

GL27 - Community, Economic, Environmental and Events Funding Policy



September 2024

This Policy was adopted by Council to establish governing principles that align the strategic direction of the organisation with key focus areas identified in the Strategic Community Plan 2040.

Objectives

The objective of this Policy is to direct funding to organisations in our community to deliver against the region's priorities and Shire Strategic Community Plan outcomes.

This Policy outlines how the Shire manages grant, sponsorship and fee waiver applications to provide financial assistance for initiatives, programs, and events that support a vibrant social, environmental, cultural and economic community.

The Policy facilitates the Shire of Augusta Margaret River's allocation of funds through a structured, efficient and fair process aligned to clear grant programs linked to the organisation's strategic objectives.

Policy

This Policy provides an overarching framework for the Shire of Augusta Margaret River to provide financial support to community, arts and culture, sporting and environmental organisations and individuals. It applies to all grants, donations and in-kind contributions (including fee waivers) made by the Shire to enhance social, environmental, cultural and economic outcomes, aligning the Shire's funding policy to its key strategies and plans; it does not include interest free loans or allocations to support Community Halls Committees.

The Shire provides significant annual funding to support the community. To ensure equity this Policy establishes the funding programs and associated application and assessment processes to ensure:

- Grant funding is directed toward advancing priority results for the community.
- Transparency and accountability to the community for the expenditure of the Shire's budget.
- Fairness and equity to all applicants.
- Balancing of short- and long-term financial considerations for the Shire.
- Specific and relevant criteria are applied to each separate funding program.
- Guidelines are in place to assist applicants to complete and lodge applications.
- Applications are assessed and payment of funds authorised by delegated officers appointed by the Chief Executive Officer.
- Effective reporting mechanisms and administrative procedures advise Council of the type and total value of financial assistance provided for the financial year.

Scope

This policy applies to the following targeted funding streams each with their own specific criteria and guidelines. The total amount of funding available is determined by Council each year with allocations for specific funding streams to support predominantly Shire based community organisations, businesses and individuals that benefit the local community.

The funding streams and associated funding programs are detailed in Table 1 below:

Funding Stream	Funding Pool**	Funding Program	Description	Informing Policy, Strategy or Plan	Approval
Community Partnerships	\$150,000	Environmental Stewardship*	Financial contribution for environmental organisations who have the capacity to partner with the Shire on environmental stewardship and/or conservation priorities	Environmental elements of Sustainability Strategy, Climate Action Plan and Jenna Yen Mundamung – Walking Together Strategy	Delegated Authority
	\$130,000	Sustainable Economies and Community Development*	Financial contribution for community organisations who have the capacity to partner with the Shire on advocacy or community development priorities	Jenna Yen Mundamung – Walking Together Strategy, Strengthening Community Capacity Plan, Creative Community Plan, Access and Inclusion Plan, Empowering Youth Plan and Age Friendly Community Plan	Delegated Authority
Community Development	\$100,000	Community Support Services*	Projects, programs or activities that deliver direct social services to the AMR community	Strengthening Community Capacity Plan, Creative Culture Plan, Empowering Youth Plan, Public Health Plan, Sustainable Events Strategy and Sustainable Economy Strategy	Delegated Authority
	\$150,000	Community Development and Events*	Projects, programs, events or activities that benefit the wider community \$50,000 per annum will be reserved from funding pool for townsite activation events	Strengthening Community Capacity Plan, Creative Culture Plan, Empowering Youth Plan, Public Health Plan, Sustainable Events Strategy and Sustainable Economy Strategy	Delegated Authority
	\$30,000	Community Development Easy Grant	Small projects, programs, events or activities that benefit the wider community	Strengthening Community Capacity Plan, Creative Culture Plan, Empowering Youth Plan, Public Health Plan, Sustainable Events Strategy and Sustainable Economy Strategy	Delegated Authority
Council Donations	\$20,000	Donations	Council support for specified activities/services that provide benefit to the Shire or Shire community	Strategic Community Plan	Decision Council
Major Events	\$125,000	Major Events Grants*	Support for major events of State or National significance that attract visitors, generate economic activity, engage the community and promote the region	Sustainable Events Strategy, Sustainable Economy Strategy, Creative Culture Plan and Public Health Plan	Delegated Authority

			\$50,000 may be reserved from funding pool for townsite activation or spontaneous economic development grants		
Environmental Stewardship & Conservation	\$150,000	Environmental Management Fund (EMF) Grant*	Support for programs and initiatives that support Council's sustainable environment goals	Environmental Elements of Sustainability Strategy and Climate Action Plan	Delegated Authority
	\$10,000	Environmental Stewardship Grant (ESG)	Support for rural landowners or environmental organisations to develop or implement environmental management plans	Environmental Elements of Sustainability Strategy, Local Planning Strategy and Strengthening Community Capacity Plan	Delegated Authority
	<ol style="list-style-type: none"> 1. * Includes options for multiyear funding. 2. Funding Pool allocations are based on the current year's rate revenue and represent maximum amounts per pool. 3. All funding amounts are exclusive of GST where GST applies. 4. Grants that are awarded over 12 months are indexed yearly with CPI. 				

Donations

Applications for donations to community groups, incorporated not-for-profit organisations, industry lead bodies or individuals to support activities that benefit the Shire or Shire community.

In-kind Contributions and Fee Waivers

The Shire will seek to include in-kind contributions and fee waivers as part of a grant application where appropriate. Applicants should contact the Shire to confirm in-kind costs prior to submitting an application.

Fee waiver requests not associated with grant applications will be addressed through Council Delegations.

Funding Eligibility

Applicants may be asked to uphold to the following eligibility criteria:

1. The activity must take place within the Shire of Augusta Margaret River or directly benefit Shire residents.
2. The grant Policy will not discriminate based on entity type – all entities are eligible to apply for grants so long as they are acting in the public benefit and are delivering against the stated community outcomes.
3. The activity should be open to the general public, inclusive and accessible.
4. The activity must promote the Shire in a positive way and support a vibrant social, environmental, cultural and/or economic community
5. Applicants may only apply to one Funding Program for each activity.
6. Applicants will be required to provide copies of relevant and current insurance policies, risk assessments, management plans, permits and/or any other documentation requested with their application. Each funding program will also include specific requirements and eligibility criteria that address the program.
7. All applicants must commit to reflecting and adhering to the values of the Shire.

Funding Agreements

All recipients of funding will be required to enter into an agreement with the Shire relating to the purpose of the funding, detailing the agreed outcomes of the activity, project or service and outlining the relevant reporting and acquittal requirements.

Auspiced Grant Applications

Individuals applying for grant funding in eligible grant rounds may apply through an organisation that agrees to auspice their application. Successful applications will be funded through the auspicing organisation which will accept responsibility for ensuring that funds are expended in accordance with the grant. Individuals seeking to apply through this process must provide written support and acceptance of the conditions relating to auspiced grants with their application.

Implications

This policy is supported by funds allocated through the Shire's annual budget for each financial year. The Shire has demonstrated a long-term commitment to the provision of funding to eligible community organisations who operate as not-for-profit organisations delivering programs, activities and services that support the strategic objectives of the Shire and to individual community members representing the Shire.

Acquittal of Funding

Recipients of funds must submit an acquittal form and relevant supporting information in accordance with the acquittal requirements of the funding program, these will vary in accordance with the level of funding granted; however as a minimum will require:

- A completed acquittal form.
- Copies of all relevant expenditure.
- Copies of relevant materials and/or other supporting information to demonstrate how Shire funding was expended as detailed in the relevant guidelines.

Failure to complete and lodge within the required timeframe may result in a demand for the return of funds and ineligibility to apply for future funding rounds. Until all existing grants or funds are acquitted an organisation may be ineligible to apply for an additional funding from the Shire.

An organisation that cannot demonstrate that funds have been acquitted in accordance with the purpose for which they were granted will be required to return the funds to the Shire within six (6) months of the proposed completion date and will be subject to an ineligibility period of up to two (2) years if funds are judged to have been misused.

Reporting Procedures

A record of each application determined by the Shire will be registered to the corresponding records file to meet the Shire's record keeping requirements.

Grant Funding updates to Council will be provided twice yearly, in both instances as councillor briefings:

- Update 1 to coincide with the adoption of the annual budget detailing grant recipients and unsuccessful applications for each program.
- Update 2 at the conclusion of the financial year with acquittal details for each grant funding program.

Fee Waivers, Donations and grant programs open to funding applications all year round will be reported as part of the Monthly Financial Report provided to Council.

Dispute Resolution

All disputes in regard to this policy will be handled according to the Shire's Complaint Handling Policy.

Application

Responsibility for the implementation of this policy rests with the Chief Executive Officer. The Chief Executive Officer may approve applications made under this Policy for amounts up to \$10,000.

Legislation	
LGA s5.42 Delegation of some powers and duties to CEO	<ol style="list-style-type: none"> 1. A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43. <p>*Absolute majority required</p> <ol style="list-style-type: none"> 2. A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation .

Definitions	
Charitable organisation	Is a not-for-profit organisation that has a charitable purpose for the sole benefit of the public (religious groups, aged care homes, homeless shelters, disability services, universities and colleges, animal welfare societies and artistic or cultural groups).
Community organisation	A group of people that come together to pursue a common cause or interest for the benefit of the community and may include an Aboriginal Corporation, Association, Centre, Club, Committee, Group, Incorporated Body or Society.
Business Industry Lead Body	An incorporated non profit association representing a business sector or sectors.
Donation	A gift given by the Shire, typically for charitable purposes and/or to benefit a cause. A donation may take various forms, including cash offering, services, new or used goods. It may also consist of emergency, relief or humanitarian aid items.
Fees and Charges (in relation to in-kind contribution requests)	Is a set monetary amount levied by the Shire for the use of Shire owned facilities and resources or the staging of a particular event or activity as adopted by Council.
Grant	Contribution, gift, or subsidy (in cash or in-kind) bestowed by the Shire (grantor) for specified purposes to an eligible recipient (grantee). Grants are usually conditional upon certain qualifications as to the use, maintenance of specified standards, or a proportional contribution by the grantee or other grantor(s).

In-kind Support

In-kind support can be defined as:

- Monies/financial assistance which is not a loan, and does not need to be paid back.
- Administration support.
- Equipment support.
- Infrastructure support.
- Venue hire.
- Office supplies support.
- Fees and charges associated with events / activities approved under a Grant or Sponsorship application.

Not-for-profit organisation

An organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect whilst in operation.

Document and version control table

Strategic outcome	Effective Governance and Leadership	
Responsible Directorate	Sustainable Economy and Communities	
Authority of original issue	Council	
Date of original issue	27 January 2021	
Contact officer	Director Sustainable Economy and Communities	
Date of next review	June 2026	
Document No.	COR/11	
Version	Date issued	Brief description
1.0	27 January 2021	Initial Issue - OM2021/13
1.1	23 March 2022	Review – OM2022/50
2.0	23 June 2023	Review - OM
2.1	28 August 2024	Review – OM2024/132