

2.14 COMMUNITY CHEST FUND POLICY

Policy Objective

The objectives of this policy is to ensure:

- The Shire assists with delivery of essential community events, programs, projects and services that meet the objectives of the current Strategic Community Plan and Innovations Pathway.
- Council allocates financial support to the community in the most effective and transparent manner that includes the types and levels of funding provided to the community.
- All applications received which fall within the policy and its associated guidelines are equally considered for support.
- Council maintains an equitable, transparent and consistent process in distributing funding.

Financial Implications

Council will allocate to the Shire of Brookton Community Chest fund between \$20,000 to \$40,000 inclusive of any unallocated funding being carried over from one financial year to the next financial year

Once the funding is exhausted, no further funding will be allocated until the next financial year.

Council will provide funds from the Community Chest Fund for two funding programs:

- Annual Community Funding
- Individual Funding

Annual Community Funding

| Funding category | Funding Amount | Guidelines |
|-----------------------------------|---|--|
| Community & Strategic Partnership | Maximum of 50% of the total fund prescribed within the Shire's annual budget to a maximum of \$10,000 per application as cash support per financial year. | <ul style="list-style-type: none">• Only available to incorporated bodies.• Designed to increase community access to essential events, programs, capital projects and improvements to buildings and structures and services offering broad benefit to the local community.• Demonstrates a high level of community support, benefit or need for the event, program, capital project or service.• Organisations with existing partnerships will be required to provide proof of all acquittals for the previous funding term and an audited financial statement from the previous financial year as a part of the application.• Applications for this category are limited to <u>one</u> application per organisation every year.• Applications can be made at any time throughout the year. |
| Community Support | Maximum \$6,000 cash support per financial year. | <ul style="list-style-type: none">• Only available to incorporated bodies.• Available to applicants to support a community project, program, or event (excludes capital works to buildings).• Funding requires matched funding of 1/3 – Community Group 2/3 Shire Grant. |

| Funding category | Funding Amount | Guidelines |
|--|--|--|
| | | <ul style="list-style-type: none"> Applicants must demonstrate their ability to <u>match</u> (cash/in-kind) Shire of Brookton grant support. Applications can be made at any time throughout the year. |
| Equipment Purchase | Maximum \$1,000 cash support per financial year. | <ul style="list-style-type: none"> Only available to incorporated bodies. Can be used for the purchase of equipment, uniforms etc. Applications must demonstrate the benefit of the equipment purchase to the wider community. Equipment purchased must remain the property of the organisation and not be for the exclusive use of any individual. Applications can be made at any time throughout the year. |
| Not for Profit Community Organisation - Assistance | Maximum \$1,000 per annum | <ul style="list-style-type: none"> Only available to incorporated bodies. Funding toward offsetting the cost of Shire rates, building utilities (gas, electricity, water), and / or insurance costs incurred by the organisation who own and occupy their own building within the Shire of Brookton. Satisfactory evidence of such costs being incurred by the organisation in the same financial year must be produced. Invoices must be in the name of the organisation applying. The organisation must demonstrate financial need for such support. |

Individual Funding

| Funding category | Funding Amount | Guidelines |
|--|---|---|
| Individual | Maximum \$500 cash per financial year per individual. | <ul style="list-style-type: none"> Must be currently residing in the Shire of Brookton. May be temporarily boarding away from their principal place of residence that is located in the Shire of Brookton Funding can be used for travel program attendance fees associated with participation in State, National or International representation in sport, arts, music or cultural programs. Documented evidence of costs must be presented to the Shire as part of the application. |
| Not for Profit Community Organisation - Member | Maximum \$500 cash per financial year per group. | <ul style="list-style-type: none"> Funding can be used for travel or program attendance fees associated with participation in State, National, or International representation in sport, arts, music or social or cultural programs or conferences. |

| Funding category | Funding Amount | Guidelines |
|------------------------------|--|--|
| | | <ul style="list-style-type: none"> Funding to assist the Shire in staging a civic or community event (i.e. Australia Day Celebrations). Applications require simplified letter to CEO detailing function to be performed and funding sought. |
| Youth Leadership Development | Maximum \$5,000 cash support per financial year. | <ul style="list-style-type: none"> Must be aged 12 - 29 Years. Must be currently residing in the Shire of Brookton. Participation in an activity that strengthens learning; Professional development opportunity Conference attendance Leadership training course or camp Education focus The program must be a reputable and recognised program with accredited trainers or program operators. Applicants must demonstrate their obtain skills can benefit/give back to Brookton and the broader community. The training/course must be completed within 12 months of the sponsorship being awarded. Applications can be made at any time throughout the year. Only one sponsorship is available per financial year. Documented evidence of costs (proof of registration) must be presented to the Shire as part of the application. |

Funding received through the above programs can consist of cash, in kind contributions and fee waivers.

Council will not consider any Community Chest Fund application:

- from any individual or organisation based outside the Shire of Brookton.
- For activities that constitutes the administrative function or celebration of a particular group or organisation; or
- Capital works and/or improvements to property (land, building or structure) that is not Brookton Community based and or operated on a not for profit basis.*

Guidelines for Community Chest Fund

The information included in these guidelines applies to applications received Community Chest Fund funding.

1. Selection Criteria

The Shire of Brookton will assess all applications for Community Chest Fund funding, against the following criteria:

- a) The organisation is a Not for Profit or Community Organisation permanently operating in the Shire of Brookton municipality.
- b) The person is an individual person permanently residing in the Shire of Brookton municipality or an individual boarding at school outside of Brookton whose family still permanently resides in the Shire of Brookton.
- c) The demonstrated positive contribution the project or organisation will make to the community.
- d) The applicant certified within the application that they are authorised to apply for the Shire of Brookton support and to represent the applicant organisation or individual.
- e) The applicant certified that the information provided in the application is true and correct and can provide evidence upon request.
- f) Sufficient financial information has been provided to clearly identify the full project budget and the items on which the funding will be spent.
- g) Where required, sufficient financial information supporting the viability of Applicant Organisations has been provided.
- h) The applicant has the resources and capacity to carry out the activities specified in the application.
- i) The availability of equipment, services and required staff hours for in kind contribution requests.

Community Chest funding will not be provided to the ~~This Policy does not Apply to the~~ following:

- a. Capital projects that do not offer broad community benefit, as determined by Council, and do not apply to Shire owned property.
- b. Commercial organisations and businesses,
- c. Any organisation (whether commercial or not for profit) whose primary activity or office is outside the Shire of Brookton.
- d. Retrospective costs.
- e. Deficit funding for organisations that are experiencing a shortfall in revenue.
- f. Core organisation operating costs including, but not limited to, staff wages and training costs, utilities, lighting costs, lease fees, rates, levy's, except where an incorporated, not for profit organisation is seeking assistance under the "Not for Profit Community Organisation Assistance" section of this Policy and the guidelines for this donation category are satisfied.
- g. Applications from organisations that have received funding support in the same financial year.
- h. Organisations or individuals with outstanding debts to the Shire of Brookton or outstanding funding acquittals.
- i. Non-incorporated organisations, unless they are supported by an Auspice Organisation or utilising the support to become incorporated.
- j. Applications from Commonwealth or State Government Organisations.

2. Application and Approvals Process

- a) All funding requests are to be made in writing through the completion of an application form.
- b) Applications can be lodged at any time throughout the year. Applications should be lodged a minimum of 6 weeks prior to the event or program commencement date.

- c) Applicants for will generally be given written advice of the outcome of their application (subject to submission of all required documentation) following the next available Ordinary Council Meeting.
- d) Should an organisation act as an Auspice Organisation for individuals applying for support, this will not impede their ability to apply for support themselves. However, Auspice Organisations are responsible for acquittals being completed and will be ineligible to receive support until all acquittals for projects they are supporting are received.
- e) Organisations will not receive funding unless acquittals for previous funding support have been completed and received by the Shire.
- f) Organisations and individuals can submit multiple applications per financial year for Matched Funding Grants, but will not receive greater than the Council imposed maximum per financial year.

3. Recognition of Shire of Brookton support

The Shire of Brookton must be recognised for the support provided for all Community Chest Fund provided. Recognition requirements for all funding programs must be detailed to the Shire as part of the application process.

4. Acquittals and Unspent Grant Funds

Successful applicants will be required to provide acquittal documentation to the Shire of Brookton within 30 days of the completion of the project.

Acquittal documentation should include:

- a) Measuring qualitative aspects, such as the success of the activity
- b) Financial information, such as receipts accounting for the expenditure of monies
- c) Examples of promotional materials applicable to the project
- d) Evidence of agreed recognition requirements
- e) Photos from the event or program (where applicable).

Funds which are unspent at the completion of the event, program, project, activity or service must be returned to the Shire of Brookton within 60 days. Further funding will not be available until an acquittal and unspent funds (if applicable) have been received.

Resolution No: OCM 06.25-20

Resolution Date: 19 June 2025