MAJU PULU KITA | ADVANCE OUR ISLANDS

COMMUNITY FUNDING PROGRAM

GRANT GUIDELINES

SCOPE

The Shire of Cocos (Keeling) Island is committed to supporting incorporated not-for-profit organisations/associations located within the Shire of Cocos (Keeling) Islands by providing grants up to $2000 to assist with the delivery of projects that address identified community needs, that aim to benefit the Cocos community and align with the Shire's strategic plan goals.

ELIGIBILTY

Applicants must satisfy the below eligibility criteria. Applications will only be considered if:

- ✓ The applicant is a community-based incorporated not-for-profit organisation/association located within the Shire of Cocos (Keeling) Islands;
- ✓ Unincorporated groups should find a suitable organisation to auspice them by prior arrangement with the Shire;
- ✓ The project takes place within the Shire of Cocos (Keeling) Islands;
- ✓ The applicant has no outstanding debts with the Shire of Cocos (Keeling) Islands;
- ✓ The applicant has completed and properly acquitted any project for which funding was previously received;
- ✓ The applicant undertakes the project for the benefit of the wider community;
- ✓ The applicant submits their application on the prescribed form, with a full budget showing proposed expenditure with two quotes where possible;
- ✓ Applications must be lodged within the timeframe specified – late applications will not be accepted;
- ✓ Applicants must demonstrate the other avenues of funding they have tried – e.g. their own fundraising, and/or other grants.
- ✓ The applicant organisation contributes 25% co-funding either through cash or in-kind or a combination of both. (Note: volunteer work in organisation and/or labour will be calculated as a contribution of $25.00 per hour).

- ✓ The applicant organisation has completed one clean up event in a financial year as part of their Adopt-a-Spot program.

Grants will **NOT** be considered if:

- × The applicant organisation is another tier of government or if the grant would directly benefit another tier of government;
- × The applicant organisation is funded by other tiers of government, or if the grant would directly benefit an organisation funded by another tier of government;
- × The applicant organisation has an outstanding grant that has not been acquitted properly.
- × The application is for a program or event that has already been delivered (e.g. retrospective funding)
- × The applicant organisation is not registered under the Shire's Adopt-a-Spot program.

AUSPICE ARRANGEMENTS

Non-incorporated organisations must have an appropriate auspice organisation that can support their project, receive, and manage the grant on their behalf.

An auspice organisation will be legally and financially responsible for the management of all aspects of the funded project, including:

- ✓ Receiving, banking and administration of grant funds;
- ✓ Monitoring of the project
- ✓ Public Liability Insurance
- ✓ Collection of evaluation information; and
- ✓ Project completion and acquittal.

It is the responsibility of the applicant and the auspice organisation to independently negotiate and agree upon the terms and conditions of the auspicing agreement between them. The Shire of Cocos (Keeling) Islands will in no way be involved.

PURPOSE OF FUNDS

Funds are allocated only for the purposes of the project as described in the application, and must not be used for any other purpose, or transferred or assigned to any other party, without prior written approval by the Shire.

APPLICATION ASSESSMENT

Applications will be assessed for compliance by Shire officers. Non-compliant applications will be marked as such.

All applications (compliant and non-compliant) will be provided to a CFP Committee consisting of three Councillors. The Community Development Coordinator will provide administrative support to this Committee.

The Committee will make recommendations to the CEO who will make CFP payments under delegated authority.

Each application will be individually reviewed, assessed and ranked on merit against the guidelines, eligibility and assessment criteria. The Shire reserves the right to decline any application that does not meet the Shire of Cocos (Keeling) Islands Community Funding Program criteria.

All decisions made through this assessment process are final and not subject to an appeals process. Successful recipients may not be granted the full amount requested.

Applicants will be notified of the outcome by letter within 30 working days after the close off date of funding round. If successful, the applicant will receive a letter of success, outlining the awarded amount and any conditions that are associated with the grant. This will include reporting and acquittal requirements.

DISPUTE RESOLUTION

Where the Committee is unable to arrive at a decision or the CEO feels the Committee's recommendation is outside the scope of this policy, the matter will be presented to Council.

FUNDING AGREEMENT

All successful applicants will be provided with a funding agreement which will outline milestones for payments, how the Shire should be acknowledged and acquittal requirements.

BUDGET

When preparing the budget breakdown, applicants must list all expenditure items exclusive of GST. Where applicable, identify which items of expenditure will be funded by which funding sources.

QUOTES

The Shire encourages, where possible, the use of local businesses for any quotes that may be sourced in relation to the supply of goods and services.

ACKNOWLEDGING THE SHIRE OF COCOS (KEELING) ISLANDS

Funding recipients are expected to acknowledge the support they receive from the Shire of Cocos (Keeling) Islands. This includes, but not limited to:

- ✓ Display of the Shire's logo on promotional material;
- ✓ Acknowledgement in all advertising and publicity;
- ✓ Display of Shire signage at events; and
- ✓ Invitation to Councillors to functions.

Details of these requirements will be outlined in the letter of success.

ACQUITTAL

Within 3 months of the agreed project completion date, all Shire Community Funding Program recipients must acquit their grant. Please keep appropriate receipts and records accordingly. Acquittal will involve providing the following evidence:

- ✓ All paid invoices and receipts;
- ✓ An outline of the original aims/objectives of the project and an explanation of how the funding assisted in meeting these objectives;
- ✓ Photos and promotional material.

Failure to satisfactorily complete the acquittal requirements may disqualify recipients from receiving further grants or financial assistance.

ASSISTANCE

For further information or assistance to complete the application form, please contact the Community Development Coordinator on:

Phone: (08) 9162 6649

Email: aindil.minkom@cocos.wa.gov.au