



COUNCIL POLICY Community

1.4.2

Title:	1.4.2 SUPPORTING THE COMMUNITY
Adopted:	21 March 2018
Reviewed:	14 December 2022
Associated Legislation:	Local Government Act 1995
Associated Documents:	Delegation Register- CD02 Debts, Waiver, Concessions, Write Off and Recovery
Review Responsibility:	Community Development Officer
Delegation:	Chief Executive Officer

Previous Policy Number/s 3004

Objective:

To support community groups, volunteers and individuals to maximise the impact of their contributions to enhancing the liveability and vibrancy of our community.

Policy Statement:

The Shire acknowledges its role as a facilitator and partner in the development and sustainable management of local community-based organisations and to support the aspirations and achievements of its residents. To fulfil these roles and to enable the continued provision of a broad range of projects, activities and events, the Shire supports:

- a) The annual allocation of funding towards community projects that are consistent with the values and strategies contained within the Shire of Mingenew Strategic Community Plan; and
- b) Where able, will endeavour to provide facilities and services that increase opportunities for inclusion, participation, social wellbeing and physical activity, as the Shire recognises the value of accessibility and community involvement; and
- c) In exceptional circumstances and when financial circumstances permit, will consider self-supporting loans to provide community organisations with an opportunity to raise loan funds through the Shire at competitive rates.

To acknowledge the role the Shire of Mingenew plays in supporting the community, recipients of Shire funding for the delivery of community activities and events are to acknowledge the Shire of Mingenew in any advertising and promotional material relating to the activity or event for which the funding has been provided.

Community Assistance Scheme (CAS)

Council will allocate 1.5% of the value of rates per financial year to the Community Assistance Scheme (CAS). The allocated funding will be distributed between the three funding categories within the Scheme in line with the following:

1. 70% is to be allocated to Annual Community Grants Program and is to be allocated via a competitive grants process and in line with Management Procedures, and
2. 25% is to be allocated to the Quick Response Fund and is to be allocated via delegated authority in accordance with this Policy.
3. 5% is allocated to the Waiver of Fees and Charges and is to be allocated via delegated authority in accordance with this Policy.



	Quick Response Fund	Annual Community Grant Scheme
Purpose	Allocation to support the timely delivery of projects, programs, events and activities, and the purchase of small equipment, not led by an established sporting group or organisation.	To support community organisations in delivering projects that strengthen inclusivity and resilience and are innovative in meeting the needs of the community.
Value	Up to \$3,000	Up to \$8,000
	Up to 100% of the total project cost	Up to 100% of the total project costs for projects valued \$5,000 or under. Up to 75% of total project cost for projects valued over \$5,000 (including in-kind contributions)
Availability	Open year round	1 September – May 31
Applications Open	Upon formal adoption of Shire Budget	1 September
Applications Close	Upon full allocation of Shire Budget	Upon full allocation of Shire Budget or by 31 May (whichever occurs first)
Decision	Within 7 business days – under CEO Delegation	Within 6 weeks of application – CAS Panel Review
Project Delivery	Within 6 months of funding approval	Within 12 months of grant approval
Acquittal	Nil	Within 6 weeks of project completion
Supporting documents required	As stipulated within the Application Form	Certificate of Incorporation Public Liability Insurance Quotes for goods and/or services (if applicable)

Quick Response Fund

For projects and events that support and promote social, economic, recreational, art and cultural development of persons living within the Shire of Mingenew, the Chief Executive Officer is authorised to commit funds of up to the \$3,000 per project, subject to the confinements of the budgetary allocation as set by Council.

This fund allows flexibility in being able to deliver projects and action community initiatives that may arise throughout the year, that has not been considered as part of the annual Budget preparation and cannot be funded through other means.

Funds may be granted to a third party or expended by the Shire as the project leader, in accordance with this policy.

Funds may be utilised for the following:

- Support for community development programs not provided through an existing organisation or group;
- Purchase of community art and installations to improve public spaces;
- Small Business start-ups;
- Marketing assistance for local small businesses



- Training programs or professional development programs to be delivered in support of volunteers and not-for-profit groups
- Individuals (aged 18 years or under and still attend school) who have qualified to participate in a recognised State, National or International level event to fund travel costs
- Minor asset or equipment purchases to respond to an urgent need or community safety concern
- Sundry Donations

Funds cannot be utilised for employee costs and must demonstrate community value.

Annual Community Grant Scheme

For Community-led projects and events that support the achievement of community objectives outlined within the Shire's Strategic Community Plan and/or the organisation's strategic plan, the Chief Executive Officer is authorised to commit funds of up to the \$8,000 per application (project), subject to the confinements of the budgetary allocation as set by Council.

All community grants will be considered by a Panel, comprising of the Community Development Officer, the Chief Executive Officer and two Councillors, who are to assess and prioritise the applications in accordance with the above listed criteria.

Criteria to award grant/commit Shire funds:

1. Applicants must be incorporated, not-for-profit, community-based organisations, groups and event organisers.
2. Local state and federal government departments, private companies, private and public schools including employees of these bodies acting on behalf of their employers are ineligible (excluding relevant community purpose representative bodies, such as P&C Associations).
3. The activity, event, competition, project or celebration must be offered within the Shire of Mingenew local government boundaries and open for attendance by the local community;
 - a. Where Shire funds are used towards an event, it is preferable that entry for locals be free of charge
4. The activity, event, competition, project or celebration must demonstrate alignment with the Shire's Strategic Community Plan;
5. The Community Organisation is not to have already received funding from the Shire by way of a Sponsorship, Donation, Community Assistance Scheme funding or Council Contribution or received financial assistance from the Shire for the project for which the application has been made under any existing written agreement during the relevant financial year.
6. Applicants acknowledge that funding is subject to an Acquittal and Evaluation Form being completed and submitted to the Shire within 6 weeks of the stated completion date. Failure to complete this step will result in disqualification for the next round of funding.

Waiver of Fees and Charges

Waivers will be considered for local clubs and not-for-profit organisations to conduct activities that support the Shire's Strategic Community Plan.

Applications for waiver of fees and charges shall be made via written application to the Chief Executive Officer and shall not exceed a value of \$500 per application. Applications above \$500 are to be made via the Community Grants process.



Bonds are not permitted to be waived.

As a guide, the following discounts and waivers may be applied, subject to the CEO signing the booking form as approved:

Activity	Discount / Waiver
Free seniors' activities	100% waiver for all venues (Autumn Centre preference)
Youth discos (PCYC)	100% waiver for all venues
School community events e.g. carnivals, graduation, concert etc)	100% waiver for all venues
Fitness, dance or yoga classes	Where charge to clients is less than \$20 per one hour session – 100% waiver for all venues, otherwise 50% discount may apply
Health and counselling services to local residents only	Where no charge to clients - 100% waiver for all venues (Co-working space preference), otherwise 50% discount may apply
CWA Meetings	100% waiver for all venues
Wake / Funeral Reception	50% discount for receptions for former Mingenew residents
Free community forums / workshops	100% waiver for all venues (where broader community participation is sought)
Free local community and sporting group meetings / functions	75% discount for bookings outside of lease or MOU arrangements
Mingenew CRC community events (free to local residents)	75% discount for events not supported through other funding
Small local businesses	75% discount for Co-working space or private room hire at relevant venues
Regular use (e.g. more than 6 consecutive weeks, school term etc.)	10% discount applies (may be used in conjunction with other discounts)

A discount or waiver cannot be applied where funding has been granted to the hirer through any other means, including the Shire's Community Assistance Scheme grants (Annual or Quick Response).

The discounts apply to the hire of venues only and do not include costs for setup or other charges which may be charged out at the relevant labour / plant / equipment hire charges.

Small local business is defined as a business that operates within the Shire of Mingenew as a sole trader or less than two employees. The business must be owned by a person or persons living in the Shire of Mingenew and at the time of venue use, catering its goods and/or services predominantly to the local community.

The decision to waive fees and charges shall be at the discretion of the Chief Executive Officer. All waivers shall be within the limits of Council's Delegation to the Chief Executive Officer- *CD02 Debts, Waiver, Concessions, Write Off and Recovery* and is subject to the confinements of the budgetary allocation as set by Council.



Sponsorship

All applications for financial sponsorship, beyond the scope of this Policy, shall be referred to Council for a decision.

Self-Supporting Loans

Self-supporting loans are loans taken out by the Shire on behalf of clubs or organisations who undertake to meet the capital, interest and loan guarantee payments.

The Shire of Mingenew will only provide access to self-supporting loans in exceptional circumstances, when financial circumstances permit, and when there is compelling evidence of positive benefits to the community. Council will only consider providing self-supporting loans to community or sporting groups in the following circumstances:

- a) In exceptional circumstances to mitigate serious risks and/or meet urgent capital requirements that will deliver substantial benefits to the community consistent with the Shire's Strategic Community Plan and priorities identified in the Corporate Business Plan.
- b) Where the self-supporting loan forms part of a matching community grant component
- c) Where, in the view of Council, the use of Shire borrowings for the intended purpose will deliver benefits to the community materially outweighing likely benefits from the alternative purposes from which the said borrowings would have to be diverted.
- d) Where in the view of Council there is compelling justification for the Shire to act as lender instead of a bank or other financial institution.

Organisations seeking assistance from Council to raise a loan shall:

- a) Be an incorporated body that leases or occupies land and/or buildings owned or vested in the Shire.
- b) Provide a copy of the last three years' audited trading and balance sheet statements.
- c) Agree to enter into a Deed of Agreement for the period of the loan repayments.
- d) Provide whatever security or guarantees that Council considers appropriate to ensure that the loan is repaid.
- e) Insure and keep insured premises where the premises are security over repayment of a loan.
- f) Pay all costs associated with the preparation and stamping of legal documents concerned with the raising of the loan.
- g) Provide a copy of the minutes of a legally constituted meeting of the organisation showing the formal resolution agreeing to the raising of the loan.
- h) Provide any other information that Council requires.

All applications for self-supporting loans shall be referred to the Council for review and decision.