

**Purpose**

Council has established a Community Grants Advisory Committee to oversee the distribution of funding for community based purposes. Funding for the program will be sourced from both the Shire and external sources where available.

The allocation of community funds will be distributed in two rounds occurring after Council has set its annual budget. The first round will open in July with funds distributed in September and will allocate 60%\* of the funding pool. The second round will open in January with funds distributed in March and will allocate 30%\* of the funding pool. 10%\* of the funding pool will be held over by the Council for discretionary distribution at any time of the year. Funding is capped to maximum amounts and co-contributions will be viewed favourably but are not essential.

\*Note: The Shire of Northampton reserves the right to amend these amounts at any time and at its total discretion.

The award of funding for each round is at the absolute discretion of the Council and will focus on the following categories:

1. General community projects and financial hardship support for Community Groups;
2. Youth initiatives;
3. Events that benefit the district; and
4. Skills and capacity building in the community.

Exclusions to the Community Grant Program include maintenance or upgrades to Shire building infrastructure, tourist based contributions (other than events) and other ordinary Shire business. These matters will be considered as part of Council's normal annual budget process.

**Policy Objectives**

The objectives of the Community Grants Program are:

1. To support the community to improve liveability, support, connectedness and participation by evolving the sense of community;
2. To improve visitation and liveability by supporting community led events;
3. To encourage the social activation of youth in the district;
4. To provide seed funding or co-contribution financial support for the community to make funding applications;
5. To provide an open, transparent and equitable mechanism for Council to distribute community grants; and
6. To grow the funding pool for the Community Grants Program through sourcing additional funds through external sources.

## Community Development

### 5.1 Community Grants Program

#### Policy Measures

#### GLOSSARY OF TERMS

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

<b>auspicing organisation</b>	An incorporated organisation with a current ABN which agrees to work with a non-incorporated community group to receive hold & disburse grant funds on behalf of the non-incorporated group. The auspicing 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 champion</b>	A person who coordinates, facilitates and/or manages skills and capacity building projects for Shire communities.
<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 <i>Associations Incorporation Act</i> . 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, auspicing grant funds or other support including office accommodation and administrative assistance. In the Community Fund Program an umbrella group may support its community groups in their application 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.

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#### CONDITIONS OF THE COMMUNITY FUND PROGRAM

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

- a. The Community Fund Program will be opened to the public in July (round 1) and January (Round 2) each year.
- b. Applicants should be notified of their success or otherwise in September (Round 1) and March (Round 2) each year.
- c. The region in which the activities supported by funds can be carried out is the district of the Shire of Northampton and the benefits of the activities supported by funds shall be directed predominantly to residents of the Shire of Northampton.
- d. Generally, schools are not eligible for funding under this program, however proposed school-based projects which have a strong broader community benefit may be considered. Prospective applicants should approach the Shire in the first instance to discuss eligibility and if eligible the proposal would be required to be submitted as a General Community Group & Projects grant application.
- e. Category Funding will be guided by the following table comprising four distinct categories. The amounts listed are maximum amounts available per project or financial support, but this should not be viewed as a guarantee of that level of funding.

<b>Application category</b>	<b>shall not exceed (ex. GST) (without the consent of Council)</b>
Cat 1a General Community Group projects	\$4,000
Cat 1b Community Group financial hardship	\$2,000
Cat 2 Youth and Community Youth Groups	\$3,000
Cat 3a Events with broader target area	\$5,000
Cat 3b Events with a more limited target area	\$4,000
Cat 3c Events which are new and emerging	\$3,000
Cat 3d One-off events celebrating a significant anniversary	\$3,000
Cat 4 Community Skills and Capacity Building projects	\$4,000

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- f. Fund allocation will be guided by the principle of fairness and equity in terms of both applicants, activities and location.
- 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 organisation or umbrella group may not necessarily be subject to Condition h. at the discretion of the Community Grants Advisory Committee).
- h. Only one application per group will be considered for funding in each funding round for each category group 1(a/b), 2, and 4 unless otherwise approved by Council after recommendation of the Community Grants Advisory Committee. Category 3(a/b/c&d) applications may be considered for multiple event applications.
- i. Grants will be paid in advance upon receipt of a tax invoice.
- j. The proposed project or event must take place, be completed and acquitted within a year of when that funding is made available. (example – if funding is awarded in September of one year the project must be finalised before September of the following year).
- k. Prior approval of the Shire must be sought for any substantial change of proposal after funding is awarded.
- l. All funded groups and organisations will be required to acknowledge the support of the Shire of Northampton 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. The Shire may use the project information provided by funded groups and organisations for promotional and networking purposes.

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- p. Full disclosure of any other Council contribution (cash or in-kind) towards the project such as traffic management plans and civic receptions is required as part of any Community Grant Program application.
- 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 product sales in any application made to the Community Grants Program.
- r. Acquittal of all granted monies must be completed and submitted using an acquittal process provided by the Shire by no later than twelve months from the notification of grant success.
- s. Failure of a group or an auspicing organisation or group to comply with the conditions set out above may result in the Community Grants Advisory Committee restricting or prohibiting access to future Community Grant Program rounds.

#### **CATEGORY 1a – GENERAL COMMUNITY GROUP 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 Northampton.

The Community Grants Advisory Committee will assess each application and recommend to Council to grant funds to projects that are deemed to have merit and are prioritised by the assessment process.

All of the conditions of the Community Fund Program apply to the General Community Groups & Projects category.

#### **CATEGORY 1b – COMMUNITY GROUP FINANCIAL HARDSHIP**

Community groups and not-for-profit organisations may apply for financial hardship funding where they can demonstrate difficulty funding their normal operations. Applications for this category will be scrutinised closely to ensure that only community groups who are struggling financially to make ends meet receive assistance.

All of the conditions of the Community Fund Program apply to the Community Group Financial Hardship category.

#### **CATEGORY 2 - YOUTH AND COMMUNITY YOUTH GROUPS**

The Shire of Northampton recognises the strategic importance of supporting youth activity and development throughout the Shire.

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Youth and youth groups can, and are encouraged to, submit their application in partnership with an auspicing incorporated or umbrella group before the closing dates. For the purposes of the Community Grants Program, 'youth' are defined as young people between the ages of 12 and 25 years inclusive.

All of the conditions of the Community Fund Program apply to the Youth Groups category.

#### **CATEGORY 3 - EVENTS**

There are four sub-categories of events; each is treated separately in the Community Fund Program:

- **Category 3a events** have a broader target area which may include state, interstate and international visitors; and
- **Category 3b events** have a more limited target area including Mid West regions.
- **Category 3c events** are new and emerging events seeking to establish themselves on the Shire's annual events calendar.
- **Category 3d events** are events that celebrate significant one-off milestones or anniversaries in a community.

#### **Category 3a Events**

Council recognises the opportunity and economic benefit in supporting events that will market and promote the Shire to a target population residing well beyond the Mid West region.

All of the conditions of the Community Fund Program apply to category 3a events.

In ADDITION to conditions a. to s. there are extra conditions specific to category 3a events which are:

- t. Demonstrate strong ties to broad scale marketing and promotional outcomes.
- u. Demonstrate that the target group is much broader than the Mid West region.

#### **Category 3b Events**

Council recognises the social benefit in supporting events that will promote a particular theme or activity to a target audience from within the Shire and extending to the Mid West region.

All of the conditions of the Community Fund Program apply to category 3b events.

#### **Category 3c Events**

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

All of the conditions of the Community Fund Program apply to category 3c events.

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#### **Category 3d Events**

The Shire recognises one-off events such as a milestone anniversary that forms a celebration in the community. The Community Grants Advisory Committee will determine applications in this category based on merit including considerations of community importance, community reach and community involvement.

All of the conditions of the Community Fund Program apply to category 3d events.

#### **CATEGORY 4 – COMMUNITY SKILLS AND CAPACITY BUILDING**

Council encourages projects and programs that improve community skills and capacity. This category is quite open, but applications designed to support commercial returns or compete against existing local business or services may be excluded from consideration. Generally, a community group or community champion will administer the programs and it is recommended that contact is made with the Shire to discuss the suitability of prospective applications in this category before applications are made.

All of the conditions of the Community Fund Program apply to category 4 applications.

#### **Administration**

This policy will be administered by the Community, Development and Regulation Division.

#### **Adoption and Date Due for Revision**

**ADOPTED 20 June 2024**  
**REVIEWED (Not Applicable)**

**NEXT DUE FOR REVIEW 20 June 2029**

**The Administration of this Policy is by Community, Development and Regulation Division.**