

CD004	COMMUNITY GROWTH FUND		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually - December
RELATED PROCEDURES:	CS006A – CGF Guidelines		
RELATED FORMS:	CS006B – CGF Small Assistance Donations Form CS006C – CGF Community Support Grants Form CS006D – CGF Major Project Support Grant Form CS006E – CGF Grant Acquittal Form		
RELATED DELEGATIONS:	Community Growth Fund Committee		
RELATED POLICIES:			
LEGISLATION:	Local Government Act 1995 Local Government (Functions and General) Regulations 1996		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
27/09/2022	Community & Cultural Services Manager	Removal of delegation and update to timeframes	FC4/9/22
13/12/2022	Community & Cultural Services Manager	Changes as presented to Council.	FC 4/12/22
28/05/2024	Council	Major Changes: Refer to Council Minutes	OCM 12/05/24

CD004 Community Growth Fund

OBJECTIVES

To establish a framework for the allocation of grants to ensure equity and transparency in the distribution of Community Growth funding. This policy outlines the eligibility requirements for those organisations seeking financial assistance through the Shire.

Applies to the provision of grants, sponsorship (cash or in-kind) and donations allocated by the Shire of Carnarvon through its Community Growth Fund Policy to support community organisations and businesses that make a positive contribution to the sustainable development of the region's social, cultural, economic, sporting, and environmental lifestyle.

POLICY STATEMENT/S

1. Background and Context

This policy demonstrates Council's commitment to supporting local organisations, clubs, and businesses in the Shire by providing financial and/or in-kind assistance to activities that build community capacity, encourage participation, and contribute positively to the shire's sense of place.

Council will provide grants only when it is satisfied that:



- The grant aligns with the Shire of Carnarvon Strategic Community Plan objectives, considering other Council priorities and available resources.
- The applicant, whether an organisation, club, or local business, meets the eligibility criteria set out in this policy and in the supporting guidelines for the specific funding program.
- The grant will be used for a purpose that fosters community benefit and / or contributes to the local economy.
- The grant addresses a community and/or social need in the community and supports the overall well-being of residents.

2. Definitions

Applicant	The organisation, community group or business who will be implementing the proposed program, project, or activity.
Council	Elected Member body for the Shire of Carnarvon
Shire	The organisation of the Shire of Carnarvon
Event	This means an event, project, service (including sponsorship), facility or other activity for which assistance through grant funding is sought.
Grant	The sum of money/in-kind support given to community organisations for an event/project/service.
Grant limit	The maximum amount excluding GST in monetary value and/or in-kind support may be requested depending on the category.
Incorporated Organisation	An organisation who status is registered with the Office of Fair Trading and operates within the scope of the Associations Incorporation Act 1981 and Associations Incorporation Regulation 1999.
In-Kind Contribution	A donation of goods and services, time, or expertise, rather than cash or appreciated property.
Not-For-Profit Organisation	An organisation that is not operating for the profit or gain of its members.

3. Roles and Responsibilities

The Chief Executive Officer and the Executive Leadership Team are responsible for ensuring this policy is understood and adhered to by Shire staff, the Shire President and Councillors.

The Community Growth Funds Committee consisting of Elected Members is responsible for evaluating applications, and Shire staff will prepare recommendations for Council approval.



4. Grant Categories

Category	Grant Description	Maximum (Cash or In-Kind)
Community Grant	The purpose of this category is to provide support to local community groups, sporting clubs, and organisations. These grants are intended to enhance their capacity and operations by offering necessary funding and resources. Our aim is to foster a vibrant and resilient community by empowering local initiatives that contribute to its well-being and development.	Up to \$5,000

POLICY

1. Community Grants

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a. Applicant Eligibility

For the applicant to be considered eligible for funding, it should:

- Demonstrate alignment with the Shire of Carnarvon's Strategic Community Plan.
- Reside and operate, and the event is carried out in Shire of Carnarvon boundaries.
- Have acquitted any previous Shire of Carnarvon grant satisfactorily.
- Be free of debt with Shire of Carnarvon.
- Be an incorporated 'not-for-profit' organisation and hold a current Association Constitution.
- Have relevant public liability insurance cover.
- Be deliverable to a high standard within 12 months of approval to ensure timely implementation and impact.
- Provide a comprehensive budget and quotes where applicable.



b. Grant Eligibility

For an application must meet one of these eligibility criteria for funding:

- **Engagement and Activation** - Projects must be designed to actively engage the local community and activate spaces.
- **Inclusivity and Accessibility** - Projects must create an inclusive and accessible space to encourage increased patronage and visitors. Accessibility should be a priority to accommodate diverse needs.
- **Aesthetic Enhancement** - Projects should aim to enhance the aesthetic appeal of publicly accessible spaces, contributing positively to the visual landscape of the area.
- **Community Engagement** - Projects should encourage more people to visit, invest, live, work, play, and spend time in the designated area, fostering community cohesion and vitality.
- **History and Heritage** – Projects that acknowledges our history and heritage and celebrates our diverse cultures.
- **Project Expenses** - Funding may cover essential project materials and equipment, including freight costs; venue hire, including Shire venues; contracted labour costs, performers, and/or artists fees, including travel and accommodation.
- **Promotion and Communication** - Funding may be used for publicity, marketing, and communication costs to effectively promote the project and engage the community.
- **Catering Costs** - Catering expenses are permissible when integrated into a community building project, must not exceed 50% of the total budget.
- **Operational Expenses** - Operational expenses, such as insurance, rates, and lease, are acceptable and must not exceed 50% of the total budget.
- **Community and Social Impact** - Projects should drive community and social outcomes to enhance the quality of life in local communities, contributing to community, arts, cultural, and sporting.
- **Community Well-being** - Projects should aim to improve the capacity and wellbeing of the community, with a particular focus on youth, Aboriginal and Torres Strait Islander people, Culturally and Linguistically Diverse people, older persons, and access and inclusion initiatives.

c. Grant Value

Applications up to the value of \$5,000 will be considered by Council if they meet one of the eligibility criteria.

d. Ineligible applicants

The Council will not consider applications that are for:

- Private, commercial, or political ventures or activities.
- Ongoing salaries/wages for staff.
- Retrospective funding – programs, projects and/or activities that have commenced or completed prior to grant outcomes.
- Programs, projects and/or activities that do not benefit or involve the Carnarvon community.
- Payment of debt. (do we want to make it clear this does not include Rates debts?)
- Items of equipment or other expenditure that are personal or of a personal gain.



- Assets where Council has an unacceptable risk of being damaged, lost, causing injury, or quickly losing value.

e. Assessment Criteria

The Council will review and assess applications on the extent to which they address the following criteria:

Local Impact

- Demonstrated contribution to the improvement of the local community in Carnarvon.
- Clear identification of how the project will benefit residents or organisations.
- Potential to address specific needs or issues within the community.
- Evidence of community support or involvement in the project.

Sustainability

- Consideration of the long-term viability and impact of the project beyond the grant period.
- Integration of sustainable practices, such as environmental, economic, or social sustainability.
- Plans for ongoing maintenance, management, or funding beyond the initial grant.

Diversity and Inclusion

- Efforts to engage diverse segments of the community, including marginalised or underrepresented groups.
- Promotion of inclusivity and accessibility in project design, implementation, and outcomes.
- Commitment to fostering a welcoming and equitable environment for all participants or beneficiaries.
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f. How to Apply

Applicants are required to complete an application form. This form can be downloaded from our webpage [Community » Shire of Carnarvon](#) or you may request a copy of the form by emailing shire@carnarvon.wa.gov.au.

Risks

- Identification and assessment of potential risks associated with the project, including financial, logistical, or reputational risks.
- Strategies to mitigate or manage risks effectively throughout the project lifecycle.
- Contingency plans in place to address unforeseen challenges or setbacks.

Strategic Alignment

- Alignment with the priorities, goals, or objectives outlined in the Shire of Carnarvon's Strategic Community Plan or community development initiatives.
- Contribution to broader community or regional strategies, plans, or priorities.
- Potential to leverage existing resources, partnerships, or initiatives for maximum impact and sustainability.



2. Selection Criteria

- All eligibility and selection criteria must be met (essential).
- The level of assistance available is limited by Council’s budget allocation and its priorities. No application can be guaranteed funding, nor can any application be guaranteed to receive the full amount requested.
- The grants program aims to provide limited financial assistance in relation to development of program, project, and/or activity, and is not intended to be relied upon as a primary source of funding. Council encourages co-funding from other sources and reserves the right to part fund a grant application.
- Community Growth Fund applications are assessed by the Community Growth Funds Committee on an assessment matrix and eligibility criteria for the category.
- Incomplete or late applications outside allocated round period will not be accepted.
- Previous approved grants through the Community Growth Fund that have not been acquitted will result in future grant applications being declined for consideration.
- Each organisation will be eligible once per financial year.

3. How Are Applications Assessed?

- The Community Growth Funds Committee is a committee consisting of Elected Members and Council staff that evaluates applications and prepares recommendations for Council approval.
- The high demand for funding under the Shire of Carnarvon’s Community Growth Fund may mean that not all grant applications can be approved.
- All funding submissions will be assessed by Community Growth Funds Committee on an assessment matrix and eligibility criteria for the category. This is done by a 0 - 4 scoring method as listed below:

Conflicts with Eligibility Criteria	0
Not Demonstrated	1
Partially Demonstrated	2
Sufficiently Demonstrated	3
Strongly Demonstrated	4

- All applications will receive written notification of their applications outcome. Successful applications may also be acknowledged as part of Council’s publications.

4. Submission Timeframes

Submissions will be considered on a triannual basis at the Community Growth Funds Committee Meeting. Applications outside scheduled rounds will not be accepted.

Round	Opening Date	Closing Date	Applicants notified of outcome
1	1 January	12 February	Up to six weeks after the closing date.
2	1 July	12 August	
3	1 October	12 November	

5. Accountability and Reporting

Recipients will be required to:

- Accept the Funding Agreement, including terms and conditions as stated.
- Not commence the proposal until the Funding Agreement has been accepted.
- Issue the Shire with a Tax Invoice to request the release of the payments in line with the Funding Agreement.
- Use grant funds solely for the approved purpose.
- Acknowledge the Shire for its contribution towards to proposal. This includes, but is not limited to, advertising, promotion, media releases, use of Shire banners etc. Approval is required to use the Shire's logo.
- Provide an Acquittal by the date stipulated in the Funding Agreement, ensuring the following is provided:
 - Evidence of acknowledgement of the Shire's contribution.
 - Evidence of outcomes achieved because of the funded project/activity.
 - Financial Statement detailing all income and expenditure related to the proposal.
 - Evidence of invoices/receipts showing the expenditure of the Shire's funding on approved items.
- Any unspent funds, funds not accounted for, or funds used for ineligible items must be returned to the Shire of Carnarvon.

6. Acquittal Process

Following the conclusion of a funded program, project and/or activity, a comprehensive acquittal report is necessary, due within 12 weeks. Failure to submit this report renders the grant recipient ineligible to apply for future grants from the Community Growth Fund until the acquittal is received.

EXPLANATORY NOTES

N/A