

Community Funding

Introduction

The Shire recognises the valuable and positive contribution made by community organisations and individuals providing activities, services and facilities to enhance the vibrancy and quality of life for residents of and visitors to the Shire of Toodyay.

Objective

To establish an equitable and transparent process to determine the provision of funds to community-based organisations and individuals to support the promotion and development of social, economic, recreational, arts and cultural benefits for residents and visitors of the Shire of Toodyay (Shire).

Scope

This policy applies to all requests for funding and/or in-kind support from the Shire of Toodyay. It does not apply to Shire events or civic functions.

Definitions

Term	Definition
Acquittal	a report outlining how the funding provided was spent, details of activities undertaken and the outcomes of the funded activity. The complexity of the report is proportionate to the funding level.
Applicant	an individual or organisation requesting support from the Shire.
In-kind support	the provision of Shire facilities, equipment or services free of charge or via waiver of applicable fees.
Recipient	an individual or organisation that receives a contribution in cash and/or in-kind from the Shire of Toodyay.
Support	cash or in-kind services provided to the recipient.

Policy Statement

1. Principles

- (a) Applications for support should demonstrate alignment to the strategic objectives outlined in the Shire of Toodyay Strategic Community Plan.
- (b) Acquittal requirements should provide transparency and accountability for the use of ratepayer funds but should be commensurate with the scale of support provided.
- (c) Access to support should be equitable.

- (d) In-kind support incurs a cost to the Shire and its value should be acknowledged and understood.
- (e) Where relevant, applications should demonstrate principles of access, inclusion, equity and diversity

2. Provisions

- 2.1 Council will allocate an amount in the Shire of Toodyay Annual Budget and Long-Term Financial Plan for Community Funding.
- 2.2 The Community Funding budget will be used for:
 - allocation of direct financial support;
 - funding of fees waiver; and/or
 - reimbursement of Shire’s services and/or equipment use.
- 2.3 Council reserves the right to partially fund projects.
- 2.4 Council may choose not to allocate all of the budgeted funds in any year. Should funds remain unallocated at the end of the financial year, Council may resolve to either:
 - carry over the unallocated amount to the following year; or
 - allocate the funds for another agreed purpose.
- 2.5 Applicants should demonstrate that other sources of funding support have been explored such as the Department of Local Government, Sport & Cultural Industries, Lotterywest, etc.

3. Community Funding Programs

3.1 Ad-Hoc Community Funding

Purpose	Small, one-off requests for funding, in-kind, fee waiver or donation
Available	Year round
Application	Letter of request addressed to the CEO
Amount	<\$1,000. Maximum value of the pool to be determined by Council during the annual budget process
Approval	CEO under delegation
Agreement	Confirmation letter signed by CEO
Acquittal	Email confirmation of completed activity
Examples of funded activities	<ul style="list-style-type: none"> • Contribution for Toodyay young athlete to attend a skills development training course • Achievement award – Toodyay DHS

3.2 Community Funding – Small Grants

Purpose	One-off requests for funding, in-kind, fee waiver or donation
Available	Once per year in March for activities occurring after July of that year

Application	Application form outlining amount, project outline, strategic alignment
Amount	\$1,000 - \$3,000
Approval	Council resolution
Agreement	Confirmation letter to be signed and returned by recipient
Acquittal	One page acquittal form including income & expenses, outcomes
Examples of funded activities	<ul style="list-style-type: none"> • Contribution to Toodyay CRC to provide school holiday workshops • Toodyay Historical Society building upgrade

3.3 Community Funding – Large Grants

Purpose	One-off requests for funding, in-kind, fee waiver or donation
Available	Once per year in March for activities occurring after July of that year
Application	Application form outlining amount, project outline, budget including any other support, objectives, strategic alignment, community outcomes, promotional opportunities
Amount	\$3,001 - \$10,000
Approval	Council resolution as part of annual budget process
Agreement	Confirmation letter to be signed and returned by recipient
Acquittal	Acquittal form including outline of funded activities, income & expenses (receipts required), outcomes against objectives, promotion undertaken
Examples of funded activities	<ul style="list-style-type: none"> • Contribution to upgrade of bowling greens • Contribution to the Christmas Street Party

3.4 Events, Tourism & Economic Development Funding

Purpose	Cash and in-kind support for large scale activities or events that generate tourism and/or economic development
Available	Once per year in March for activities occurring after July of that year
Application	Application form outlining amount, project outline, budget including any other support, objectives, strategic alignment, community outcomes, risk management planning, promotional opportunities
Amount	Maximum \$15,000
Approval	Council resolution as part of annual budget process
Agreement	Funding agreement signed by both parties (max. 3 years) including funding objectives, milestones for payment and reporting
Acquittal	Annual report to be submitted in March each year of agreement that includes outline of funded activities, income & expenses (receipts required), outcomes against objectives, promotion undertaken, challenges and learnings, proposed activities for the following year
Examples of funded activities	<ul style="list-style-type: none"> • Cash and in-kind contribution to the Toodyay Agricultural Society • Cash and in-kind contribution to the Avon Descent

4. Criteria for Decision-Making

- 4.1 The following criteria will be considered when assessing applications for support. The extent to which the proposed activity:
- Encourages community participation, connectedness and well-being
 - Assists in building community capacity
 - Attracts visitors and generates economic development
 - Increases understanding, protection and appreciation of the natural and built environment
 - Contributes to the vibrancy and quality of life of Toodyay
 - The benefits to the community and Shire as a result of the proposed activity
- 4.2 To be **eligible** to apply, applicants must:
- Be a not for profit group/organisation located in the Shire of Toodyay. Applications from individuals will be considered if the activity can demonstrate the benefit to the wider Toodyay community.
 - Deliver the project within the Financial Year that the funding is awarded for.
 - Submit the appropriate Community Funding Application Form.
 - Community groups/organisations applying for Large or Events, Tourism & Economic Development grants must have an ABN and be Incorporated.
- 4.3 The following **will not be considered** for support:
- Activities that do not relate to the Shire of Toodyay's Strategic Community Plan.
 - On-going operational and administrative costs.
 - Profit making activities.
 - Retrospective activities.
 - Programs, projects and services considered the responsibility of other government departments, individuals and private for-profit groups.

Reference Information

Nil

Legislation

Nil.

Associated documents

Community Funding Guidelines

Application Form – Community Funding

Acquittal Form – Community Funding

Version control information

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