



Community Chest Fund Application Form

Post your completed application to:

PO Box 42, Brookton, WA 6306

Or deliver to:

Shire of Brookton, 14 White Street, Brookton

Alternatively email your application to:

Mail@Brookton.wa.gov.au

Community Chest Fund
Application Form

NAME OF ORGANISATION: _____

CONTACT PERSON: _____

POSITION: _____

PHONE: _____ FAX: _____

MOBILE: _____ EMAIL: _____

IS YOUR ORGANISATION INCORPORATED? ☐ YES ☐ NO

NAME OF PROJECT OR EVENT: _____

ESTIMATED START DATE: _____

ESTIMATED COMPLETION DATE: _____

REQUESTED COMMUNITY CHEST FUNDS: _____

1. BRIEF DESCRIPTION OF PROJECT/EVENT:

2. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

3. HOW WILL YOUR PROJECT/EVENT BENEFIT THE BROOKTON COMMUNITY?

4. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

5. ACKNOWLEDGEMENT OF SHIRE OF BROOKTON SPONSORSHIP

It is a requirement of funding that the words "Sponsored by the Shire of Brookton" and the Shire's logo be displayed at your project/event.

Please advise the ways you will be able to acknowledge the Shire of Brookton's sponsorship:

- ☐ Display "Shire of Brookton" Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
- ☐ Display the "Shire of Brookton" flag or banner at your event if possible. (Available from the Shire).
- ☐ Verbal announcements at the project/event.
- ☐ Other.

6. BUDGET ESTIMATES

NAME OF ORGANISATION: _____

NAME OF PROJECT/EVENT: _____

INCOME	\$	EXPENDITURE	\$
Applicant's cash contributions		Materials	
Sponsorship		Labour	
Donations in cash		Hire of Equipment	
Other grants		Office/Administration	
Catering Sales		Venue hire	
Fees and Charges e.g. stalls		Advertising	
Gate/Door entry fees		Catering Costs	
		Entertainment	
Other Income (Please List)		Other Expenditure (Please List)	
Total of Community Chest Funds requested in cash*			
Total of Community Chest Funds requested in-kind (e.g. Town Hall hire fee waived if applicable/required)			
TOTAL INCOME		TOTAL EXPENDITURE	

YOUR INCOME MUST EQUAL YOUR EXPENDITURE

7. DID YOUR ORGANISATION RECEIVE THE COMMUNITY CHEST FUNDING IN 2017/2018?

☐ YES

☐ NO

IF YES, WHAT WAS THE AMOUNT OF THE FUNDING? _____

8. PLEASE LIST BELOW ANY IN-KIND CONTRIBUTIONS IF APPLICABLE (e.g. volunteer or donated labour, materials etc.) HOWEVER, DO NOT INCLUDE IN YOUR BUDGET ABOVE.

9. FUNDING CONDITIONS:

- I. The grant funds will be expended on the agreed project only.
- II. The Shire of Brookton's support of the project will be acknowledged in any advertising or promotional activities related to the project.
- III. Two invitations will be sent to the Shire of Brookton for your event or project.
- IV. The project will conform to all relevant Bylaws and Acts in force at the time.
- V. Any unexpended grant funds will be returned to the Shire of Brookton.
- VI. The funds must be expended and acquitted by 30th June of the financial year in which they are received.
- VII. Invoices and receipts for the expenditure of the Community Chest funds must be provided to Council within three months of the completion of your project/event along with a brief report on your event or project which includes copies of any advertisements, posters, programmes or newspaper coverage.

PLEASE ENSURE YOU HAVE READ THE ABOVE GRANT CONDITIONS BEFORE SIGNING BELOW:

NAME OF ORGANISATION: _____

CONTACT PERSON: _____

ORGANISATION POSTAL ADDRESS: _____

ORGANISATION'S ABN: _____

REGISTERED FOR GST? ☐ YES ☐ NO

Our organisation agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

PRINT NAME: _____

POSITION: _____

SIGNATURE: _____

DATE: _____

2.34 Community Funding and Donations Policy

Policy Owners:	Chief Executive Officer			
Policy Origin:				
Statutory Environment:				
Council Adoption:	Date:	June 2018	Resolution #:	13.06.18.04
Last Amended:	Date:		Resolution #:	
Review Date:	May 2019			

Introduction

While there is many and varied needs for funding assistance across all types of community groups and organisations, this is also a need to present a guided and consistent approach to the allocation of funding by the Local Government.

Accordingly, this policy seeks to provide clarity around the types and levels of funding allocation exclusively to community groups and organisations within the Brookton municipality or are jointly associated with a neighbouring municipality.

Policy Objective

The objectives of this policy are to ensure:

- The Shire assists with delivery of essential community events, programs and services that meet the objectives of the current Strategic Community Plan.
- 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

The implementation of this policy is supported by funds allocated in the Shire of Brookton's annual budget process through its Community Chest fund.

This allocation will initially be set at \$20,000 for the first year, and thereafter be pitched at 1% of the Shire's annual rate income received, together with 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.

Policy Content

The Shire's Funding & Donations policy consists of three funding programs:

- Annual Grants
- Matched Funding Grants
- Community Donations.

Annual Grants

Funding category	Funding Amount	Guidelines
Community & Strategic Partnership grants	Maximum of \$10,000 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 and services • Demonstrates a high level of community supports or need for the event, program 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. • New applicants will be required to provide audited financial statements from the two previous financial years as part of their application. • Applications for this category are limited to one application per organisation every year. • Applications will be called for each November for the next financial year commencing 1 July.

Matched Funding Grants

Matched Funding Grants categories along with guidelines are outlined in the table below:

Funding Category	Funding Amount	Guidelines
Community Support Grants	Maximum \$3,000 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.

		<ul style="list-style-type: none"> Applicants must demonstrate their ability to <u>match</u> Shire of Brookton grant support. Applications can be made at any time throughout the year.
Equipment Purchase Grant	Maximum \$500 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. Applicants 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. Applicants must demonstrate their ability to <u>match</u> Shire of Brookton grant support. Applications can be made at any time throughout the year.

Community Donations

Community Donation categories along with guidelines are outlined in the table below:

Funding Category	Funding Amount	Guidelines
Individual Donation	<p>Maximum \$500 cash per financial year per individual.</p> <p>Maximum of \$500 per financial year for school based individuals who are boarding away from their principle place of residence that is located in the Shire of Brookton.</p>	<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 cultural programs. Documented evidence of costs must be presented to the Shire as part of the application.
Not For Profit Community groups member donation	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.

Not For Profit Community Organisation Utilities Financial Assistance Donation	Maximum \$750 per year per incorporated organisation	<ul style="list-style-type: none"> An annual donation toward offsetting the cost of utilities (gas, electricity, water) 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. The utilities must be in the name of the organisation seeking the donation. The organisation must demonstrate financial need for such support.
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Funding received through the above programs can consist of cash, in kind contributions and fee waivers.

No donation or grants will be issued to any individual or organisation based outside the Shire of Brookton.

Delegated authority

Delegations associated with this policy can be found on the Shire of Brookton Delegation Register.

GUIDELINES FOR FUNDING & DONATIONS POLICY

The information included in these guidelines applies to applications received in response to Community Funding & Donations Policy.

A. Selection Criteria

The Shire of Brookton will assess all applications for funding, grants and donations against the following criteria:

1. The organisation is a Not for Profit or Community Organisation permanently operating in the Shire of Brookton municipality
2. 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 municipality

3. The demonstrated positive contribution the project or organisation will make to the community
4. The applicant certifies within the application that they are authorised to apply for the Shire of Brookton support and to represent the applicant organisation or individual
5. The applicant certifies that the information provided in the application is true and correct and can provide evidence upon request
6. Sufficient financial information has been provided to clearly identify the full project budget and the items on which the funding will be spent
7. Where required, sufficient financial information supporting the viability of Applicant Organisations has been provided
8. The applicant has the resources and capacity to carry out the activities specified in the application
9. The availability of equipment, services and required staff hours for in kind contribution requests.

The Funding & Donations Policy will not fund the following activities or Organisations:

- a. Capital projects
- b. Commercial organisations
- c. Any organisation (whether commercial or not for profit) whose primary activity or office is outside the Shire of Brookton Municipal boundary.
- d. Retrospective costs
- e. Deficit funding for organisations that are experiencing a shortfall in revenue
- f. Core organisation operating costs i.e. permanent staff funding, utilities, lighting costs, lease fees, rates, levy's, etc. except where the incorporated not for profit organisation is seeking assistance under the "Not For Profit Community Organisation Utilities Financial Assistance Donation" section of this Policy and the guidelines for this donation category are satisfied.
- g. Applications from organisations that have confirmed Community Partnership 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

B. Application and Approvals Process

1. All funding requests are to be made in writing through the completion of an application form
2. Applications for Community Partnership Grants will be called for in November of each calendar year. Applicants will be advised of the outcome of their application following a decision by Council and the grants will be available for the financial year commencing on 1 July.
3. Applications for Matched Funding Grants and Community Donations 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.
4. Applicants for Matched Funding Grants and Community Donations will generally be given written advice of the outcome of their application within 15 working days of submission of all required documentation.
5. 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
6. Organisations will not receive funding unless acquittals for previous support have been completed and received by the Shire
7. Organisations can submit multiple applications per financial year for Matched Funding Grants, but the maximum support they can receive is \$3,000 per financial year
8. Individuals can submit multiple applications per financial year for Community Donations, provided subsequent applications are for a different program (sport, arts, music, social or cultural). The maximum support individuals residing in the Shire of Brookton municipality can receive is \$500 per financial year. The maximum support an individual boarding at school can receive is \$500 per financial year.

9. Grants and Donations will only be issued subject to funding being available.
10. The Chief Executive Officer is to submit quarterly reports to the Audit and Risk Committee detailing all Matched Funding Grants and Community Donations that have been made since the previous quarter.
11. Under no circumstances must the Shire of Brookton Municipal Budget allocation be exceeded.

C. Recognition of Shire of Brookton support

The Shire of Brookton must be recognised for the support provided for all Annual Grants, Matched Funding Grants and Community Donations. Recognition requirements for all funding programs must be detailed to the Shire as part of the application process.

D. 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 will include:

1. Measuring qualitative aspects, such as the success of the activity
2. Financial information, such as receipts accounting for the expenditure of monies
3. Examples of promotional materials applicable to the project
4. Evidence of agreed recognition requirements
5. Photos from the event or program (where applicable).

Funds which are unspent at the completion of the project 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.