

## Community Grants Program Policy

### Council Policy Objective

To provide a framework for the categorisation, application, assessment and provision of City funding through the City's Community Grants Program.

### Council Policy Scope

This policy applies to the provision of funding through the Community Grants Program, for individuals (resident) and incorporated not-for-profit organisations/associations, or those limited by guarantee based on providing services within the Rockingham community.

### Council Policy Statement

The Community Grants Program aims to provide financial assistance to individuals and incorporated organisations/ associations, to deliver initiatives which provide benefits and outcomes in the following target areas:

- Community Development
- Sport and Recreation
- Economic Development
- Environment and Heritage
- Culture and the Arts
- Emergency Services

### Grant Categories

#### Minor Grants up to \$3,000

Travel Subsidy Grants – A grant is available to individuals and teams who are authorised by their association's governing body to participate in accredited interstate and international competitions, travelling outside of Western Australia, for the following maximum amounts:

- Interstate Travel Individual: \$150
- Interstate Travel Team: \$750
- International Travel Individual: \$300
- International Travel Team: \$1,500

Youth Encouragement Grant – A grant of up to \$500 is available to individuals aged between 12 and 24 to participate in opportunities that develop:

- Leadership
- Employability
- Social skills and knowledge
- Learning (educational opportunities outside of usual school options/alternate pathway program/ability to participate in further education)
- Community participation.

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**General Grants** - A grant of up to \$3,000 is available to incorporated associations to assist with the delivery of programs and events that benefit the local community and /or address priority community issues.

Minor grants are to be considered by the CEO. Formal acquittal processes are not mandatory but may be requested if considered appropriate

#### Major Grants up to \$10,000

A grant of between \$3,001 and \$10,000 is available to incorporated associations to assist with programs and events that significantly benefit the local community and /or address priority community issues.

Major grants are to be considered by the Community Grants Program Committee and a formal grant acquittal process is required.

#### Major Events Sponsorship

Sponsorship of up to \$20,000 per annum for up to 3 years is available to incorporated not-for-profit associations, and those limited by guarantee, to assist with events that strongly demonstrate significant benefits to the local community. All applicants must demonstrate significant volunteer involvement, and if successful, must identify the City as a major sponsor.

The two types of eligible major events are:

**Economic Development Event** - An event that demonstrates significant direct stimulus to the Rockingham economy, including local businesses, and extensive marketing opportunities for the City.

**Community Development Event:** An event that shows evidence of successful delivery in the previous calendar year (or years), which attracted at least 5,000 people, and which has a direct benefit to the Rockingham Community.

As an inaugural/one-off event cannot demonstrate past evidence of success, the applicant must satisfy all other relevant assessment criteria, and demonstrate experience managing similar scaled events or partnership programs. Inaugural and one-off events will be eligible for \$20,000 for up to one year.

Major Events Sponsorship Grants are to be considered by the Community Grants Program Committee and a formal grant acquittal process is required.

#### City Property Grants

**Leased/Licensed Property Grants: Maintenance** – grants of up to \$10,000 per year are available to incorporated not-for-profit associations, and those limited by guarantee, that lease/licence City owned facilities to assist with the maintenance obligations outlined in their lease /licence.

**Leased Property Grants: Rates Subsidy** - a grant equal to the amount of rates levied on City properties leased to incorporated associations will be applied to those properties' annual rates liability.

Maintenance and Rate Subsidy Grants will be considered by the CEO.

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### Heritage Assistance Grants

Heritage Assistance Grants for a property on the City's Heritage List, for each property owner or strata titled development, will apply as follows:

<b>Grant Category</b>	<b>Local Heritage List - Category</b>	<b>Heritage Documentation</b>	<b>Conservation Works</b>	<b>Total</b>
Major	Category 1 - Exceptional Significance	\$2,000	\$7,000	\$9,000
Medium	Category 2 - Considerable Significance Category 3 – Some/ Moderate Significance	\$2,000	\$5,000	\$7,000
Strata titled development (whole development)	Category 1 to 3 Management Category	\$2,000	\$7,000	\$9,000

*Table No.1 - Maximum Heritage Assistance Grant Amounts*

Category 1 places are also referred to as Management Category A in the City's Municipal Heritage Inventory (Heritage Survey).

Category 2 places are also referred to as Management Category B in the City's Municipal Heritage Inventory (Heritage Survey).

Category 3 places are also referred to as Management Category C in the City's Municipal Heritage Inventory (Heritage Survey).

Eligible projects may include up to 50% of the total cost up to the maximum total amounts in Table No.1.

Heritage Assistance Grants will be considered by the Community Grants Program Committee and a formal grant acquittal process is required.

Heritage Grants will not be eligible when funding has already been allocated in the WA Heritage Council Grants Program.

Full eligibility criteria is outlined in the City's Heritage Assistance Grant Guidelines.

### Community Infrastructure Grants

Planning Grants – Grants of up to \$20,000 are available as a contribution toward planning activities that assist groups to undertake strategic planning or to determine the need and feasibility of infrastructure projects that benefit the Rockingham community. Proposed infrastructure projects must be on land owned or managed by the City or Department of Education, where a shared use agreement is in place.

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Capital Grants – Grants of up to \$50,000 are available as a contribution toward construction, expansion, upgrade or refurbishment of community infrastructure that benefits the Rockingham community. Proposed projects must be on land that is owned or managed by the City or Department of Education, where a shared use agreement is in place.

Community Infrastructure Grants will be considered by the Community Grants Program Committee and a formal grant acquittal process is required.

### Funding Criteria

Immediately following the Council elections, election of Committees and the election of the Presiding Member the first item of business for the Community Grants Program Committee is to consider and recommend application assessment criteria that will apply for the following two years, for Council consideration.

All decisions, including those made under delegation by the CEO will be guided by these criteria.

### Community Grants Program Committee

The Community Grants Program Committee will consider applications for Major Grants, Major Events Sponsorship, and Community Infrastructure Planning and Capital Grants, and Heritage Grants. This will occur over three funding rounds per annum, applying as far as is practicable, one third of budgeted funds per round. Each grant application will be assessed by officers working within the division team that is most closely aligned to the focus area of that grant submission. Officer recommendations will be provided to the Committee for recommendation. Committee recommendations will then be presented to Council for final determination.

### Ineligibility

The following are ineligible for grant funding:

- Individuals (except for Travel Subsidy and Youth Encouragement Grants and Heritage Assistance Grants)
- Schools (except for teams in the Travel Subsidy Grant)
- Public companies (except for those limited by guarantee)
- Private companies (except and Heritage Assistance Grants); Local, State or Federal Government authorities/agencies.
- Administration costs such as bonds, employee salaries/wages, seasonal ground allocation and event management fees.

### Auspice Organisation

In the context of grant applications, an auspice organisation is legally and financially responsible to receive the grant money, ensure the program/event is completed on time and submit the acquittal and evaluation report.

The Auspice organisation must also:

- Ensure that the program/event for which funding is sought furthers the mission/objectives of their organisation in some way

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- Check the constituent documents (constitution, rules, by-laws)
- Ensure that entering into the auspice agreement is consistent with the objectives and powers of their organisation.

#### Perception of Bias

In accordance with best practice public sector transparency and accountability principles, all committee members and staff who are, or have in the last three years, been a board member, committee member, executive member of an association applying for funds, shall disqualify themselves from all aspects of the consideration process from receipt of application through to consideration at the Community Grants Program Committee.

#### Complimentary Tickets for City of Rockingham Funded Events

The acceptance or otherwise of complimentary tickets for City of Rockingham funded events shall be in accordance with the Council's Attendance at Events policy.

#### Executive Policies and Procedures

The CEO shall ensure that executive policies and procedures are implemented that provide for the effective and equitable consideration, approval, distribution, measurement and acquittal of grant funds.

### Definitions

**Maintenance** - means regular ongoing day to day work necessary to keep assets operating and to achieve its optimum life expectancy. Example – painting, glazing, air conditioning repairs, tap seal repairs.

**Infrastructure** – Physical facilities and structures that are fixed and meet a long-term need

**Incorporated Associations** - An “incorporated association”:

- Is incorporated under the Associations Incorporation Act 2015
- Cannot operate for the profit or gain of its individual members
- Contributes to the community in a social, sporting, cultural, environmental or charitable context
- Demonstrates local volunteer involvement.

**Company Limited by Guarantee (CLG)** - Specialised form of public company designed for non-profit and charitable organisations. In Australia companies limited by guarantee are subject to the Corporations Act 2001 (Commonwealth) and administered by the Australian Securities and Investments Commission (ASIC)

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**Auspice Organisation** – is an incorporated organisation or CLG that applies for a grant on behalf of an unincorporated organisation. The auspice organisation is responsible for the financial management of the grant. An auspice agreement is a legally binding contract. It sets out the legal obligations of both organisations toward each other and in relation to any specific funding or other agreements.

**Local Heritage Survey**- the Heritage Act 2018 requires each Local Government to identify places of cultural heritage significance in a local heritage survey (LHS). This is also known as a Municipal Heritage Inventory (fmr).

### **Legislation**

Associations Incorporation Act 2015

### **Other Relevant Policies/ Key Documents**

Strategic Community Plan 2015-2025

Governance and Meeting Framework Policy

Leasing Policy

Asset Register

Other Community Plan Strategy Documents

Delegations Register

Attendance at Events

### **Responsible Division**

Community Development

### **Review Date**

Review every two years

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