



# COMMUNITY ASSISTANCE SCHEME 2019/2020

## Round 1

Closing date: 1 May 2019  
UP TO \$5,000

All Applications should be submitted to:

Chief Executive Officer

Shire of Mingenew, PO Box 120, Mingenew WA 6522

For further information contact

CSC: 9928 1102 or [csc@mingenew.wa.gov.au](mailto:csc@mingenew.wa.gov.au)



## Community Assistance Scheme

### Community Assistance Scheme

Council allocates approximately 1% of the value of rates per financial year to the Financial Assistance Policy. The allocated funding is then distributed between four funding categories in the following way:

- 80% is allocated to the Community Assistance Scheme and
- 20% is allocated to the, Waiver of Fees and Sundry Donations combined.

The Community Assistance Scheme (CAS) provides financial assistance up to \$5,000 to support community events or projects. CAS grants are open in two rounds each year with the schedule being advertised on the Shire of Mingenew website. CAS application forms outlining details of the project or events accompanied with a detailed budget and supporting documentation should be submitted to the Shire of Mingenew Community Development Officer. Applicants will be acknowledged within 10 business days of submitting the application.

Community Assistance Scheme applications will be considered for projects or events that;

- Are open for attendance by the local community;
- Encourage participation by a community organisation;
- Encourage volunteer participation;
- Enhance community spirit and quality of life within the Shire of Mingenew; and
- Promote the development of social, economic, recreational, sporting, art or cultural projects

#### **Restrictions on Funding**

Community Assistance Scheme funding is available to a maximum value of \$5,000 per application.

Each organisation is eligible to submit one application per round, provided the total cumulative amount of successful applications does not exceed \$5,000. The Shire of Mingenew reserves the right to approve partial funding. It is not guaranteed the full amount requested will be awarded.

The community organisation is encouraged to have made application to source additional funding for the project or event.

#### **Eligibility – Who Can Apply?**

To be eligible for funding the applicant must be a not for profit, incorporated, community organisation or has been sponsored by an incorporated organisation.

#### **Ineligible for Funding**

Funding will not be provided to or considered for:

- Individual persons;
- Commercial organisations or businesses;
- Funding to undertake commercial activities or
- Funding to assist with organisational operating costs; or
- Projects on behalf of political organisations or political events.



## Community Assistance Scheme

### How to Apply

**Step 1** - Speak with the Shire of Mingenew Community Services Coordinator about your idea. This is to confirm your eligibility for funding, and to learn more about scheduled information sessions that can assist with grant writing.

**Step 2** - Complete the application form below in full. Include a detailed budget for the entire program/project/event, a current audited financial statement or the latest treasurer's report covering the previous 12 months and the name and contact details of two referees.

**Step 3** - Submit your completed application prior to the advertised closing date via the following means:

**Email:** [csc@Mingenew.wa.gov.au](mailto:csc@Mingenew.wa.gov.au)

**Post:** PO Box 120 WA 6522

**In person:** 21 Victoria Street. Mingenew WA 6522

Please ensure your application is complete as the committee is unable to assess incomplete applications.

### Please Note:

- Proposed projects should not start before 1 July 2019;
- Applications cannot be amended after the closing date; and
- A maximum of two A4 pages of support material may be attached to this application.

### Assessment Criteria

Applications are assessed against the selection criteria by the Shire of Mingenew CAS Committee. Recommendations by the CAS Assessment Panel will be submitted to Council for consideration.

### Selection Criteria

Each application will be assessed and weighted against the following criteria

Selection Criteria	Weighting %
The capacity of the applicant to successfully complete the project	20
Ability to achieve tangible outcomes for the benefit of the Shire of Mingenew community	20
A balanced, realistic and complete project budget including a cash or in-kind contribution to the project by their group/organisation	20
Levels of volunteer participation and wider community participation	25
Effort for cooperative and partnership arrangements with others	10
Evidence of consultations with relevant others in and out of Shire of Mingenew	5



## Community Assistance Scheme

### **Successful applicants**

All applications will be reviewed by the Community Assistance Scheme Assessment Panel in accordance with the funding criteria. Recommendations from the panel will be considered by Council. Community Assistance Scheme funding will only be available until all allocated funding has been expended.

Applicants who wish to host an event or festival are required to complete an Events Application in addition to any funding applications that are submitted. The Events Application has been designed to assist Council, sporting and community groups in the running of public events within the Shire of Mingenew and to protect the health, safety and welfare of those who may be affected by the event. It also outlines the responsibility of the event organiser to ensure he or she is aware of, and complies with all relevant legislation

### **Evaluation and Acquittal**

Groups or organisations receiving grants from the Community Assistance Scheme must submit an acquittal and evaluation of the outcomes of the grant on the prescribed forms provided by 30 days of either the conclusion of the project or activity, or the end of the financial year, whichever occurs first. Information to be provided will include:

#### **Financial Report**

- A statement of actual and budgeted expenditure in relation to the grant;
- Copies of supporting documentation such as receipts, invoices, accounts and financial statement;
- Signed annual audited report; and
- Receipts for the full amount of funding received.

#### **Grant Evaluation**

Recipients of the grant will be asked to assess their performance according to the following indicators:

- Demonstrated achievement of outcomes identified;
- The level of public awareness of their activity of project;
- Involvement of volunteers;
- Public presentation (attendance level);
- Acknowledgement of the contribution of the Shire of Mingenew.

Tangible evidence to support your acquittal may be submitted such as photos, press clippings, copies of fliers etc.

**Failure to satisfactorily complete performance evaluation and acquittals may disqualify recipients from further grants from the Community Assistance Scheme.**



## Community Assistance Scheme

Funds will be made available on a recoup basis, once the Council is satisfied the outcomes have been met. Should the applicant require the funds prior to the completion of the event they may apply to the Chief Executive Officer for consideration. The funds shall only be paid over to the organisation once Council has received an official Tax Invoice.

The Shire of Mingenew is under no obligation to check bank details (if supplied) prior to the transferral of any funds to the organisation

### **Unspent Funds**

Funds which are unspent at the conclusion of the funding period must be returned to Council within 60 days of the completion of the project, activity or event, or the end of the financial year, whichever occurs first.

### **Unsuccessful Applicants**

Failure to receive funding is not necessarily due to a poor application but may be the result of the demand for funds. For feedback on your grant application, please contact the Community Services Coordinator at the Shire of Mingenew.

### **Acknowledging the shire's support**

Successful applicants are to acknowledge the Shire of Mingenew in all advertising and on any material relating to the activity or event for which the funding has been provided.



Community Assistance Scheme

Application – Shire Of Mingenew Community Assistance Scheme

**Applicant Details**

Official Name of Organisation: \_\_\_\_\_

Street Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

ABN: \_\_\_\_\_

Is the organisation GST registered?      Yes       No

Is the organisation incorporated?      Yes       No

Number of Paid Staff: \_\_\_\_\_

Number of Volunteers: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position Title: \_\_\_\_\_

Phone Number (s): \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Best Time to contact: \_\_\_\_\_

**Project Details**

Project Name: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Finish Date: \_\_\_\_\_

Funds Requested from Council: \_\_\_\_\_



Community Assistance Scheme

Application – Shire Of Mingenew Community Assistance Scheme continued

**Incorporated Sponsor Details (If Applicable)**

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Is this the first time your organisation has applied for/received funding through the Shire of Mingenew Community Assistance Scheme?      Yes       No

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

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Briefly outline the nature of your organisation and its primary purpose.

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What is the main purpose of your Project?

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Community Assistance Scheme

Application – Shire Of Mingenew Community Assistance Scheme continued

Main Location of Activities for this Event/Activity? (Please outline the activities involved in your Project).

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

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

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Community Assistance Scheme

Application – Shire Of Mingenew Community Assistance Scheme continued

List who will be involved (Including any partnering organisations)

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Should available funding be less than the requested amount, how will this affect the delivery and outcomes of the Project?

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List any additional grants that you have applied for/or will apply for in relation to this Project.

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Community Assistance Scheme

Application – Shire Of Mingenew Community Assistance Scheme continued

How will you gauge the success of your project?

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

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## Community Assistance Scheme

### Sample Budget – Grant

Project Title: Mingenew Community Garden					
EXPENSES			INCOME		
Item	Cost/Description	Amount	Type	Description	Amount
Volunteer Labour	50hrs @ \$15.00 p/h	\$750	Applicant	Cash	\$1,000
Materials	Treated Pine	\$2000	Contributions	In kind volunteer workers	\$750
	Bolts 250 @ 0.60¢ each	\$150			
Plants	500 @ \$1 each	\$500	Grants and Sponsorship	Lotteries West	\$1,000
Equipment Hire Charges	Bobcat 5 hrs @ \$150 p/h	\$750	Sponsorship	Local Service Clubs	\$1,500
	Hand Tools 10hrs @ \$15 p/h	\$150		Community Assistance Scheme Fund	\$1,500
	Brush Cutter 5hrs @ \$45 p/h	\$225	Donated	Seedlings	\$275
	Mini Van 2 days	\$250	Materials	Mulch	\$200
Signage	Interpretive signs	\$1,000		Refreshments	\$100
Promotion	Brochures	\$250	Other Income		
	Advertising	\$100			
	Opening Launch	\$200			
<b>Total Expenses</b>		<b>\$6,325</b>	<b>Total Income</b>		<b>\$6,325</b>

**Community Assistance Scheme Fund Request = \$1,500**



Community Assistance Scheme

**Appendix B**

**Budget – Grant**

Project Title: Mingenew Community Garden						
EXPENSES				INCOME		
Item	Cost/Description	Amount	GST	Type	Description	Amount
				Applicant Contributions	Cash	
					In kind	
				Grants and Sponsorship		
					Community Assistance Scheme Fund	
				Donations		
				Other Income		
<b>Total Expenses</b>				<b>Total Income</b>		



## Community Assistance Scheme

### 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 Mingenew 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 agree to run the project as stated, and provide a final acquittal report and Statement of Financial Income and Expenditure to demonstrate how the grant funds were utilised to the Shire of Mingenew within 8 weeks of completion of the project and that the final report will need to demonstrate achievement of the project objectives; and
- I declare that the organisation is financially viable and is able to meet all accountability requirements.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

**Closing Date: 1 May 2019**

**A maximum of two A4 pages of support material may be attached to this application.**



## Community Assistance Scheme

### Checklist

#### Please attach the Relevant Documents

- A copy of your organisation's latest financial statement (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
- Letters of support from groups etc. relevant to your project (if required);
- An endorsed letter from the sponsoring organisation