



# **COMMUNITY GRANTS PROGRAM GENERAL GRANT GUIDELINES 2016/2017**

*The City of Rockingham invites applications for the Community Grants Program (CGP) from incorporated organisations/associations (community groups and clubs) for funding towards programs and events that benefit the Rockingham community.*

<b>Director Endorsement Date:</b>	2 November 2015	<b>Amendment No.</b>	2 – D15/151639
<b>Amendment Dates:</b>	27 October 2016	<b>Next Scheduled Review:</b>	2 years post endorsement date



## **General Grant Guidelines**

### **SCOPE**

The City of Rockingham is committed to supporting incorporated organisations/associations (community groups and clubs) to assist with the delivery of programs and events that benefit the Rockingham community. These guidelines relate to eligible organisations wishing to apply for a grant towards programs and events that take place within the boundaries of the City of Rockingham. General grants form part of the City's Community Grants Program, designed to empower such groups to build capacity and develop sustainability for the overall benefit of the community.

**Applicants can apply for up to \$3000 and can only apply for one grant per project per financial year.**

### **GRANT ROUNDS**

General Grants are available all year round. General Grants require up to 30 working days to process from lodgment of application (as dated by the City's Records Department) to the applicant being advised of outcome. If applications are incomplete or the applicant does not supply all supporting documentation, the application will be processed from the date that the application is received in full.

### **ELIGIBILITY**

Grants will only be considered if:

- ✓ The applicant is an incorporated organisation/association (e.g. club, community group including Parent and Citizens (P&C) or Parent and Friends (P&F) Associations).
  - ✓ The applicant has current public liability insurance at the time of the program/event.
  - ✓ The program/event delivers meaningful benefits for the Rockingham community.
  - ✓ The applicant has supplied quotes for all purchases in accordance with the General Guidelines.
  - ✓ The program/event takes place within the boundaries of the City of Rockingham.
- Please note: Bus hire that provides trips outside of the boundaries of City of Rockingham but commences and concludes in the City of Rockingham may be considered for eligible applicants up to a maximum of \$500 per one way trip.

Grants will NOT be considered if:

- ☒ The applicant is a Local, State or Commonwealth authority.
- ☒ The applicant is an individual, a school, or a private company.
- ☒ The applicant has already received a grant from the City of Rockingham for the same program/event in the current financial year.
- ☒ The applicant has failed to acquit any previous City of Rockingham grants.
- ☒ The applicant does not supply all supporting documentation; or the application is incomplete.
- ☒ The applicant is requesting funding for retrospective payments.
- ☒ The applicant is requesting rates subsidy (excluding rubbish removal or emergency service levy).
- ☒ The program/event begins within 30 working days of submitting the grant.
- ☒ Budget items listed include bonds, employee salaries/wages, seasonal ground allocation and event management fees.

Essential infrastructure, goods and services that should be funded by the applicant or responsible body will not be funded by the Community Grants Program.

Applicants that demonstrate a financial contribution will be considered favorably.

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**BUDGET**

When preparing the budget breakdown, applicants must list all expenditure items exclusive of GST. Where applicable, identify which items of expenditure will be funded by which funding sources. The items you identify in the City of Rockingham requested grant section, must be listed in order of priority.

**QUOTES**

The City encourages the use of local businesses for any quotes that may be sourced in relation to the supply of goods and services.

The following table outlines the quotes required based on the value of each expenditure item (exclusive of GST):

Amount of Purchase	Minimum Requirements
Up to \$3000	One verbal quote
\$3001 - \$10,000	One written or verbal quote
\$10,001 - \$20,000	One written quote

**APPLICATION ASSESSMENT PROCESS**

All fully completed applications will be assessed by City Officers and all decisions made by the City are final and not subject to an appeals process.

Applicants will be notified of the outcome by letter within 30 working days of application lodgment. If successful, the applicant will receive a letter of success, outlining the awarded amount and any conditions that are associated with the grant. Funds will be electronically transferred to the incorporated organisation’s main operating account, as stated in Step 5 of the application. It is important that Step 5 of the application is completed on one page for the assessment process.

**APPROVAL CONDITIONS**

It is the responsibility of the applicant to determine which approvals are required and submit the appropriate documentation. The applicant must not proceed with the program/event without formal approval from the appropriate authority, including but not limited to the City’s Planning and Development Services, Building Services and Health Services.

**ACQUITTAL**

Formal acquittal processes are not mandatory however successful applicants may be requested to submit a grant acquittal either as a condition in the letter of success, or at any time as considered appropriate by the City. Please keep appropriate receipts and records accordingly. If required the successful applicant will have 30 working days from the end of the program or event to submit the acquittal. Alternatively, if requested from the City, the applicant will have a 30 working day period to submit the acquittal from the date of the City’s request.

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