

Community Funding Guidelines

Introduction

The aim of the community funding program is to grant financial assistance to organisations that provide services or activities that align with the Shire's Strategic Community Plan and deliver sustainable social, environmental and/or economic benefit to the Shire of Toodyay community.

Funding Levels

There are four levels of funding as indicated below:

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
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

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 and 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

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 and expenses, 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

Events, Tourism and 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 and expenses, 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

Eligibility for Community Funding

Eligible Organisations

- Community Funding is available to not for profit groups and organisations located in the Shire of Toodyay. Applications from individuals will be considered if the activity can demonstrate the benefit to the wider Toodyay community.
- The project must be delivered within the Financial Year that the funding is awarded for.
- All applications must be submitted on 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.

Eligible Activities

Projects will be considered eligible if they can demonstrate benefit to Shire residents through economic, recreational, social or cultural means:

- Community enhancement.
- Sport and recreation development.
- Environmental wellbeing.
- Events, tourism and economic development.

Ineligible Activities

- 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.

How to Apply

Application Process

Applicants wishing to apply need to follow the steps below:

- Read through the funding guidelines and determine if your community group is eligible for funding.
- Determine which category of funding your project fits into.
- Contact the Community Development Officer to discuss your project.
- Ensure all sections of your application form are complete with all the relevant supporting documents attached.
- Applications are signed by the duly authorised officer from the applicant's organisation.
- The application form is submitted before the closing date.

The Community Funding program will be advertised for a minimum four-week period.

Assessment

Applications will be considered at the next available Ordinary Council Meeting.

Each Community Funding application will be assessed against how well the activity helps to achieve social, environmental, and/or economic benefits for the Shire of Toodyay. The following criteria will be considered when assessing applications for support:

- 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 in Toodyay.
- The benefits to the community and Shire as a result of the proposed activity.

Recipients are encouraged to attend the relevant Council meeting where their application is being considered.

All applicants will be advised, in writing, of the success or otherwise of their application within 30 days of Council's decision regarding applications.

Successful Applications

If your application for a grant or sponsorship is successful, you will be required to:

- Supply a tax invoice with an ABN and GST (if applicable).
- Expend the funding within the allocated time and relevant budget.
- Submit an evaluation report and/or acquittal as required.

Large Grants and Events, Tourism and Economic Development Funding

Applications in the Large Grants category and the Events, Tourism and Economic Development category require additional information in the application and acquittal areas.

Application

Applicants will be asked to address additional criteria of:

Economic Impact

Examples include:

- Anticipated numbers of visitors (intrastate, interstate, and international).
- Anticipated length of stay and daily expenditure.
- Percentage of budget spent with local businesses.

Social Benefit

The social benefit of an event is assessed on the potential involvement of the local and larger communities or in surrounding support activities. The more community involvement an event can create, the more favourable the consideration.

Environmental Impact

The environmental impact of a project is assessed on the positive or negative effect on the environment. Should a project negatively impact in a way that will require considerable restoration of the environment or grounds on which it operates, a less favourable assessment will be recorded against this criterion.

Promotional Benefit

May include a combination of the following:

- Media engagement and profile – Local, State or National - print, television, radio, internet, social media etc.
- Prestige – level of competition, the status of any competitors / performers / artists / participants/ sponsors, etc.
- Shire Representation – the ability for Councillors and representatives from the Shire to be involved in an official capacity.
- Signage/Branding Presence – promotion of the Shire's logo at the event, on official merchandise and within other promotional opportunities.

Event Sponsorship Agreement

Approved applications will require a formal acceptance agreement between the Shire and the Applicant. The Agreement will document the agreed level of financial and in-kind support for the event, and the level of recognition required of the sponsorship.

The agreement will require signatures from the applicant prior to any financial support being released or in-kind works being completed. Failure to meet the requirements of the Agreement may result in the Applicant reimbursing funding provided, and may impact any future sponsorship applications.

Once agreement has been signed by all parties, the applicant is required to provide an invoice for payment of the sponsorship funding. The Shire of Toodyay reserves the right to link sponsorship instalments to the completion of event milestones including the provision of a post-event evaluation and acquittal report.

All successful applicants must complete an Event Application and provide all supporting documents as requested by the Community Development team. This is to ensure that the event is safe, compliant and positively reflects the Shire of Toodyay.

Post Event Evaluation and Acquittal reporting

The applicant shall provide the Shire of Toodyay with a post event evaluation report (within 30 days event completion) outlining the following:

1. General performance and activities of the event;
2. Economic impact;
3. Benefit to the local community;
4. Benefit to local businesses;
5. Media coverage of the event; and
6. Detailed Income and Expenditure Statement

Contact

For further information regarding the Community Funding Program please contact:

Community Development Officer

Shire of Toodyay

(08) 9574 9392

records@toodyay.wa.gov.au

Reference Information

Related Documents *Community Funding Policy*

Related Legislation

Associated Forms and Attachments *Application Form – Community Funding*
Acquittal Form – Community Funding

Version Control Information	Version No.	Issue Date	Nature of amendment	Developed By	Approved By
	V0	16/12/2021	Original	EDC	MCCS

Document Control Information

Document Theme	Community
Document Category	Guidelines
Document Title	Community Funding Guidelines
Document ID	
Document Owner (position title)	Community Development Officer
Author (position title)	Economic Development Coordinator
Date of approval	23/02/2022
Approving authority	Council
Access restrictions	
Date Published	02/03/2022
Date of last review	
Date of next review	
Archived antecedent documents and previous versions	