



COMMUNITY FUNDING PROGRAM GUIDELINES

1. Recurring Annual Community Funding Commitments

This category is for recurring, annually funded activities which are listed in the Shire's Annual Budget. The grant may consist of cash, in-kind contributions and/or waivers to organisations.

Approved by	Council, through the endorsement of the Annual Budget.
Frequency	Reviewed in conjunction with the Annual Budget.
Funding Amount	As endorsed in the Annual Budget.
Eligibility	Relevant activities or organisations are identified by the Administration, and recommendations are made to Council for consideration.
Description	The Shire has many ongoing community funding initiatives which continue to receive support. To reduce red tape and the administrative burden on community groups, these annual funding commitments are included as individual budget lines in the Annual Budget.
Logistics	Organisations which have itemised individual budget lines in the Shire of Merredin's endorsed budget, are only required to correspond with the Shire via written request and do not have to submit an application.
Eligibility	<p>Relevant activities or organisations are identified by the Administration, and recommendations are made to Council for consideration.</p> <p>The organisation will still be required to meet the required terms and conditions of Shire of Merredin grant funding, including the agreed acknowledgement of support.</p>
Approved by	Council, through the endorsement of the Annual Budget.
Acquittal Requirements	<p>Recipients are required to provide a financial and performance-based acquittal report utilising the provided form.</p> <p>Recipients must demonstrate how the Shire of Merredin support or contribution has been appropriately acknowledged.</p>

2. Annual Grant

The Annual Grant is open once per year and is the Shire's largest funding opportunity for community groups to apply to. The grant may consist of cash, in-kind contributions and/or waivers to organisations.

Approved by	Council
Frequency	Once per financial year. Applications will be considered by Council prior to the financial year (in April-May), so the approved grants can be budgeted for in the following financial years budget. Applicants will be notified in August.
Funding Amount	Up to \$10,000 total value per annum, per organisation. The grant may consist of cash, in-kind contributions and/or waivers.
Eligibility	<ul style="list-style-type: none"> • Incorporated association. • Unincorporated association require an auspice by incorporated organisation (the auspice organisation can apply for their own grant). • Organisations are not required to be located within the Shire, but must prove the application benefits the Shire of Merredin community. • All activities included the grant, must be for the relevant financial year.
Who can apply	<ul style="list-style-type: none"> • Not for profit, community groups and organisations. • Sporting groups and associations.
Acquittal Requirements	<ul style="list-style-type: none"> • Acquittal forms will be provided to recipients. • Recipients are required to provide a financial and performance-based acquittal report. • Demonstrating how the Shire of Merredin is appropriately acknowledged is a requirement.
Criteria	<ul style="list-style-type: none"> • Must align with the Shire of Merredin Strategic Community Plan. • Must demonstrate the ability to deliver the activity. • Must demonstrate the community need being met. • Provide any evidence of co-funding, or funding from other sources (applications with this will be looked on more favorably). • Demonstrate commitment to accessibility and inclusion.

3. Quick Grant

The Quick Grant is a quick turnaround grant which provides cash, in-kind contributions and/or waivers to organisations.

Organisations can receive multiple Quick Grants, but to a cumulative maximum total of \$2,500 of total value per financial year.

The intention of this funding category is to provide fast response and turn around to projects or opportunities that have merit, and for projects which are unlikely to have the lead time to be planned in advance, so may not suit the Annual Grant category.

They also allow for in-kind contributions/ waivers to be considered in an equitable manner and up to a capped value for community groups, rather than on an ad-hoc basis.

Approved by	Chief Executive Officer
Frequency	<p>Applications will be considered all year round.</p> <p>Grants will be assessed within 20 working days.</p> <p>Organisations can receive multiple Quick Grants, but to a cumulative maximum total of \$2,500 per financial year.</p>
Funding amount	Up to \$2,500 per annum per community group, in cash, in-kind, and/or fee waiver.
Eligibility	<ul style="list-style-type: none"> • Incorporated association. • Unincorporated association require an auspice by incorporated organisation (the auspice organisation can apply for their own grant). • Organisations are not required to be located within the Shire, but must prove the application benefits the Shire of Merredin Community. • All activities included the grant, must be for the relevant financial year.
Who can apply	<ul style="list-style-type: none"> • Not for profit, community groups and organisations. • Sporting groups and associations.
Acquittal Requirements	<ul style="list-style-type: none"> • Acquittal forms will be provided to recipients. • Recipients are required to provide a financial and performance-based acquittal report.
Criteria	<ul style="list-style-type: none"> • Must align with the Shire of Merredin Strategic Community Plan. • Must demonstrate the ability to deliver the activity. • Must demonstrate the community benefit.

4. Ineligible

The following are ineligible in the Community Funding Program:

- Government departments (excluding Schools within the Shire)
- Organisations with outstanding Shire acquittals
- Events which generate financial profits for commercial companies or individuals
- Activities which duplicate an existing service
- On-going operational expenses (example: administration costs, wages, insurance, utilities, communications or rent)
- Retrospective activities, or activities which will start before the applicant is notified of the outcome
- Activities which are the core responsibility of another funding body or government department
- Purchase of alcohol
- Sporting related consumables that are requested by individuals (applications for equipment and uniforms for club/team use, are eligible)
- Funding for a political purpose
- Activities which conflict with a Shire event
- Cash prizes or gifts
- Activities which promote racism, violence or discrimination
- Activities which put the reputation of the Shire of Merredin in disrepute

5. Terms and Conditions

Successful applicants will need to meet the following conditions:

- No outstanding debts with the Shire (greater than 60 days)
- Preference will be given to applicants who meet an identified need, target group or activity identified in the Strategic Community Plan
- Applications that demonstrate own or other financial contribution sources will be viewed favorably
- All applications will be formally assessed and prioritised in accordance with this guideline and the Shire budget
- All decisions are final and no appeals will be considered
- Applications must be acquitted by 30 June in the relevant financial year, unless stated in the grant agreement
- All unacquitted and unexpended funds are to be returned within 30 days, or as agreed to by the Shire of Merredin
- Funds are to be spent in accordance with the approved activities submitted in the application
- The Shire of Merredin must be acknowledged for the contribution during the course of the funding activity/ program/ event, as agreed in advance

6. Application Requirements

Required to be submitted with the application:

- Proof of incorporation
- ABN details
- Public Liability Certificate
- Previous years financial statement and balance sheet
- Applicants must obtain all required permits, certificates, and approvals

7. Healthy Communities

Applicants will be highly valued for their commitment and effort towards public health and creating healthy communities. The Shire encourages smoke-free and alcohol-free events and activities.