



## Community Grants Program Policy

### Council Policy Objective

To provide financial assistance to community groups and individuals that will build capacity within the community, stimulate volunteering and youth development, and deliver sustainable, accessible and demonstrated social, environmental and economic benefits.

### Council Policy Scope

Funding for individuals (resident) and incorporated not-for-profit organisations/associations, or those limited by guarantee based or providing services within the Rockingham community.

### Council Policy Statement

The Community Grants Programs aims to provide assistance to individuals and incorporated organisations/associations that can deliver meaningful 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 \$3000

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 amounts:

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

Youth Encouragement Grants – A grant of up to \$500 is available to individuals between the ages of 12 and 24 to participate in programs and events that financial or personal circumstances would normally prevent their participation.

General Grants - A grant of up to \$3000 is available to incorporated associations to assist with the delivery of programs and events that deliver outcomes and benefits to identified target areas.

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 \$3001 and \$10,000 is available to incorporated associations to assist with the delivery of programs and events that deliver outcomes and benefits to identified target areas.

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 the delivery of events that deliver significant benefits to identified target areas. All applicants must demonstrate significant volunteer involvement and identify the City as a major sponsor.

<b>Policy Name:</b>	Community Grants Policy	<b>Council Adoption:</b>	25 August 2015
<b>Version:</b>	5	<b>Amendment:</b>	15/12/15 (CD-048/15), 23/02/2016 (CD-005/16), 26/07/2016 (CD-023/16), 28/2/17 (CD-002/17), 27/02/2018 (CD-002/18)
<b>Review Date:</b>	August 2017	<b>Responsible Team:</b>	Community Development



*Economic Development Events:* Past evidence of a successful event in the previous calendar years that has made a significant contribution to the aims and objectives of the City's Economic Development Strategy.

*Community Development Events:* Past evidence of the delivery of a successful event in the previous calendar year (or years) that attracted at least 5000 people and was conducted in a strategic location that serviced a discrete geographical area. Applicants must demonstrate a legitimate and long standing association with that discrete area.

As an inaugural event cannot demonstrate past evidence of a successful event, the applicant must demonstrate within the application all other criteria requirements to be eligible for up to \$20,000 for one year only.

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

#### City Infrastructure 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 provided for 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 rate liability.

**Infrastructure Planning and Development Grants:** Grants of up to 50% of the total project cost, to a maximum amount of \$30,000 are available to assist incorporated associations in the planning and development of the establishment, enhancement or extension of community facilities. Projects must be undertaken on City owned or managed land or land owned by the Department of Education where a shared use agreement is in place.

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

Infrastructure Planning and Development Grants will be considered by the Community Grants Program Committee, Corporate and Community Development Standing Committee / Council.

#### 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 priority areas and funding application assessment criteria that will prevail for the forthcoming 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 over three funding rounds per annum and applying as far as are practicable one third of budgeted funds in each round. All staff recommendations to the committee must be developed by officers working within the division team that is closest aligned to the target area.

#### Ineligibility

Individuals (except for Travel Subsidy and Youth Encouragement Grants); Schools (except for teams in the Travel Subsidy Grant); public companies (except for those limited by guarantee); private companies; Local, State or Federal Government authorities/agencies.

Bonds, employee salaries/wages, seasonal ground allocation and event management fees.

<b>Policy Name:</b>	Community Grants Policy	<b>Council Adoption:</b>	25 August 2015
<b>Version:</b>	5	<b>Amendment:</b>	15/12/15 (CD-048/15), 23/02/2016 (CD-005/16), 26/07/2016 (CD-023/16), 28/2/17 (CD-002/17), 27/02/2018 (CD-002/18)
<b>Review Date:</b>	August 2017	<b>Responsible Team:</b>	Community Development



### Auspice Organisation

Ensures:

- that the program/event for which the funding is sought, furthers the mission/objectives of their organisation in some way
- checks the constituent documents (constitution, rules, by-laws)
- that entering into the auspicing agreement is consistent with the objectives and powers of their organisation.

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

### 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.

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

Councillors and staff shall not accept complimentary tickets, where such tickets have monetary value, to attend events that have been funded or sponsored by the Community Grants Program.

Councillors and staff can only attend such events in order to perform an official or civic function or by their own personal financial means.

Councillors and staff can accept tickets to events funded or sponsored by the Community Grants Program provided that those tickets have no monetary value and are available free of charge to the general public.

### 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.

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

- Cannot operate for the profit or gain of its individual members;
- Contributes to the community in a social, sporting, cultural, environmental or charitable context; and
- Demonstrates local volunteer involvement

### **Company Limited by Guarantee (CLG)**

Specialised form of public company designed for non-profit 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).

**Auspice Organisation** – is an incorporated organisation 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.

### **Legislation**

Nil

<b>Policy Name:</b>	Community Grants Policy	<b>Council Adoption:</b>	25 August 2015
<b>Version:</b>	5	<b>Amendment:</b>	15/12/15 (CD-048/15), 23/02/2016 (CD-005/16), 26/07/2016 (CD-023/16), 28/2/17 (CD-002/17), 27/02/2018 (CD-002/18)
<b>Review Date:</b>	August 2017	<b>Responsible Team:</b>	Community Development



**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

**Responsible Division**

Community Development

**Review Date**

Review every two years

<b>Policy Name:</b>	Community Grants Policy	<b>Council Adoption:</b>	25 August 2015
<b>Version:</b>	5	<b>Amendment:</b>	15/12/15 (CD-048/15), 23/02/2016 (CD-005/16), 26/07/2016 (CD-023/16), 28/2/17 (CD-002/17), 27/02/2018 (CD-002/18)
<b>Review Date:</b>	August 2017	<b>Responsible Team:</b>	Community Development