



SHIRE OF MANJIMUP
3. COMMUNITY DEVELOPMENT
3.1 COMMUNITY DEVELOPMENT POLICIES
3.1.3 Community Funds Allocation

SHIRE OF MANJIMUP COMMUNITY FUND PROGRAM

Background

Council has established the Shire of Manjimup Community Fund Program to provide opportunity for community, event and not for profit groups to apply for small grants. Grants are available on an annual basis and are subject to budget availability.

The total funding pool allocated by Council will not exceed 2.5% of the Shire's previous financial year rates revenue (NB The 'previous year' being that financial year immediately prior to the grant round being open for applications).

The funds will be allocated across four categories being:

1. General Community Groups and Projects
2. Financial Hardship
3. Youth
4. Events

The allocation of community funds will be held by formal application in an annual round with a closing date in March of each year. Where the budget allocation is not fully committed, out-of-round grant applications may be considered.

As the funding pool is limited only those applications assessed by Council to have the highest merit and greatest benefit to the Shire of Manjimup residents and ratepayers will be approved (partially or fully) and announced as part of the annual financial year budget. Out-of-round applications, where budget allows, will be assessed against policy and determined as an operational matter.

Objectives

The objective of this policy is to provide clear guidelines for:

1. Community groups, projects and event organisers within the Shire of Manjimup in their application for community funds.
2. Council for their allocation of funds in a consistent and transparent manner.
3. Staff in the administration of the Shire of Manjimup Community Fund Program.

Area of Application

Whole of Shire.



Policy Measures

See following pages.

GLOSSARY OF TERMS

For the purposes of the Shire of Manjimup Community Fund Program, the terms listed below are understood to have the following meanings:

Auspicing organisation	An incorporated organisation with a current ABN which agrees to works with a non-incorporated community group to receive hold & disburse grant funds on behalf of the non-incorporated group. The auspicing organisation will be responsible for the management of grant funds according to all conditions of the grant, and for the eventual acquittal of those funds (working closely with the community group to achieve this.)
Community group	A group of people working together to pursue a common interest. Generally, almost all members of a community group will be participating in a volunteer capacity (i.e. not as a part of their paid work duties). A community group may have a formal governance structure or may be a less structured group.
Incorporated association	An organisation that has been incorporated under the Associations Incorporation Act 2015. Such an organisation has a formally adopted constitution and is governed by an elected committee.
Not-for-profit group	A group or organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. Any profit made by the group or organisation goes back into its operation to carry out its purposes and is not distributed to any of its members.
Umbrella organisation	An organisation (of sound capacity) which provides support to smaller community groups such as assistance in grant writing, auspicing grant funds or other support including office accommodation and administrative assistance. In the Shire of Manjimup Community Fund Program an umbrella group may support its community groups in their applications for funds but still apply for funds themselves as long as the funds in the different applications are not for the same purpose, project or event.
Youth	Young people between the ages of 12 and 25 years inclusive. A youth group or youth project caters to the needs of young people between the ages of 12 and 25 years inclusive.



Community Event	A gathering or activity organised by or for members of a community, typically aimed at fostering social interaction, cultural exchange, collective action, economic benefit, or regional marketing / promotion. These events may include festivals, fairs, cultural performances, large functions, key sporting/recreational events and the like. They are designed to bring people together, strengthen community bonds, and address local issues or celebrate shared interests or cultural enrichment or attract visitors and market the region. Community events of all sizes are important social and economic contributors and stimulate the local economy.
Event Organiser	An individual or entity responsible for planning, coordinating, and executing events.
Not-for-Profit Community Event Organiser	An individual or organisation that plans, coordinates, and executes events for the benefit of the community without seeking to make a profit. These organisers focus on creating events that promote social connection, cultural enrichment, community development, regional promotion or economic stimulus. Their efforts are often supported by volunteers and funded through donations, grants, or sponsorships, with any surplus funds typically reinvested into future community projects or events.
For-Profit Community Event Organiser	An individual or business entity that plans, coordinates, and executes events with the primary goal of generating profit. These organisers focus on creating engaging and successful events that attract attendees and sponsors and grants, often leveraging marketing strategies and partnerships to maximise revenue and target reach. Their efforts may be supported by volunteers and community groups.

CONDITIONS OF THE COMMUNITY FUND PROGRAM

The following conditions are applicable across ALL categories of the Program:

- a. The Community Fund Program will be advertised to the public in February each year.
- b. Applicants will be notified of the outcome of their application (successful or not) after the adoption of the budget each year (between July and September).



- c. Out-of-Round fund applications will only be accepted and considered when the funding pool is not fully allocated.
- d. The region in which the activities supported by funds can be carried out is the area of the Shire of Manjimup and the benefits of the activities supported by funds shall be directed predominantly to residents of the Shire of Manjimup.
- e. Schools are generally not eligible for funding under this program. Proposed projects which have a strong broader community benefit may be considered and prospective applicants should approach the Shire in the first instance to discuss eligibility. If eligible the proposal would be submitted as a General Community Group & Project grant application.
- f. Fund allocation will be guided by the principle of fairness and equity in terms of both applicants and activities.
- g. Allocations will generally range from \$500 to \$6,000. Whilst not prescriptive, the following table may be used as a guide to assist with allocating funds in a transparent and equitable manner.

Application Category	Allocation up to (excl. GST)
Category 1. General	
Cat. 1A. General community groups & projects	\$5,000
Cat. 1B. Arts (acquisitive) prizes	\$5,000
Category 2. Financial Hardship	
Cat. 2A. Financial assistance – community care/ service or in high need	\$5,000
Cat. 2B. Financial assistance – with premises	\$3,000
Cat. 2C. Financial assistance – no premises	\$1,500
Category 3. Youth & Chaplaincy	
Cat. 3A. Community youth groups/programs	\$6,000
Cat. 3B. Chaplaincy	\$7,000
Category 4. Events	
Cat. 4A. Events with broader target area	\$5,000
Cat. 4B. Events with a more limited target area	\$3,000
Cat. 4C. Events which are new and emerging	\$2,000

- h. In respect of (g) above Council may, in the case of multiple applications by the one entity, elect to approve only one request. As such multiple applications should be clearly prioritised by the applicant.



- i. It is beneficial and preferable that reasonable effort is made by applicants to secure funding from alternative sources including other funding bodies, sponsorships, membership or registration fees, fundraising activities or other commercial activities such as ticket or produce sales.
- j. Funds will be paid to incorporated associations which have a current ABN. Groups which are not incorporated are able to apply for funding but must nominate in their application the name and ABN of an auspicing organisation or umbrella group which will receive the funds on their behalf if the application is successful. (The auspicing agency may not be subject to Condition h.)
- k. Whereby applicants cannot demonstrate they are an incorporated association or do not have an ABN (as per the above clause 'j') this may not preclude them from applying. Approval, however, of these applications will be at the discretion of Council and a 'Statement by Supplier' will be required.
- l. Grants will be paid in full on receipt of a tax invoice.
- m. The proposed project or event must take place and be completed within the financial year that funding is made available.
- n. Prior approval must be sought for any substantial variation to the approved application.
- o. All funded groups and organisations will be required to acknowledge the support of the Shire of Manjimup in any promotional or publicity material.
- p. Every endeavour will be made by grant recipients to support local business and services when expending the allocated grant monies.
- q. Payments of grants may be suspended at any time if, in the opinion of Council, any of the conditions laid down are not met, or satisfactory progress has not been achieved.
- r. Council may use the project information provided by funded groups and organisations for promotional and networking purposes.
- s. Full disclosure in the application of any other Shire of Manjimup/Council contribution (cash or in-kind) towards the project including traffic management plans and civic receptions is required.
- t. Acquittal of all granted monies must be completed and submitted, using the acquittal form provided, as soon as possible after the completion of the



project, but no later than three (3) months after the end of the Shire's financial year (i.e. by 30 September of the following financial year).

CATEGORY 1. GENERAL

Any applications that do not fit within another category as described in this Policy (Youth & Chaplaincy, Events, and Financial Assistance Requests), should be submitted as a General Community Grant.

Category 1A. General community groups & projects

Community groups and not-for-profit organisations may apply for funding for projects and activities that have a target focus which benefits communities within the Shire of Manjimup. Council will assess each application and will grant funds to projects that are deemed to have merit.

Category 1B. Arts (acquisitive) prizes

Artwork can be created in any medium, which can include, but is not limited to, sculpture, painting, installation, multimedia, sound or performance.

Funds for the arts acquisitive prize are incorporated in the Shire's annual operational budget. For transparency and equity, the applications for arts acquisitive prizes will follow the same process as Community Grant applications.

Should multiple applications for the arts acquisitive prize be received in the same grants round, then Council may distribute the available funds at its discretion.

Requests for (a contribution to) arts prizes and arts acquisitive prizes should be submitted as a General Community Grant 1B. Council's intent for these prizes is to support and encourage growth of local artists, and stimulation of the local arts and cultural environment. The aim of the acquisitive prize is to expand, conserve and display the Shire's art collection for everyone to study and enjoy.

Eligibility criteria for community grant funding for arts (acquisitive) prizes are:

- The arts competition/exhibition should be held within the Shire of Manjimup.
- The winning/awarded artists should preferably be residents of the Shire of Manjimup, with the following exception:
- Where the applicant adds (either through their own contribution, sponsorship, or other grant funding) a monetary amount equal or larger to the Shire's acquisitive prize, with the aim to purchase a larger/more expensive artwork, it is allowable for the awarded artist not to be a resident of the Shire of Manjimup.

Any artwork which is acquired with (assistance of) the Shire's acquisitive prize



will:

- Be added to the Shire's arts collection, thus owned and insured by the Shire.
- Be displayed for public viewing at a location in the Shire of Manjimup to be decided in discussion between the applicant and the Shire, noting the following:
 - It needs to be located on land under management and control of the Shire of Manjimup.
 - The proposed location for the artwork is to be included in the Community Grant application.
 - Selection of sculptures or larger art pieces requiring transportation and installation may incur considerable extra costs. The Community Grant Applicant is responsible to consider these costs in their application and identify any additional funding sources. Additional funds requested from the Shire of Manjimup will need to be determined by Council.
- Need to meet public safety and security considerations (including: no sharp edges, no finger pinching points, not climbable, securable against fire, theft, etc.)
- Be selected by a selection panel, which is to be established by the applicant, and is to include an elected member.

CATEGORY 2. FINANCIAL HARDSHIP COMMUNITY GROUPS

There are three sub-categories of financial assistance for community groups:

- Category 2A: Requests for financial assistance by community groups with a care/service function to the community, or by community groups deemed in high need by Council.
- Category 2B: Requests for financial assistance by community groups responsible for premises.
- Category 2C: Requests for financial assistance by community groups without premises.

It is Council's vision that all community groups, in order to be sustainable, should aim to operate without relying on ongoing financial assistance to cover operational costs. Council understands that in certain circumstances a community group might require financial assistance for operational costs, such as utilities, insurance and venue lease or maintenance costs.

Community groups with the primary aim to provide services to the greater community and/or community groups that occupy a building to undertake their primary activity may be allocated a higher grant amount than groups that do not.

It should be noted that start-up financial assistance for new groups should be



applied for in the General Grant section as Hardship is to support existing groups suffering increased financial pressures.

Groups may apply for the financial hardship funding to be considered for a 3-year period to give a level of ongoing surety during a period of hardship. Council may approve an application for this length of time; however, this is subject to the annual budget allocation to the Community Grants Program in those years.

CATEGORY 3. COMMUNITY YOUTH GROUPS & CHAPLAINCY

The Shire of Manjimup recognises the strategic importance of supporting youth activity and development throughout the Shire. As such, Council endeavours to:

- Support a youth (development) program (e.g. youth group or facilitated development program) in each town. Applications for such programs are to be submitted under Category 3A.
- Support youth chaplaincy (Category 3B).

In addition to the beforementioned conditions applicable to all, there are extra conditions specific to the Community Youth Groups & Chaplaincy category which are:

- u. Youth groups can submit their application in partnership with an auspicing incorporated umbrella group.
- v. For the purposes of the Shire of Manjimup Community Fund Program, 'youth' are defined as young people between the ages of 12 and 25 years inclusive.
- w. All applications under Category 3A need to include a proposed budget that meets the Youth Group/Program Expenditure Requirements detailed below.

Youth Group/Program Expenditure Guidelines

The following expenditure requirements are provided to guide applicants in developing youth programs that maximise the benefits for the young people living, working, or go to school within the Shire of Manjimup. It is an expectation that in-kind contribution of youth group/program venue and grant administration are included in all 3A applications (provided by applicant or an alternative funding source).

Eligible Expenditure

The following expenditure is eligible if directly relating to the scheduled youth program activities and/ or the delivery of the youth group/program:

- Staffing costs (wages/salary) for group/program delivery.
- Printing and copying of advertising material.
- Program materials (e.g., consumables, (art) supplies, and stationery)



directly relating to scheduled youth program activities and/ or the delivery of the youth group/program.

- Catering costs (food and non-alcoholic beverages) for attending youth at group/program.
- External venue and equipment hire for isolated/one-off occasions (e.g. excursions or location-specific activities), when provided in addition to a standard course of delivery for youth groups and/or programs.

Ineligible Expenditure

- Activities failing to demonstrate benefit to youth residing in the Shire of Manjimup.
- Purchasing of gifts, significant prizes, trophies, or awards.
- Applicant facility costs (including but not limited to rent, electricity, insurance, water, rates, maintenance, equipment hire, and venue use).
- Applicant's general or grant administration costs.
- Staffing costs outside of identified youth worker delivery of youth group/program.
- Capital works, infrastructure, or equipment for the applicant or applicant affiliates.
- Ongoing use of external activities incurring operational costs for the purpose of youth group/program delivery.
- Commercial or for-profit activities.
- Retrospective or deficit funding.

CATEGORY 4. EVENTS

There are three sub-categories of event sponsorships; each is treated separately in the Community Fund Program:

- Category 4A events have a broader target area which may include state, interstate and international visitors.
- Category 4B events have a more limited target area including Southwest and Great Southern regions.
- Category 4C events are new, incl. events celebrating a significant anniversary, and emerging / start up events.

Category 4A. Events

Council recognises the opportunity and economic benefit in sponsoring events that will market and promote the Shire to a target population residing beyond the Southwest and Great Southern regions.

In addition to conditions a. to r., there are extra conditions specific to Category 4A Events which are:



- x. For-profit entities applying for event grants must illustrate what social and or economic benefit to the community and Shire of Manjimup will be derived from the event.
- y. Demonstrate strong ties to broad scale marketing and promotional outcomes.
- z. Demonstrate that the target group is much broader than the Southwest and Great Southern regions.

Category 4B. Events

Council recognises the social benefit in sponsoring events that will promote a particular theme or activity to a target audience from within the Shire and extending to the Southwest and Great Southern regions.

Category 4C. Events

Council recognises the potential for increased social and economic opportunity in sponsoring new and emerging events which are endeavouring to become established on the Shire's annual events calendar.

Events celebrating a significant anniversary, for example 50 or 100 years, may also be considered for funding under this category.

Administration

The Community Services Directorate is responsible for the management and administration of the Community Fund Program.

Adoption and Date Due for Revision

**ADOPTED 24 OCTOBER 2019
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REVIEWED FEBRUARY 2023
REVIEWED OCTOBER 2023
REVIEWED FEBRUARY 2025
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