

## COUNCIL POLICY

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### Quick Response Grant Programs

<b>Policy No:</b>	2.14
<b>Policy Subject:</b>	Quick Response Grant Program (QRGP);
<b>Objective:</b>	To enable Council to contribute up to \$1,000 (GST inclusive) to support community projects that fall outside the Community Grants Program application times.
<b>Policy Statement:</b>	The QRGP is available to provide support to Katanning community-based organisations to deliver projects that benefit the community.
<b>Guidelines:</b>	<p><b>Selection Criteria</b></p> <p>Each application will be assessed against the following criteria:</p> <ul style="list-style-type: none"><li>• the project must engage the Katanning community</li><li>• the project must benefit a broad and/or diverse target group</li><li>• the proponent must have the capacity to manage project delivery</li><li>• the investment by Council must represent value for money</li><li>• the project must be delivered within the current financial year</li></ul> <p><b>Funding Rounds</b></p> <p>The Quick Response Grants can be applied for at any time. Grants of up to \$500 can be approved by the CEO and those between \$501 and \$1,000 are referred to the Community Grants Committee for approval.</p> <p><b>Eligible Projects can include:</b></p> <ul style="list-style-type: none"><li>• Advertising &amp; promotion</li><li>• Costs associated with hosting public events</li><li>• Purchase of equipment required for the ongoing club operations e.g. shade tents, tables, chairs etc</li></ul>

**What items will not be funded**

- Assistance towards the payment of Council rates
- Recurrent operating costs
- Food, drinks and alcohol
- Interstate and overseas travel
- Conference attendance
- Projects that have already commenced
- Projects or events not based in the Shire of Katanning
- Projects that duplicate an existing or similar project/service within the community
- An item benefiting an individual

**Who can apply?**

Applicants must be not for profit organisations.

**Who cannot apply?**

- An individual
- A commercial for-profit organisation
- State or Federal Government agencies
- Organisations that currently have an application with the Community Grants program for a project that is ongoing
- Organisations that have not provided an acquittal from a previous Community Grants Program and/or Quick Response Grants Program application

**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.

Failure to complete the acquittal will disqualify the applicant from future Quick Response Grants funding.

The Quick Response Grants Program is to be reported via the Shire's Annual Report.

<b>Resolution No:</b>	Ordinary Council	OC98/20
<b>Resolution Date:</b>	22 September 2020	
<b>Amended:</b>	22 December 2022	OC159/22
	23 October 2024	OC129/24
<b>Source:</b>	Finance	
<b>Date of Review:</b>	October annually	
<b>Responsibility:</b>	Chief Executive Officer	