



## Community Funding Program

Responsible Officer

Community Development Coordinator

### Objective

This policy seeks to ensure a fair, equitable and transparent process for Council funding of community projects, programs and initiatives.

### Scope

The Shire of Cocos (Keeling) Islands 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 aligns with the Shire's strategic plan goals. In exceptional circumstances, applications outside the scope of this policy may be considered by the Committee and recommended to Council if there is evidence of direct and significant benefit to the Cocos Community.

### Policy

Eligibility:

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

- The Applicant organisation 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 organisation has no outstanding debts with the Shire of Cocos (Keeling) Islands;
- The Applicant organisation has completed and properly acquitted any project for which funding was previously received;
- The Applicant organisation undertakes the project for the benefit of the wider community;

- The Applicant organisation submits their applications 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;
- The Applicant organisation must demonstrate the other avenues of funding tried – e.g. their own fundraising, other grants; the Shire’s adopt-a-spot program.
- 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

#### Ineligibility:

Applications 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.

#### Assessment:

Rounds will be offered twice per annum (September and March) and will be advertised in the Atoll, on the Shire’s formal social media channels and website to ensure information is widely distributed in the community.

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.

#### 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 agreements:

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.

### Definitions

Community-based incorporated not-for-profit organisation/association means a community-serving nonprofit organizations focus on providing services to the community.

Auspice means an incorporated organisation who manages grant funding on behalf of another organisation or group.

### Relevant Legislation/Local Law

*Local Government Act (WA) (CKI) 1995*

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|-----------------------------|-------------|----------|---------------------|--------|
| <b>Relevant Delegations</b> |             |          |                     |        |
| <b>Council Adoption</b>     | <b>Date</b> | 28/08/19 | <b>Resolution #</b> | 10.4.2 |
| <b>Reviewed/Modified</b>    | <b>Date</b> |          | <b>Resolution #</b> |        |
| <b>Reviewed/Modified</b>    | <b>Date</b> |          | <b>Resolution #</b> |        |