

Purpose

The purpose of this Policy is to provide financial assistance to incorporated bodies to deliver projects and programs which deliver benefit to the local community and local economy to build an engaged, vibrant, inclusive, and healthy community.

Scope

This Policy applies to Shire of Boddington (Shire) employees and the general public.

Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Community Grant Program".
Community	People that live, work, or visit the Shire of Boddington.
Eligible Organisation	Incorporated bodies (or auspiced through an incorporated body with written acknowledgment) that do not have an outstanding grant acquittal.
Application Form	The Community Grant Application Form and all of its attachments. It also includes the option to provide a separate Income and Expenditure statement relevant to the project.
Incorporated Body	A legal entity separate from its members. Incorporated associations are organisations incorporated under state or territory law that are usually not-for-profit.

Policy Statement

Applications are to be accepted thrice per year with the funding pool being determined in the annual Shire budget. Applications are to be from an eligible organisation and be for no more than \$2,000 in any single financial year. The funding is to support up to 75% of the total project costs. In-kind services and volunteer labour are eligible components of the total project costs. Successful projects are to meet at least one priority area identified within this Policy or have clearly identified and evidenced the need for the project.

For applications to proceed to assessment they are to:

- Be lodged on time;
- Be submitted on the appropriate form;
- Include the required information, including insurance and financial details;
- Include agreement to acknowledge the Shire if funding is successful;
- Ensure the applicant demonstrates its ability to manage the project;
- Not be due to commence until after the notification date.

Application are to be assessed according to:

- The level of community benefit;
- The level to which it addresses an evidenced need;

- Long term sustainability;
- Appropriateness of the project's financial statement;
- Partnerships, collaborations, community engagements, and involvement of other funding sources that have been secured; and
- Capacity to deliver the project.

Some projects, either in their entirety or elements of the project, that may not be eligible for funding include:

- Projects that have already commenced;
- Recurrent maintenance or operating costs;
- Projects that are considered to be private, commercial, individual, or government core responsibility;
- Elements that may be considered offensive; and/or
- Fundraising, political, or loan repayments.

Additional Information

- Applications are able to seek assistance prior to finalising their application, however the assessment process is to occur based on the information provided and therefore be sufficient and concise.
- Council reserves the right to request copies of quotes of audited financial information.
- It may be appropriate to redirect applicants to more appropriate sources of funding prior to considering the project funding application.
- Successful applicants are to sign a grant agreement which details any relevant conditions necessary to minimise the risk, meet Shire protocols, and/or maximise and safeguard the project outcomes. Conditions are also to include the need to acknowledge the Shire's funding and submit an acquittal form within three months of the project/s completion along with photographic and promotional evidence.

Responsible Officer	Coordinator Community and Economic Development
History	Adopted 15 December 2015 (Resolution 129/15) Amended 16 December 2021 (Resolution 139/21) Amended 23 March 2023 (Resolution 25/23)
Delegation	
Relevant Legislation	
Related Documentation	Forms & Templates : Community Grant Program Application Form