



## **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 2.5% of the prior year's rates revenue. The funds will be allocated across four categories being:

1. General Community Groups and Projects;
2. Financial Hardship;
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:

<b>Auspicung organisation</b>	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.)
<b>Community group</b>	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.
<b>Incorporated association</b>	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.
<b>Not-for-profit group</b>	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.
<b>Umbrella organisation</b>	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.
<b>Youth</b>	Young people between the ages of 12 and 25 years inclusive.
<b>Youth group or youth project</b>	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)
<b>Category 1. General</b>	
Cat. 1A. General community groups & projects	\$5,000
Cat. 1B. Arts (acquisitive) prizes	\$5,000
<b>Category 2. Financial Hardship</b>	
Cat. 2A. Financial assistance – community care/ service or in high need	\$5,000
Cat. 2B. Financial assistance – with premises	\$3,000
Cat. 2C. Financial assistance – no premises	\$1,500
<b>Category 3. Youth &amp; Chaplaincy</b>	
Cat. 3A. Community youth groups/programs	\$6,000
Cat. 3B. Chaplaincy	\$7,000
<b>Category 4. Events</b>	
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. With the exception of applications under the Financial Hardship category, the following condition applies:  
Only one application per group may be funded each financial year, unless circumstances warrant multiple applications from a group. Where a group applies for more than one grant, either in the same or different categories, it must indicate the priority of each application. Council will consider the group's priority rating for each application and may (partially) approve or decline any application at its discretion.
- 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



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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.

- 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**

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 1A. 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.

#### **Category 1B. Arts (acquisitive) prizes**

Artwork can be created in any medium, which can include, but is not limited to, sculpture, painting, installation, multimedia, sound or performance.

Funds for the arts acquisitive prize are incorporated in the Shire's annual operational budget. For the purpose of transparency and equity, the applications for arts acquisitive prizes will follow the same process as Community Grant applications.

Should multiple applications for the arts acquisitive prize be received in the same grants round, then Council may distribute the available funds at its discretion.

Requests for (a contribution to) arts prizes and arts acquisitive prizes should be submitted as a general community grant 1B. Council's intent for these prizes is to support and encourage growth of local artists, and stimulation of the local arts and cultural environment. The aim of the acquisitive prize is to



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expand, conserve and display the Shire's art collection for everyone to study and enjoy.

Eligibility criteria for community grant funding for arts (acquisitive) prizes are:

- The arts competition/exhibition should be held within the Shire of Manjimup
- The winning/awarded artists are to be residents of the Shire of Manjimup, with the following exception:
- Where the applicant adds (either through their own contribution, sponsorship, or other grant funding) a monetary amount equal or larger to the Shire's acquisitive prize, with the aim to purchase a larger/more expensive artwork, it is allowable for the awarded artist not to be a resident of the Shire of Manjimup.

Any artwork which is acquired with (assistance of) the Shire's acquisitive prize will:

- Be added to the Shire's arts collection, thus owned and insured by the Shire;
- Be displayed for public viewing at a location in the Shire of Manjimup to be decided in discussion between the applicant and the Shire, noting the following:
  - It needs to be located on land under management and control of the Shire of Manjimup;
  - The proposed location for the artwork is to be included in the Community Grant application;
  - Selection of sculptures or larger art pieces requiring transportation and installation may incur considerable extra costs. The Community Grant Applicant is responsible to consider these costs in their application and identify any additional funding sources. Additional funds requested from the Shire of Manjimup will need to be determined by Council.
- Need to meet public safety and security considerations (including: no sharp edges, no finger pinching points, not climbable, securable against fire, theft, etc.); and
- Be selected by a selection panel, which is to be established by the applicant, and is to include an elected member.

#### **CATEGORY 2. FINANCIAL HARDSHIP COMMUNITY GROUPS**

There are three 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, or by community groups deemed in high need by Council;
- Category 2B: Requests for financial assistance by community groups responsible for premises; and



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- Category 2C: Requests for financial assistance by community groups without premises.

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 utilities, insurance and venue lease or maintenance costs.

Community groups with the primary aim to provide services to the greater community 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, photography groups). Groups that occupy a building to undertake their primary activity and as such have greater responsibility are eligible for a higher level of funding.

It should be noted that start-up financial assistance for new groups should be applied for in the General Grant section as Hardship is to support existing groups suffering financial escalation pressures.

Groups may apply for the financial hardship funding to be considered for a 3-year period to give a level of ongoing surety during a period of hardship. Council may approve an application for this length of time, however this is subject to the annual budget allocation to the Community Grants Program.

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 programs and chaplaincy across the Shire, Council endeavours to:

- Category 3A: Support a youth (development) program (e.g. youth group or facilitated development program) in each town; and
- Category 3B: Support youth chaplaincy; and

Submissions for funding of proposed general youth projects, that are not eligible under Categories 3A and 3B, should submit their application under Category 1. General Community Groups & Projects.

The sum available for youth groups and chaplaincy in 2017/18 was \$37,000



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(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.

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.
- 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.
- u. All 3A proposed budgets meet the Youth Group/Program Expenditure Requirements detailed below.

#### **Youth Group/Program Expenditure Requirements**

The following expenditure requirements are provided to guide applicants in developing youth programs that maximise the benefits for the young people living, working, or go to school within the Shire of Manjimup. It is an expectation that in-kind contribution of youth group/program venue and grant administration are included in all 3A applications (provided by applicant or an alternative funding source).

#### Eligible Expenditure:

The following expenditure is eligible if directly relating to the scheduled youth program activities and/ or the delivery of the youth group/program:

- Staffing costs (wages/salary) for group/program delivery;
- Printing and copying of advertising material;
- Program materials (e.g., consumables, (art) supplies, and stationery) directly relating to scheduled youth program activities and/ or the delivery of the youth group/program;
- Catering costs (food and non-alcoholic beverages) for attending youth at group/program; and
- External venue and equipment hire for isolated/one-off occasions (e.g. excursions or location-specific activities), when provided in addition to a standard course of delivery for youth groups and/or programs.

#### Ineligible Expenditure:

- Activities failing to demonstrate benefit to youth residing in the Shire of Manjimup;
- Purchasing of gifts, significant prizes, trophies, or awards;
- Applicant facility costs (including but not limited to: rent, electricity,





- insurance, water, rates, maintenance, equipment hire, and venue use).
- Applicant's general or grant administration costs;
  - Staffing costs outside of identified youth worker delivery of youth group/program;
  - Capital works, infrastructure, or equipment for the applicant or applicant affiliates;
  - Ongoing use of external activities incurring operational costs for the purpose of youth group/program delivery;
  - Commercial or for-profit activities; and
  - Retrospective or deficit funding.

#### **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:

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



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#### 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.

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.

Any unallocated funds in the Financial Hardship category will be marked as 'Unspecified Financial Hardship', and may be distributed throughout the financial year in response to requests in this category, 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**

**REVIEWED FEBRUARY 2023**

**REVIEWED OCTOBER 2023**

**NEXT DUE FOR REVIEW OCTOBER 2026**

**The Administration of this Policy is by Community Services Directorate**