

COMMUNITY FUNDING POLICY

Policy Objective

- (a) To provide financial assistance through grants, sponsorship, donations, waivers, rebates/subsidies and in-kind support which assists groups, organisations and individuals to deliver positive community outcomes.
- (b) To utilise community funding as a strategic opportunity to strengthen quality of life within the District through improved community engagement, partnerships and participation.
- (c) To establish an open, fair and defensible application and assessment process for awarding sponsorships, grants, donations, waivers and in-kind support; ensuring integrity, accountability and transparency in decision-making.

Policy Scope

This Policy applies to all requests from community groups, organisations and individuals for the provision of financial support towards projects, programs, events and other initiatives.

Policy Statement

The Town of Bassendean recognises that community funding provides a significant opportunity to contribute to the vitality and vibrancy of the Town; work collaboratively with the local groups, organisations and individuals to deliver activities which increase social participation, promote social inclusion and strengthen connections within our community; and deliver economic and environmental benefits. Community funding also promotes capacity building within the community to encourage and support groups committed to delivering positive outcomes.

This Policy outlines the various Community Funding opportunities available from the Town to meet the diverse range of interests, demands and priorities throughout the community. Importantly, the Town's grants are not intended to cover the majority of project's costs; but rather, contribute to its delivery. Applicants can support their project through other funding sources, in-kind support and/or volunteering.

Applicants for funding will not necessarily be approved and any initiatives previously supported through Community Funding cannot be guaranteed funding in future years. The availability of financial support remains subject to Community Funding allocations within Council's Annual Budget that may vary from year to year, based upon Council and community priorities.

1. Definitions

Donation: means a cash contribution to an organisation or group for the purpose of assisting an activity, event or program with a charitable, welfare or community service orientated purpose.

Grant / Sponsorship: means a cash and/or in-kind contribution (through the provision of Town of Bassendean services, resources and/or facilities) to an individual, organisation or group for the purpose of delivering specific, mutually agreed outcomes.

Rebate: means a financial reimbursement (ie. full or partial refund) to effectively reduce the net expenditure of funds on a particular good or service.

Subsidy: means the Town's contribution to a good or service to pre-emptively reduce its cost to the recipient.

Waiver: means the exemption of paying a formal fee or charge.

2. Grants and Sponsorship

2.1. Applications for grants or sponsorship will not be eligible if lodged by:

- (a) Local, State or Commonwealth Government agencies (*note: local schools are eligible*)
- (b) Town employees or immediate family members of Town employees (*note: community groups comprised of one or more Town employees are eligible*).
- (c) An applicant that is in poor standing with the Town, either financially (with outstanding debts) and with regards to values and behaviours.
- (d) An applicant that has failed to provide satisfactory acquittal reporting for any previous approved sponsorship or grant.
- (e) An applicant that has received community funding in the previous six months.
- (f) An applicant that has, or will, receive support or assistance from the Town for the same event or activity, which, if quantified, would exceed \$2,000 in assistance.

2.2 The Town offers sponsorship and grants based on the following categories.

- (a) Business Development: The Business Development grant is intended to assist and encourage projects or initiatives that promote direct benefit to the Town's economy, generate local employment opportunities and contribute to a sustainable and vibrant community. Each individual grant is limited to \$2,000.
- (b) Community Connections: The Community Connections Grant is intended to assist and encourage projects or initiatives that promote social connection, foster a sense of pride in the local area, reflects and celebrates the community and its culture and diversity. Each individual grant is limited to \$2,000.
- (c) Environment and Sustainability: The Environmental and Sustainability grant is intended to assist and encourage projects or initiatives that have direct and ongoing benefits for the natural environment. Each individual grant is limited to \$2,000.

- 2.3 To be eligible to receive sponsorship / grants, applications must relate to a future event, initiative, project or works within the Town, and:
- (a) Must have first been discussed with relevant Town staff to enable a preliminary assessment of the proposal and advice prior to formal lodgement of any application.
 - (b) Must be lodged at least four weeks prior to the relevant event, project or initiative.
 - (b) Demonstrate the full cost of the proposal (including own contribution, other funding sources and if relevant, any in-kind support to be provided by the Town).
 - (c) Provide evidence of having obtained the appropriate approvals, permits, licences and insurances or a written undertaking to obtain these prior to the event.
 - (d) Include a detailed plan for addressing disability access and inclusion, where applicable.
 - (e) Submission of a detailed risk assessment and management plan, including the patron and community safety strategies that will be implemented.
 - (f) Demonstrate the applicant's capacity and financial viability to plan, deliver, manage and coordinate all aspects of the proposal, including the submission of a detailed implementation plan and budget.
 - (g) Demonstrate how key outcomes and achievements will be measured against the relevant assessment criteria.
- 2.4 In considering any application for community funding, the decision maker is to have regard to the applicant meeting one or more of the following criteria:
- (a) Environmental and Sustainability: addressing and achieving the *One Planet Living* principles.
 - (b) Social / Cultural: aligning with Council's adopted Arts, Culture and Events Strategy. Proposals including a detailed plan for addressing cultural recognition will be viewed favourably.
 - (c) Public Health: aligning with Council's adopted Public Health Plan.
 - (d) Place: activating private or public spaces with vibrant activity.
 - (e) Business Development: promoting the district, supporting the local economy and providing opportunities for business prosperity and local employment.
- 2.5 The Chief Executive Officer is responsible for approving the composition of any Assessment Panels, which shall be comprised of appropriately qualified and experienced officers and may include external representatives. Elected members are not eligible to participate on Assessment Panels.
- 2.6 Applications for grants and sponsorship will be assessed by the Administration with a recommendation made to the Chief Executive Officer for determination.
- 2.7 Provision of sponsorship and/or grants will be subject to a documented agreement between the applicant and the Town, which will include terms and conditions pertaining to the amount of funding, use of the funding, acquittal of the funds and public acknowledgment and promotion of the Town.
- 2.8 Any event that is supported under the Policy must be commenced with an Acknowledgment of Country or a formal Welcome to Country.

- 2.9 Any event, project or initiative supported under this Policy must comply with Council's policy relating to the use of single use plastics.
- 2.10 Within three months of the conclusion of the project or event, all funds to be fully acquitted and the applicant is to lodge a report, to the Town's satisfaction, that evaluates the event or initiative.
- 2.11 Where an approved application for sponsorship and/or grants for an event or initiative is unable to be implemented in accordance with the approved funding agreement, the Town may grant a variation to the sponsorship and grant agreement.

3. Dudley Robinson Youth Excellence Program

- 3.1 The Dudley Robinson Youth Excellence Program is to support young residents (aged between 12 and 25) to strive toward developing their potential in various fields. This grant is distinct from any post-achievement awards that may be provided pursuant to any other relevant Council policy. Each individual grant is limited to \$250.
- 3.2 Applications under this program may be lodged for one of the following categories:
- (a) Sport: individuals selected by an accepted sporting governing body to represent the state or country in a recognised sporting event who require financial assistance to participate in that event.
 - (b) Performance Arts: individuals selected by an accepted performing arts body to represent the state or country in a recognised competition who require financial assistance to participate in the event.
 - (c) Academia / Education: high achieving individuals selected by a recognised educational institution to represent the state or country for an academic or educational event.
 - (d) Youth Leadership: individuals nominated to undertake youth leadership training delivered by a recognised organisation.

4. Waiving of Fees

- 4.1 Subject to availability, the Town will provide free use of meeting rooms to locally-based self-help, welfare and charitable groups providing that attendees are not required to pay an entry fee or charge (apart from any charge this is levied only to cover any costs).
- 4.2 Subject to availability, the Town will provide free use of sporting reserves, ovals and hard courts to local schools during normal school hours.
- 4.3 Subject to availability, the Town will provide free use of sporting reserves, ovals and hard courts to state sporting associations (<https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>) that are providing a service to local schools during normal school hours.
- 4.4 Hire rates for hall and room hire shall be reduced in accordance with Council's adopted Schedule of Fees and Charges when hired (i) by junior or senior citizens clubs and/or (ii) for the purposes of meetings/free workshops/educational purposes with no charge for attendees.

- 5.5 Other waiving or reduction of fees will be considered where such assistance supports the delivery of projects, programs or services that align with the Town's adopted Strategic Community Plan. The applicant must identify the specific community need or benefit and demonstrate their limited financial capacity to pay the relevant fee. Waiver requests are limited to a maximum value of \$1,000 and will be assessed by the Administration with a recommendation made to the Chief Executive Officer for determination.
- 5.6 The Town will waive the application fees (or a portion thereof) for applications for development approval relating to prospective physical works that:
- (a) affect a place that is included on the State Register of Heritage Places, the Town's Heritage List and/or the Local Heritage Survey; and
 - (b) contribute to the retention of the character and significance of the place as well as the appearance of the place when viewed from the street.

6. Donations

- 6.1 General donations towards not-for-profit organisations and charities located in or servicing the local community will be considered where such assistance supports the delivery of projects, programs or services that align with the Town's adopted Strategic Community Plan. The applicant must identify the specific community need or benefit based upon local research or consultation.
- 6.2 Donation requests are limited to a maximum of \$250 and will be assessed by the Administration with a recommendation made to the Chief Executive Officer for determination.
- 6.3 Graduation Ceremony "Scholarship Award" donations to students of educational institutions located within the district, are limited to one per school per annum up to a maximum of \$250, and "Citizenship Award" donations limited to one per school per annum up to a maximum of \$50.

7. Fee for Service

- 7.1 The Town may provide community groups the opportunity to be paid a fee for assisting with the provision of events or other initiatives. Such opportunities will be open to all community organisations which can demonstrate capacity to undertake the service required, are incorporated, can provide an ABN and have appropriate insurance.
- 7.2 Any frequent or repetitive service arrangement will be reviewed at least annually.

8. Insurance for Community Groups

The Town may provide insurance for community groups (excluding sporting clubs) subject to groups entering into an agreement with the Town which will specify requirements relating to acknowledgement of the Town's financial support, appropriate behavioural and non-disparagement requirements and the potential for cancellation of the policy if agreed requirements are breached.

9. Rebates and Subsidies

The Town may provide financial rebates and/or subsidies for goods and services where specifically identified within a formal Town-driven and Council-funded program. Applications for rebates and provision of subsidies will be subject to specific eligibility requirements for that program.

Document Control box			
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