

Community Development Fund



Guidelines & Application Form

OBJECTIVES:

To provide financial assistance for organisations and/or projects, which benefit the community.

To assist community based (not for profit) organisations to develop and maintain facilities.

To provide community based (not for profit) organisations with relief from Council imposed fees and charges.

INTERPRETATION:

'Community Organisation' means any organisation which has as its members, members of the Shire of Ravensthorpe community and which operates on a "not for profit" basis.

'Not for Profit' means that the proceeds of the organisation are used for the benefit of the organisation and are not available for disbursement to the members of the organisation.

'Minor Community Grant' means any financial assistance up to \$5,000. Usually provided for minor building construction, maintenance or repair, minor projects, equipment purchase, operating expenses, relief from Council fees and charges etc. A minimum grant of \$250 applies.

'GST' means the Federal Government's Goods and Services Tax. Provision of grant funds will be exclusive of GST unless the recipient organisation is registered for GST, in which case the grant amount will be grossed up by 10%.

'CEO' means the Chief Executive Officer of the Shire of Ravensthorpe.

Funding Round

The Community Development Fund (CDF) will be allocated from within Council's budget of general revenue each year with applications being called during March and closing during April each year. Following the adoption of the Shire's annual budget approved funds will generally be available in September each year. An amount equivalent to approximately 1% of rate revenue will be allocated to the CDF program each year.

Generally Council is more likely to consider supporting applications for minor grants and typically grants up to \$2,500 have been most successful in the past years.

Advertising

Each year, during the period of March and April the Shire will advertise its intention to consider applications under the Community Development Fund.

Applications

All applications must be submitted on the Community Development Fund Application Form and submitted before the nominated closing date. Applicants must address the selection criteria provided within the application guidelines. Late applications will not be accepted for consideration unless they are of an urgent or emergency nature. Unsuccessful applicants will be advised and will need to reapply in the next years funding round if still required.

Minor Community Development Funds (Up to \$5,000)

Minor Community Development Funds may be used for the following purposes, including minor building construction, maintenance or repair, equipment purchase or hire, events or functions, operating expenses, relief from Council fees and charges etc. The funds cannot be used to cover staff wages or employment costs. A minimum amount of \$250 applies to all applications. Applicants should ensure the following criteria are addressed in their application:

- Type of organisation (eg sport and recreation, community based, general interest, health and welfare, artistic, religious etc);
- Organisation membership;
- Nature of service/facility provided;
- Demonstrated need or community benefit;
- Applicant's financial position;
- Purpose of the grant; and
- Provision of a detailed project budget including GST breakdown.
- Provision of a quote for all items greater than \$1000 in value; and
- Details of applications to other possible funding sources. (eg Department of Sport and Recreation, Healthways, LotteryWest, Ravensthorpe Hopetoun Future Fund etc.)

Administration of Financial Assistance and Acquittal:

All approved grant funds must be claimed and acquitted by 30 April in the financial year they are granted.

Acquittal of grant funds shall be to the satisfaction of the Chief Executive Officer and generally requires the production of documentation or receipts sufficient to substantiate that the project funds have been spent in accordance with the grant application. Should the project not be completed by the 30 April the organisation can apply for an extension for the funds to be carried over to the next financial year. If no request is made the funds will not be carried forward.