

COUNCIL POLICY

Community Grants Program

- Policy No:** 2.9
- Policy Subject:** Community Grants Program
- Objective:** To enable Council to plan its support of community projects.
- Policy Statement:** The Community Grants Program (CGP) provides funding support to enable Katanning community-based organisations to develop projects that increase participation and benefit to the community.
- Guidelines:**
- Selection Criteria**
- Each application will be assessed against the following criteria:
- Does the project meet a community need?
 - Does the project benefit a sufficiently broad, or diverse, target group?
 - Does the organisation have the capacity to undertake and manage the project?
 - Does the application represent value for money?
 - Does the project involve collaboration of community organisations or deliver broad community benefit.
- Funding Rounds**
- The Community Grants Program is allocated from within Council's general revenue budget each year. There will be two funding rounds each year (subject to availability of funds) with applications considered by Council during its September and March meetings.
- Grants of up to \$10,000 will be considered.
- Eligible Projects can include:**
- Printing of posters/flyers
 - Advertising & promotion
 - Costs associated with public events or functions held in Katanning;
 - The purchase of equipment required for ongoing club operations e.g. shade tent, tables, chairs etc. and IT equipment.
 - The hire of equipment required for a specific event, e.g. shade tent, tables, chairs etc. and IT equipment.

What items will not be funded

- Subsidised Council rates
- Subsidising the applicant's operating costs e.g. rent, staff wages, utility costs, insurance, stationery, etc
- Food, drinks and alcohol
- Interstate and overseas travel
- Conference attendance
- Projects that have already commenced
- Projects not based in Katanning
- Political activities
- Any item or activity that may cause offence to others or brings the Katanning Shires name into disrepute
- Projects that duplicate existing or similar community projects/services, or
- An item benefiting an individual.

Who can apply?

Eligible groups and organisations must be:

- An incorporated not-for-profit organisation; or
- An unincorporated not-for-profit organisation, applying through the auspice of a not-for-profit incorporated body.

Who cannot apply?

- An unincorporated organisation without an auspice arrangement
- An individual
- A commercial for-profit organisation
- Organisations with an outstanding acquittal in respect to funds received from an earlier CGP funding round
- Organisations that have a current application open with the Quick Response Grants Program
- Government agencies (including education, health, and transport)

Advertising

Advertising to announce each opening of a CGP funding round will be issued in January & July and placed in:

- The quarterly Shire newsletter, 'Katanning Shire Matters'
- The Shire of Katanning's website
- The Shire of Katanning's Facebook page
- Shire notice boards
- Other local forums.

Acquittal process and outcomes

- As part of the acquittal process grant recipients will be required to provide supporting documentation in the form of receipts and a brief evaluation report to the Shire of Katanning, within 30 days of project completion.
- This information is to be provided to the Community Grants Committee.
- Failure to complete the acquittal will disqualify the applicant from future CGP funding.
- CGP program is to be reported via Shire's Annual Report.

Resolution No:	Ordinary Council	OC08/09
Resolution Date:	23 July 2008	
Amended:	22 October 2008	OC49/09
	23 September 2009	OC43/10
	28 November 2012	OC274/12
	22 October 2014	OC/106/14
	22 July 2015	OC/73/15
	18 December 2018	OC168/18
	26 November 2019	OC311/19
	22 September 2020	OC98/20
	22 December 2022	OC158/22
	25 November 2024	OC162/24
Source:	Finance	
Date of Review:	October annually	
Responsibility:	Chief Executive Officer	