated the same as for any Council debt;
6. only one application may be funded for any group in a particular financial year;

7. the grant must be acquitted by the submission of project outcomes and financial reports by 30 June of the financial year;
8. the applicant must acknowledge Council's support in its advertising and/or publicity of the project;
9. wherever possible, promotional material must include the Shire's logo;
10. grant allocations that are not accessed within 6 months from notification of success will be forfeited. Groups will be notified in writing in this instance; and
11. the applicant must abide by any other conditions of approval placed on the grant by Council.



Shire of Merredin
 Cnr King & Barrack St's | PO Box 42
 MERREDIN WA 6415
 Ph: 9041 1611 Fax: 9041 2379
 Em: admin@merredin.wa.gov.au

COMMUNITY FUNDING GRANT APPLICATION FORM

SECTION 1 – APPLICANT INFORMATION

Name of Group/Organisation	
Name of Contact Person	
Daytime phone number	
Mobile phone number	
Email address	
Postal address	
Name of Alternative Contact	
Daytime phone number	
Mobile phone number	
Email address	
Postal address	

Is your group Incorporated? YES NO
 If yes, please provide a copy of your Incorporation Certificate
 If no, please provide the name of the auspicing organisation:

Do you or your group have an Australian Business Number (ABN)? YES NO
 If yes, please provide your ABN:

Are you or your group registered for GST? YES NO
 A tax invoice will be required to acquire any successful grant funds

SECTION 2 – PROJECT INFORMATION

Project / Activity Name	
Project / Activity Location	
Expected Start Date	
Expected Finish Date	
Project / Activity Description (attach separate page if required)	
Significance of what the Project / Activity will accomplish	
How many people in the community will benefit?	

SECTION 3 – BUDGET

Please attach at least two written quotes for the works/services and attach the previous year's audited financial statements with your application.

Total Project / Activity Cost	
Breakdown of Costs (Please list and attach separate page if required)	
Amount requested from Council	
Amount that your organisation / group will be contributing (cash component)	
Amount that your organisation/ group will be contributing (in-kind component)	
Details of approaches made to other sources of funding (Please list name of organisation and amount requested and attach separate page if required)	
Has your organisation/group received financial support from Council in the past? (If yes, please provide details of when and how much)	

SECTION 4 – CHECKLIST

Please Tick

Proof of Incorporation (either applicant or auspicng organisation) attached	
ABN details provided	
Public Liability – Certificate of Currency attached	
Previous year’s audited financial statements attached	
Two written quotes for works/services attached	
Minutes of meeting where this application was approved (if applicable)	
Supporting documents attached (i.e. letters of support) (if applicable)	
Application has been signed by an authorised person	
Any other supporting documentation is attached (if applicable)	

SECTION 5 - GUIDELINES AND CONDITIONS

The following guidelines and conditions are relevant to each and every application for funding:

1. only one application should be submitted for each organisation/group in any financial year;
2. applications must be received by 4.00pm on 31 March in any financial year, late applications will not be considered;
3. the project must take place within the financial year, unless an extension of time is approved by Council;
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13. only one application is funded for each group in a particular financial year;
14. grant allocations that are not accessed within 6 months from notification of success will be forfeited. Groups will be notified in writing in this instance; and
15. the applicant must abide by any other conditions of approval placed on the grant by Council.

Further, Council will:

1. only allocate funds for identified purposes and with specific expenditure estimates provided;
2. require each applicant organisation to submit a new funding application on each occasion before any funds are allocated;
3. require each application for funding to be in writing on the appropriate form with the required supporting documentation supplied;
4. expect each successful applicant to agree that they do not represent Council in any capacity; and
5. allocate grants inclusive of GST provisions, where applicable.

SECTION 6 – DECLARATION

I, the undersigned, certify that:

I acknowledge that this application will not be accepted if it is late (applications must be received prior to 4.00pm on 31 March in any financial year).

The statements in this application are true and correct to the best of my knowledge and the supporting material is my own work or the work of relevant project personnel.

I understand that any information given to applicants by a Councillor or staff member of the Shire of Merredin should be seen as information only and that I should not alter my circumstances or act upon expectations arising from such information.

I understand that should this application be accepted I must fully adhere to the Shire of Merredin Guidelines and Conditions and that failure to do so may result in Council not funding future proposals.

I have no overdue acquittals for previous Council funding.

I agree to accept the decision of the Council regarding the assessment of this application.

I understand that Council's decision process concludes at the end of July annually and I will be notified by the Shire regarding the result of this application in August annually.

I understand that should this application be accepted I will be required to provide an Acquittal by 30 June of the following year.

I authorise Council to reproduce any attachments provided with this form for internal purposes only.

I agree to advise Council immediately of any variations to information supplied in this application which may arise.

I hereby certify that I am authorised to make this proposal for and on behalf of the organisation/group detailed below.

Applicants Signature			
Applicants Name		Date	
Position in Organisation/ Group			
Name of Organisation/ Group			
Witness Signature			
Witness Name		Date	



Shire of Merredin
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REQUEST FOR FACILITY IMPROVEMENT

SECTION 1 – APPLICANT/FACILITY INFORMATION

Name of Contact Person	
Organisation/Community Group	
Daytime phone number	
Mobile phone number	
Email address	
Postal address	
Facility name	
Facility address	
Details of work requested (attach separate page if required)	
Reason for request (e.g. safety hazard, beautification)	
Amount that Organisation / Community Group can contribute (cash or in kind support) (attach separate page if required)	

SECTION 2 - GUIDELINES AND CONDITIONS

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Position in Organisation/ Group			
Name of Organisation/ Group			
Witness Signature			
Witness Name		Date	