



# 2024

## COMMUNITY ASSISTANCE PROGRAM

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## 1 INTRODUCTION

The Shire of Corrigin is committed to strengthening our local community groups and organisations by supporting their community projects. Each year, the Community Assistance Program allocation of funds are approved by Council and these funds are dedicated to ensuring local community-based organisations are supported to reach their full potential.

The Community Assistance Program intends to process applications in an equitable manner by providing guidelines and selection criteria. Applicants are required to demonstrate how the Community Assistance Program funding will involve and benefit the wider Corrigin community, including where possible, spending the funding with local businesses.

Applicants are encouraged to contact the Shire of Corrigin's Community Development Officer, prior to applying for the Community Assistance Program to discuss their community project and funding requirements.

These guidelines are to be read in conjunction with Council Policy 2.11 Community Assistance Program.



## 2 WHAT IS THE COMMUNITY ASSISTANCE PROGRAM?

The Community Assistance Program is designed to provide financial assistance from Council to support community organisations holding community events or carrying out projects.

The program consists of three categories:

Funding Round	Funding per Applicant (excluding GST)
Community Donations	Maximum \$500 per application
Community Grants	Maximum \$5,000 per application
Significant Event Sponsorship/Assistance	Maximum \$10,000 per application

Applications received for the three categories will be presented to the Ordinary Meeting of Council in May for Council to determine which applications are to be considered for inclusion in the annual budget. The annual budget is adopted by Council no later than the Ordinary Meeting of Council in August of each year and Applicants notified in writing no later than September.

Applications will be considered for projects or events that meet one or more of the objectives from the Shire of Corrigin's Strategic Community Plan 2021 - 2031:

- **Social:** An effectively serviced, inclusive and resilient community
- **Economic:** A strong, diverse economy supporting agriculture, local business and attracting new industry
- **Environment:** An attractive natural and built environment for the benefit of current and future generations
- **Governance and Leadership:** Strong governance and leadership

## 3 RESTRICTIONS ON FUNDING

Council allocates a total budget of \$35,000 per financial year for the three funding categories and a further \$30,000 for the waiver of rates, rubbish and facility or equipment fees.

The allocation for the three funding categories is distributed in the following way:

- Community Donations      \$5,000
- Community Grants         \$15,000
- Significant Events          \$15,000

Community organisations who are eligible to apply for assistance and receive annual waivers of rates, rubbish, facility, and equipment fees or are in receipt of reduced fees and charges will only be eligible to apply for the Community Grants and Significant Event Sponsorship/Assistance to the combined value of the waiver or reduced fees and the assistance not exceeding the maximum funding category amount.

## 4 ELIGIBLE ITEMS

Community Assistance Grant funding can be used for:

- Leveraging a grant from State or Federal agency
- Purchasing goods and services
- Infrastructure
- Specific community event or community program

## 4 ELIGIBLE ITEMS

All applications must demonstrate how the proposed funding will be used to meet one or more of the objectives from the Shire of Corrigin's Strategic Community Plan 2021 - 2031:

- **Social:** An effectively serviced, inclusive and resilient community
- **Economic:** A strong, diverse economy supporting agriculture, local business and attracting new industry
- **Environment:** An attractive natural and built environment for the benefit of current and future generations
- **Governance and Leadership:** Strong governance and leadership

## 5 INELIGIBLE FOR FUNDING

The following items are ineligible for funding under the Community Assistance Program:

- Private, commercial or political ventures or activities
- Retrospective funding
- Purchase of land
- Support for an individual pursuit
- Events and/or programs that are exclusive only to the community group or organisation's members.

## 6 FUNDING CATEGORIES

### Community Donations

Community donations are small grants up to a maximum of \$500.

Each organisation is eligible to submit several applications per financial year, provided the total cumulative number of successful applications does not exceed \$500.

Eligible requests for this funding category are contributions to awards, financial assistance and small sponsorships that are not covered by other Council funding.

### Community Grants

The community grant funding provides financial assistance of up to a maximum of \$5,000 to support community events or projects. Financial assistance is based on a one third contribution from Council and two thirds from the applicant organisation by way of own source funding and/or external funding.

Community organisations are only eligible to submit one application per financial year and funds must be spent prior to 31 May of that financial year. There is a requirement to submit an acquittal report back to Council to show where funds have been spent and for the funds to be paid to the organisation.

Where an organisation receives assistance from Council in the form of the waiver of rates, rubbish charges, facility fees or are in receipt of reduced fees and charges, the application amount must not exceed the maximum request amount including the assistance already received, what that means is the waived charges plus the application request must not total more than \$5,000. For example: if an organisation has annual rubbish charges of \$400 waived then the maximum amount available to apply for would be \$4,600.

Eligible requests include:

- Contributions towards purchasing equipment,
- Upkeep to a community group facility leased from the Shire of Corrigin
- Community based projects such as a memorial
- Small community events

Ineligible requests include:

- Assistance towards Council's rates, facility hire/service fees or standard user agreements.
- Assistance towards financial operating costs of the applicant e.g., rent, staff wages, utility costs, insurance, stationery, etc.
- Food, drinks, and alcohol.

## 6 FUNDING CATEGORIES

- Interstate and overseas travel.
- Conference attendance.
- Projects that have already commenced.
- Projects not based in the Shire of Corrigin.
- Projects that duplicate an existing or similar project/service within the community; or
- An item benefiting an individual.

Projects that are recurring or incomplete that have been previously funded will be given lower priority.

Organisations who apply for the Community Donations funding are not eligible to apply for the Significant Event Sponsorship/Donation funding in the same financial year.

Applications will be assessed on the following weighted selection criteria:

Selection Criteria:	Weighting %
Is the project diverse and inclusive of the local community? Evidence provided that the project is desired by the wider community and not just one group or organisation.	15
Evidence of a project plan and timeline showing the applicant has a realistic capacity to successfully complete the project?	20
Does the project have the ability to achieve tangible outcomes for the benefit of the Shire of Corrigin community?	15
Is the project budget provided balanced, realistic, and affordable and includes both cash and in-kind contributions to the project by the group or organisation and third party funding bodies other than the Shire of Corrigin?	20
Does the project show levels of participation towards completion of the project is provided by volunteers or the wider community	15
Is the applicant not for profit, hold a current constitution and operate within the Shire of Corrigin?	5
Does the project meet the strategic direction of the community as outlined in the Strategic Plan 2021 - 2031.	5
Is the application completed fully and include evidence of financial position, meeting minutes with absolute majority of the group voting for the project or event and all other requested information?	5

### **Significant Event Sponsorship/Assistance**

Significant event sponsorship/assistance provides support to community groups within the Shire of Corrigin holding large local community events up to a maximum of \$10,000 per financial year.

To be eligible for sponsorship/assistance the community group must be incorporated or a not-for-profit organisation and be based in the Shire of Corrigin. Organisations outside of the Shire of Corrigin that have partnered with a local community group to submit an application on their behalf will be considered however priority will be given to local organisations.



## 6 FUNDING CATEGORIES

Expenditure must be outlined in the application and may include:

- Marketing and promotional costs
- Venue hire costs
- Equipment hire costs
- Contractor or facilitation fees

Ineligible expenditure includes:

- Operational costs such as administration costs, staffing or event management costs
- Retrospective events

Where in kind assistance is requested, it is important to note that in kind assistance must be included in the expenditure outlined in the application. In kind assistance includes:

- Shire staff labour including works, administration, environmental health, recreational and building maintenance staff.
- Shire plant and equipment such as trucks, rubbish trailers, generators, signage, fencing etc.
- Shire facilities where a hire fee is normally charged.

The cost estimate of in-kind assistance from the Shire of Corrigin can be obtained by speaking with the Chief Executive Officer or Manager of Works prior to completing the application.

If assistance is monetary an acquittal report is required before funds will be distributed.

Where an organisation receives assistance from Council with the waiver of rates, rubbish charges, facility fees or are in receipt of reduced fees and charges, the application amount must not exceed the maximum request amount including the assistance already received, what that means is the waived charges plus the application request must not total more than \$10,000.

Organisations who apply for the Community Donations funding are not eligible to apply for the Significant Event Sponsorship/Donation funding in the same financial year.

Applications will be assessed on the following weighted selection criteria:

Selection Criteria:	Weighting %
Is the event diverse and inclusive of the local community?	15
Evidence of an event plan including the level of volunteer assistance showing the applicant has a realistic capacity to successfully hold the event without relying on the Shire for labour assistance.	20
Evidence of all legislative and regulatory compliance has been or will be met?	20
Does the organisation have sufficient insurance coverage to hold the event?	20
Has the organisation consulted with the local community about the desires and expectations of the event?	15
Is the applicant not for profit, hold a current constitution and operate within the Shire of Corrigin?	5
Is the application completed fully and include evidence of financial position, meeting minutes with absolute majority of the group voting for the project or event and all other requested information?	5



## 7 ACKNOWLEDGEMENT

Successful applicants are to acknowledge the Shire of Corrigin through project media, community engagement and event promotions by using the Shire's Logo and the phrase "Proudly supported by the Shire of Corrigin". The Shire's Community Development Officer can provide the approved Shire's logo upon request.

## 8 PROJECT VARIATIONS

Project variations must be discussed with the Chief Executive Officer and where applicable approved by Council prior to the variation taking place.

## 9 COUNCIL VENUE AND COMMUNITY BUS HIRE

The Corrigin Community Bus hire waiver is at the discretion of the Chief Executive Officer or Council on a case by case basis. It is not necessary for a community group to apply for funding through this grant process for the waiver of hire fees for the bus. For consideration of the waiver of these fees an application is to be made in writing addressed to the CEO.

Venue hire for community organisations is at a reduced rate as per the annual fees and charges. Further reductions, discounts, or waivers is at the discretion of the Chief Executive Officer or Council on a case by case basis. It is not necessary for a community group to apply for funding through this grant process for the waiver, reduction or discount of fees for venue hire. For consideration of the waiver of these fees an application is to be made in writing addressed to the CEO.

## 10 ACQUITTAL

Successful applicants will be required to complete a project acquittal within 30 days of completion of the project or event. Acquittals must be lodged before funding released to the organisation and before subsequent funding can be applied for. Acquittal forms will be provided to successful applicants in September with the letter advising of the outcome or by contacting the Shire Administration Office.

The information contained in the acquittal will be presented to Council by the Chief Executive Officer or Deputy Chief Executive Officer.

## 11 ABN

Please note the Shire of Corrigin requires applicants to have an ABN. Applicants who do not have one may be subjected to withholding tax of 48.5%. If you are unsure, please contact the Shire Administration to discuss how to best proceed.

## 12 GOODS AND SERVICES TAX (GST)

Funding will be paid on the basis of invoices received (ie GST inclusive, or GST exclusive). If you are unsure, please contact the Shire Administration to discuss.

## 13 ADMINISTRATION OF ASSISTANCE

Community Assistance Program approvals will be administered in accordance with the following:

- Where financial assistance is approved by Council for projects that are dependent upon funding from an outside source, eg: Department of Local Government, Sport, Recreation and Attractions; Lotterywest etc, and that funding application is unsuccessful, then the funds may be withdrawn and made available to other community organisations.
- Where funding from an outside source is approved, Council financial assistance (as approved) shall be paid to the applicant, on receipt of a tax invoice at the conclusion of the project or event.

## 13 ADMINISTRATION OF ASSISTANCE

- Where approved financial assistance is not claimed by 31 May of the financial year in which the grant was approved the funding is considered as not required and the organisation will have to re-apply in the next funding year.
- Where requests for financial assistance are received outside the deadline for receipt of applications they shall not be accepted or considered and the applicants will be advised accordingly.
- Projects that are able to demonstrate benefits to the wider community will be preferred. Those projects that can demonstrate contributions from the community or community groups will be preferred.
- Projects requesting funding for salary costs, administration support and recurring expenditure are ineligible for support and won't be considered.
- Council's decision is final, and applicants may not request an appeal.
- Applicants are permitted to only apply successfully for one round in each financial year unless otherwise stated in this policy.

## 14 CONTACT DETAILS

For further information about the Community Assistance Program, please contact the Shire of Corrigin Administration Office on (08) 9063 2203 or by emailing [shire@corrigin.wa.gov.au](mailto:shire@corrigin.wa.gov.au).



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# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 15 APPLICANT DETAILS

<b>Official Name of Organisation:</b>	
<b>Street Address:</b>	
<b>Postal Address:</b>	
<b>Email:</b>	

Is the organisation GST registered? **Yes**  **No**

Is the organisation incorporated? **Yes**  **No**

<b>Number of Paid Staff:</b>	
<b>Number of Volunteers:</b>	
<b>Contact Person:</b>	
<b>Position Title:</b>	
<b>Phone Number(s):</b>	
<b>Email:</b>	

## 15.1 INCORPORATED SPONSOR DETAILS (IF APPLICABLE)

<b>Organisation:</b>	
<b>Address:</b>	
<b>Contact Person:</b>	
<b>Phone:</b>	

Is this the first time your organisation has applied for funding through the Shire of Corrigin Community Assistance Program? **Yes**  **No**

If No, please provide details of previous application/funding:



# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 15.1 INCORPORATED SPONSOR DETAILS (IF APPLICABLE)

Does your organisation receive any of the following: waiver of rates, waiver of rubbish charges, waiver of facility or equipment fees, discounted or reduced fees and charges?

Yes  No

If Yes, please provide details:

## 15.2 PROJECT DETAILS

<b>Project Name:</b>	
<b>Project Start Date:</b>	
<b>Finish Date:</b>	
<b>Funds Requested from Council:</b>	
<b>Project Details:</b>	

## 15.3 PROJECT DETAILS

What is the main purpose of your project?

Please describe how your event/activity meets the selection criteria? **(Please include how the project will benefit the community)**

## 15.4 PROJECT DETAILS

Main location of activities for this event/activity? **(Please outline the activities involved in your Project)**

Describe the target group for your project, and how they will benefit from the project.

## 15.5 PROJECT DETAILS

Commencement and Completion Date of Event/Activity (Can only commence after funds approved)

<b>Commencement Date:</b>		<b>Completion Date:</b>	
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List any additional grants that you have applied for/ or will apply for in relation to this Project.

## 15.6 PROJECT DETAILS

How will you measure the success of your project?

How will Council be recognised for its contribution to this project?

# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 16 APPENDIX A SAMPLE BUDGET

**PROJECT TITLE:** Museum Upgraded Picnic Area

### INCOME:

Contributor	Description	Amount
Applicant Contribution	Cash	\$1000.00
Lottery West	Grant	\$1500.00
Local Service Club	Sponsorship	\$600.00
Local Service Club	Sponsorship	\$70.00
Local Service Club	Sponsorship	\$1000.00
<b>TOTAL INCOME:</b>		<b>\$4170.00</b>

### Project Expenditure

Description	Amount (Ex GST)	GST	Amount (Inc GST)
Equipment Hire	\$450.00	\$50.00	\$500.00
Plants	\$288.00	\$32.00	\$320.00
Brochures	\$225.00	\$25.00	\$250.00
Labour 10h @ \$60.00	\$540.00	\$60.00	\$600.00
Treated Pine	\$1800.00	\$200.00	\$2000.00
Van Hire	\$450.00	\$50.00	\$500.00
<b>TOTAL INCOME:</b>		<b>\$417.00</b>	<b>\$4170.00</b>



# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 17 APPENDIX BUDGET B : BUDGET - GRANT

**PROJECT TITLE:**

**INCOME:**

Contributor	Description	Amount
<b>TOTAL INCOME:</b>		<b>\$</b>

**Project Expenditure**

Description	Amount (Ex GST)	GST	Amount (Inc GST)
<b>TOTAL INCOME:</b>			<b>\$</b>

# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 18 DECLARATION

This declaration is made by the applicant (an eligible incorporated organisation) or an appropriated sponsoring body on behalf of the applicant:

- I declare that I am currently authorised to sign legal documents on behalf of the organisation;
- I declare that all the information provided is true and accurate;
- I give permission to the Shire of Corrigin to contact any persons or organisations in the processing of this application and understand that information may be provided to other agencies as appropriate;
- If a grant is provided, I am aware that grant Terms and Conditions as outlined in the Guidelines will apply to ensure the project is appropriately completed and accountability requirements are met;
- If a grant is provided, I agree to ensure that appropriate insurances are in place (eg. Worker's compensation, volunteers, professional indemnity, public liability, motor vehicle);
- I understand that where financial assistance is approved by Council for projects that are dependent on external funding bodies eg Dept of Local Government, Sport & Cultural Industries, Lotterywest etc. and that funding application is unsuccessful then Council retain the right to withdraw their contribution and reallocate it to another community organisation.
- I understand where approved funding is not acquitted by 31 May in the financial year the funding will be considered as not required and the organisation will have to reapply in the next available funding year.
- I agree to run the project as stated and provide a final acquittal report, including the Statement of Financial Income and Expenditure to demonstrate how the grant funds were utilised to the Shire of Corrigin. I understand that the final report will need to demonstrate achievement of the project objectives; and
- I declare that the organisation is financially viable and can meet all accountability requirements and have provided current copies of financial records of the organisation with this application.

<b>Name:</b>			
<b>Organisation:</b>			
<b>Position:</b>			
<b>Signature</b>		<b>Date:</b>	

## 19 CHECKLIST

Please attach the relevant documents	Y	N
A copy of the meeting minutes showing the committee/ organisation endorsed a motion for a representative to submit an application for the Community Assistance Program to the Shire		
A copy of your organisation's latest bank statements and financial statements (if available please send audited copy)		
A copy of your Certificate of Incorporation		
A copy of your current Public Liability Insurance Certificate		
Copies of all relevant quotes as verification to costing's		
An endorsed letter from the sponsoring organisation		
Evidence of other grant funding or donation approvals		

