



SHIRE OF MANJIMUP

3. COMMUNITY DEVELOPMENT

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SHIRE OF MANJIMUP COMMUNITY FUND PROGRAM

Background & Issues

Council has established a scheme to support the community through the provision of a Shire of Manjimup Community Fund Program. Each year, where economically possible, the level of community funds available will be 2% of the prior year's rates revenue. The funds will be allocated across four categories being:

1. General Community Groups and Projects;
2. Financial Assistance;
3. Youth; and
4. Events.

The allocation of community funds will be held annually by formal application, with a closing date in March of each year. Where the budget allocation to any category is not fully committed, the amount remaining will be allocated across the other categories of the Community Fund Program.

Funds available across all categories are limited. The final decision for awarding funds will be in accordance with those applications that Council deem to have the highest merit and greatest benefit to the Shire of Manjimup residents and ratepayers.

Objectives

The objective of this policy is to provide clear guidelines for:

1. **Community groups, projects and event organisers** within the Shire of Manjimup in their application for community funds;
2. **Council** for their allocation of funds in a consistent and transparent manner; and
3. **Staff** in the administration of the Shire of Manjimup Community Fund Program.

Area of Application

Whole of Shire.

Policy Measures

See following pages.



GLOSSARY OF TERMS

For the purposes of the Shire of Manjimup Community Fund Program, the terms listed below are understood to have the following meanings:

Auspicung organisation	An incorporated organisation with a current ABN which agrees to works with a non-incorporated community group to receive hold & disburse grant funds on behalf of the non-incorporated group. The auspicung organisation will be responsible for the management of grant funds according to all conditions of the grant, and for the eventual acquittal of those funds (working closely with the community group to achieve this.)
Community group	A group of people working together to pursue a common interest. Generally, almost all members of a community group will be participating in a volunteer capacity (i.e. not as a part of their paid work duties). A community group may have a formal governance structure or may be a less structured group.
Incorporated association	An organisation that has been incorporated under the Associations Incorporation Act 2015. Such an organisation has a formally adopted constitution and is governed by an elected committee.
Not-for-profit group	A group or organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. Any profit made by the group or organisation goes back into its operation to carry out its purposes and is not distributed to any of its members.
Umbrella organisation	An organisation (of sound capacity) which provides support to smaller community groups such as assistance in grant writing, auspicung grant funds or other support including office accommodation and administrative assistance. In the Shire of Manjimup Community Fund Program an umbrella group may support its community groups in their applications for funds but still apply for funds themselves as long as the funds in the different applications are not for the same purpose, project or event.
Youth	Young people between the ages of 12 and 25 years inclusive.
Youth group or youth project	A group or project catering to the needs of young people between the ages of 12 and 25 years inclusive.



CONDITIONS OF THE COMMUNITY FUND PROGRAM

The following conditions are applicable across ALL categories of the Program:

- a. The Community Fund Program will be advertised to the public in February each year.
- b. Applicants will be notified of their success or otherwise after the adoption of the budget each year (between July and September).
- c. The region in which the activities supported by funds can be carried out is the area of the Shire of Manjimup and the benefits of the activities supported by funds shall be directed predominantly to residents of the Shire of Manjimup.
- d. Generally speaking, schools are not eligible for funding under this program, proposed projects which have a strong broader community benefit may be considered and prospective applicants should approach the Shire in the first instance to discuss eligibility. If eligible the proposal would be submitted as a General Community Group & Project grant application.
- e. Category Funding will be guided by the following table. The amounts listed are maxima and should not be viewed as a guarantee of that level of funding. (These amounts will be reviewed each three years.)

Application Category	Shall not exceed (excl. GST)
Category 1. General	
Cat. 1. General community groups & projects	\$5,000
Category 2. Financial Assistance	
Cat. 2A. Financial assistance human service groups	\$3,500
Cat. 2B. Financial assistance other groups	\$1,500
Category 3. Youth & Chaplaincy	
Cat. 3A. Community youth groups/programs	\$6,000
Cat. 3B. Chaplaincy	\$7,000
Category 4. Events	
Cat. 4A. Events with broader target area	\$5,000
Cat. 4B. Events with a more limited target area	\$3,000
Cat. 4C. Events which are new and emerging	\$2,000



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- f. Fund allocation will be guided by the principle of fairness and equity in terms of both applicants and activities.
- g. Funds will be paid only to incorporated associations which have a current ABN. Groups which are not incorporated are able to apply for funding but must nominate in their application the name and ABN of an auspicing organisation or umbrella group which will receive the funds on their behalf if the application is successful. (The auspicing agency may not be subject to Condition h.)
- h. Only one application per group will be funded each financial year, unless approved otherwise by Council.
- i. Grants will be paid in full on receipt of a tax invoice.
- j. The proposed project or event must take place and be completed within the financial year that funding is made available.
- k. Prior approval must be sought for any substantial change of proposal.
- l. All funded groups and organisations will be required to acknowledge the support of the Shire of Manjimup in any promotional or publicity material.
- m. Every endeavour will be made by grant recipients to support local business and services when expending the allocated grant monies.
- n. Payments of grants may be suspended at any time if, in the opinion of Council, any of the conditions laid down are not met, or satisfactory progress has not been achieved.
- o. Council may use the project information provided by funded groups and organisations for promotional and networking purposes.
- p. Full disclosure of any other Council contribution (cash or in-kind) towards the project including traffic management plans and civic receptions is required.
- q. Applicants must illustrate that reasonable effort has been made to secure funding from alternative sources including other funding bodies, sponsorships, membership or registration fees, fundraising activities or other commercial activities such as ticket or produce sales.



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- r. Acquittal of all granted monies must be completed and submitted, using the acquittal form provided, as soon as possible after the completion of the project, but no later than three (3) months after the end of the Shire's financial year (i.e. by 30 September of the following financial year).

CATEGORY 1. GENERAL COMMUNITY GROUPS & PROJECTS

Community groups and not-for-profit organisations may apply for funding for projects and activities that have a target focus which benefits communities within the Shire of Manjimup. Council will assess each application during budget deliberations and will grant funds to projects that are deemed to have merit.

Requests for (a contribution to) arts prizes and arts acquisitive prizes should also be submitted as a general community grant. Council's intent for these prizes are to support and encourage growth and stimulation of the local arts and cultural environment. The aim of the acquisitive prize is to expand, conserve and display the Shire's Art collection for everyone to study and enjoy. In order to be eligible for community grant funding for arts (acquisitive) prizes, the arts competition/exhibition should be held within the Shire of Manjimup, and the winning/awarded artists are to be residents of the Shire of Manjimup.

Any applications that do not fit within another category as described in this Policy (Youth & Chaplaincy, Events, and Financial Assistance Requests), should be submitted as a general community grant.

All of the conditions (listed a. to r.) of the Community Fund Program outlined in this Policy apply to the General Community Groups & Projects category.

CATEGORY 2. FINANCIAL ASSISTANCE COMMUNITY GROUPS

There are two sub-categories of financial assistance for community groups:

- Category 2A: Requests for financial assistance by community groups with a care/service function to the community; and
- Category 2B: Requests for financial assistance by other community groups.

It is Council's vision that all community groups, in order to be sustainable, should aim to operate without relying on ongoing financial assistance to cover operational costs. Council understands that in certain circumstances a community group might require financial assistance for operational costs, such as insurance and venue lease or maintenance costs.



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Community groups with the primary aim to provide services to the community (e.g. humane service groups and wellbeing providers) are eligible for a higher level of financial assistance funding (refer to table on page 3) than other community groups (e.g. hobby clubs, arts groups, history groups).

All of the conditions (listed a. to r.) of the Community Fund Program outlined in this Policy apply to the Financial Assistance Community Groups category.

CATEGORY 3. COMMUNITY YOUTH GROUPS & CHAPLAINCY

The Shire of Manjimup Youth Strategic Plan 2013 – 2023 recognises the strategic importance of supporting youth activity and development throughout the Shire. To support youth and chaplaincy across the Shire, Council endeavours to:

- Support a youth (development) program (e.g. youth group or facilitated development program) in each town;
- Support youth chaplaincy; and
- Support youth projects (these projects should be applied for under Category 1. General Community Groups & Projects).

The sum available for youth groups and chaplaincy in 2017/18 was \$37,000 (amended in 2014). While this policy is not intended to apply limitations to the support of youth activity and development, the inclusion of a prescribed allocation pool sum for this category will ensure there is at least a minimum level of ongoing support for youth groups and chaplaincy in particular.

Submissions for funding of proposed general youth projects, that are not eligible under the Youth Group & Chaplaincy category, should submit their application under Category 1. General Community Groups & Projects.

All of the conditions (listed a. to r.) of the Community Fund Program outlined in this Policy apply to the Community Youth Groups & Chaplaincy category. In addition to conditions a. to r., there are extra conditions specific to the Community Youth Groups & Chaplaincy category which are:

- s. Youth groups can submit their application in partnership with an auspicing incorporated umbrella group before the closing date in March.
- t. For the purposes of the Shire of Manjimup Community Fund Program, 'youth' are defined as young people between the ages of 12 and 25 years inclusive.



CATEGORY 4. EVENTS

There are three sub-categories of event sponsorships; each is treated separately in the Community Fund Program:

- Category 4A events have a broader target area which may include state, interstate and international visitors;
- Category 4B events have a more limited target area including South West and Great Southern regions; and
- Category 4C events are new, incl. events celebrating a significant anniversary, and emerging events seeking to establish themselves on the Shire's annual events calendar.

Category 4A. Events

Council recognises the opportunity and economic benefit in sponsoring events that will market and promote the Shire to a target population residing beyond the South West and Great Southern regions.

All of the conditions (listed a. to r.) of the Community Fund Program outlined in this Policy apply to Category 4A Events. In addition to conditions a. to r., there are extra conditions specific to Category 4A Events which are:

- s. Demonstrate strong ties to broad scale marketing and promotional outcomes.
- t. Demonstrate that the target group is much broader than the South West and Great Southern regions.

Category 4B. Events

Council recognises the social benefit in sponsoring events that will promote a particular theme or activity to a target audience from within the Shire and extending to the South West and Great Southern regions.

All of the conditions (listed a. to r.) of the Community Fund Program outlined in this Policy apply to Category 4B Events.

Category 4C. Events

Council recognises the potential for increased social and economic opportunity in sponsoring new and emerging events which are endeavouring to become established on the Shire's annual events calendar.

Events celebrating a significant anniversary, for example 50 or 100 years, may also be considered for funding under this category.



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All of the conditions (listed a. to r.) of the Community Fund Program outlined in this Policy apply to Category 4C Events.

UNALLOCATED FUNDS

Any unallocated funds of the Community Fund Program, will be marked as 'Unspecified', and may be distributed throughout the financial year in response to requests, which will be assessed on a case by case basis.

Administration

The Community Services Directorate is responsible for the management and administration of the Community Fund Program.

Adoption and Date Due for Revision

**ADOPTED 24 OCTOBER 2019
REVIEWED FEBRUARY 2021
NEXT DUE FOR REVIEW FEBRUARY 2024**

The Administration of this Policy is by Community Services Directorate