

## LOCAL ORGANISATION ASSISTANCE FUNDING (“LOAF”) GUIDE

### Who is eligible?

- Not for profit organisations, and
- incorporated and legally constituted bodies

### Who is not eligible?

- Individuals
- private or for-profit organisations, and
- government bodies

### Funding is not available for

- Salaries
- consumables
- disposable items, and
- retrospective funding

Funding will only be provided to support initiatives that provide capital projects that have a lifespan over 5 years, events or projects that are open to participation by the community as a whole or those that are considered to be in the context of LOAF. Applicants are encouraged to contact the Shire to discuss project eligibility.

### A not for profit organisation,

- Uses all monetary surplus solely for the purpose of its objectives and not to financially benefit its members in any way, and
- has a wind up clause in its constitution or memorandum of articles of association that provides for assets to be distributed to a ‘like’ organisation and not to its own members. (For an organisation that is incorporated under the Association’s Inc Act but has no wind up clause in its constitution, it will be assumed the Act takes precedence)

### GRANT CONDITIONS

- The grant is to be used solely for the specified purpose approved by the Council in accordance with the LOAF application
- any part of the funds not used in accordance with these Grant Conditions must be repaid to the Shire unless written approval is obtained
- the Applicant must comply with all Shire Policies, conditions and local laws relating to the project
- applications will not be considered where costs are fully reimbursed by another body
- the amount funded will be dependent on total event/project budget and the amount of funds set aside in the Shire’s annual budget for each grant program, grants will be prioritized against other applications
- grants will not be made available for salary purposes
- grants will not be available for the development of educational institutions
- grant applications must include a project commencement and anticipated completion date
- organisations must be willing to disclose their financial position in order for Council to assess eligibility, and

- if the LOAF application is deemed to be in breach of any of the abovementioned Grant Conditions or Policies, the Shire reserves the right to terminate the application without prior notice

To fairly evaluate LOAF applications the below Selection Criteria along with the Project Evaluation Rating will be used to assess eligibility.

### SELECTION CRITERIA

The LOAF application,

1. Strongly supports the strategic and community development plan for the Shire and demonstrates;
  - support for community initiated and owned projects
  - support for community events and activities
  - develops new recreation and leisure opportunities, and
  - works in partnership with community groups
2. meets one third of total funds basis as LOAF will supply up to one third of the project, with community groups/organisations supplying at least a third of the cash required and the other third to be made of cash or in-kind donation
3. is a new initiative or innovative idea for one-off establishment grants or the purchase of new minor equipment to support an existing service; and the project will enhance the provision of new or enhanced local facilities
4. supports a sustainable project and demonstrates community benefits
5. originates from an organisation that has not received previous funding through the LOAF program
6. has not been received from a new organisation, however, previous funding has been satisfactorily acquitted
7. meets all Grant Conditions and those specific to their funding program, and
8. has been completed in full to a satisfactory standard

### PROJECT EVALUATION RATING

The Selection Criteria is the basis for the project rating and would be assessed as follows

<b>High recommendation</b>	meets a minimum of 7 of the 8 selection criteria	100% of funds requested are allocated
<b>Medium/high recommendation</b>	meets 6 of the 8 selection criteria	75% of funds requested are allocated
<b>Medium recommendation</b>	meets 5 of the 8 selection criteria	50% of funds requested are allocated
<b>Not recommended</b>	meets less than 5 of the 8 selection criteria	0% of funds requested are allocated

*Note: Council reserves the right to make the final allocation of funds.*

## LOAF GRANT PROCESS

### Assistance from the Shire

The Shire will endeavour to work with Applicants to assist in making their applications eligible. This can involve working with groups to guide projects. Organisations are encouraged to partner with likeminded groups, capitalising on resources in efforts to maximise community benefits.

### Application times

LOAF is open to applications on a trimester basis with current closing dates being 31<sup>st</sup> July, 30<sup>th</sup> November and 31<sup>st</sup> March. Open and closing dates are advertised on the Shire social media sites such as the Shire website, Facebook and via local publications such as the Bodd News.

### LOAF amounts

LOAF grants are capped at one third of the total cost of a project/event, this cannot exceed \$1500. A minimum of one third in cash is required from the applicant. The final third can be either cash or in-kind donations or a combination of both. The total amount funded will be dependent on the number of Selection Criteria met and the number LOAF applications the Shire receives at each intake.

### Application process

Application forms must be completed and can be obtained online at [www.boddington.wa.gov.au](http://www.boddington.wa.gov.au) or through the contact details provided at the end of this document. Along with the Application form, you will be required to provide additional information in relation to your event/project.

### How are grants assessed?

The Shire’s Community Services Department will coordinate the assessment of the application based on the Selection Criteria outlined in this Guideline. Applications are then submitted to Council for review.

### How long is the process?

The process takes approximately 8-10 weeks from the LOAF invitations to the recommendation and endorsement made by Council.

## GRANT RECIPIENT INFORMATION

If your application is approved the applying organisation will receive a grant approval letter advising,

- what has been approved
- how your grant will be paid, and
- any special Grant Conditions

### LOAF Payment and Acquittal

Grant recipients will not be paid until works have concluded and the applicant has submitted an acquittal. An invoice and a completed acquittal must be submitted within 3 months of event/project completion. Acquittal forms will be provided by the Shire via the Grant Recipient Information advice.

### **Goods and Services Tax ("GST")**

The Shire's LOAF program is GST exempt.

### **Acknowledgment**

Organisations that obtain a grant from the Shire are to acknowledge the support they receive. This assists in helping the community realise the positive impact LOAF grants have and also assists in marketing the LOAF initiative, and inspiring other local organisations to apply.

All promotional material must include the Shire logo (approval must be sought prior to it being used) and Shire banners are to be displayed at public events. Formal acknowledgement of the Shire's contribution may be required on all capital works.

### **IMPORTANT NOTES**


All applications must be submitted by the closing date outlined in the LOAF trimester, applications received after this time will not be considered. Applicants must ensure that all required supporting documents are submitted to accompany the application. Delays in submitting may result in applications being refused by Council.

### **WHO TO CONTACT**

To discuss ideas for your project please contact:

Graham Stanley  
Director Corporate & Community Services  
T 08 9883 4999.  
E [dccs@boddington.wa.gov.au](mailto:dccs@boddington.wa.gov.au)

W [www.boddington.wa.gov.au](http://www.boddington.wa.gov.au)

 <https://www.facebook.com/SOBoddington/>

Shire of Boddington

39 Bannister Road

BODDINGTON WA 6390