

Shire of Irwin
Community Assistance Scheme and Events (CASE)

innovation
accountability
integrity
respect

SHIRE OF IRWIN

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2 Community Assistance Scheme

Applications for the financial year:	
Applications closing date:	
Value:	**Up to $5,000**
Submit applications to: *(by email, post or in person)*	**Community Development Officer** **Email:** reception@irwin.wa.gov.au **Post:** PMB 21, Dongara WA 6525 **In person:** 11-13 Waldeck Street, Dongara WA 6525
Further information requests to:	**Farah Boksmati** Community Development Officer Ph: 9927 0000 Email: fboksmati@irwin.wa.gov.au

3 What is the Community Assistance Scheme?

Council allocates approximately 1% of the value of rates revenue per financial year to the Financial Assistance Policy. The allocated funding is then distributed between four funding categories in the following way:

- ***80%** is allocated to the **Community Assistance Scheme** and*
- ***20%** is allocated to the **Assistance for Resident Elite Athletes, Waiver of Fees** and **Sundry Donations** combined.*

The Community Assistance Scheme and Events (CASE) Funding provides financial assistance up to $5,000 to support community events or projects within the Shire of Irwin. CASE grants are generally open in two rounds each year with the schedule being advertised on the Shire of Irwin website. CASE application forms outlining details of the project or events accompanied with a detailed budget and supporting documentation should be submitted to the Shire of Irwin Community Development Officer. Applicants will be acknowledged within 10 business days of submitting the application. Community Assistance Scheme applications will be considered for projects or events that:

- Are open for attendance by the local community.
- Encourage participation by a community organisation.
- Encourage volunteer participation.
- Enhance community spirit and quality of life within the Shire of Irwin; and
- Promote the development of social, economic, recreational, sporting, art or cultural projects
- Enable accessibility and social inclusion for people with vulnerabilities or disability

3.1 Restrictions on Funding

Community Assistance Scheme funding is available to a maximum value of $5,000 per application.

Each organisation is eligible to submit one application per financial year, provided the total cumulative value of successful applications does not exceed $5,000.

***For example**, in one financial year the same organisation might successfully apply for:*

1 x $5,000 Community Assistance Scheme funding or
2 x $2,500 Community Assistance Scheme funding

Applicants who have been successful in the first round of the Community Assistance Scheme may be given less priority in the following round dependent on demand and available funds.
The total amount of Community Assistance Scheme funding provided to an organisation is deducted from the maximum $5,000 financial assistance available to each eligible organisation.

A maximum of $5,000 may be sought through the Community Assistance Scheme (CASE) or a combination of Waiver of Fees, Sundry Donation and Community Assistance Scheme funding.

***For example**, in one financial year the same organisation might successfully apply for:*

> *$500 Sundry Donation, $900 Waiver of Fees and $3600 CAS equalling $5,000 or*
> *$1000 Sundry Donation and $4000 CAS equalling $5000.*

The community organisation is encouraged to have made application to source additional funding for the project or event.

3.2 Eligibility – Who Can Apply?

To be eligible for funding the applicant must be a not-for-profit, incorporated, community organisation or has been sponsored by an incorporated organisation.

3.3 Ineligible for Funding

Funding will not be provided to or be considered for:

- Individual persons.
- Commercial organisations or businesses.
- Funding to undertake commercial activities or
- Funding to assist with organisational operating costs; or
- Projects on behalf of political organisations or political events.

3.4 How to Apply

Step 1 Speak with the Shire of Irwin Community Development Officer about your idea. This is to confirm your eligibility for funding, and to learn more about scheduled information sessions that can assist with grant writing.

Step 2 Complete the application form in full. Include a detailed budget for the entire program/project/event, a current audited financial statement or the latest treasurer's report covering the previous 12 months and the name and contact details of two referees. Two formal quotes with preference given to local and regional suppliers to be attached (if applicable) for goods and/or services purchased.

Step 3 Submit your completed application prior to the advertised closing date.

Please ensure your application is complete as the committee is unable to assess incomplete applications.

Please Note: Projects should not have commenced before the current round's opening date

4 Assessment Criteria

Applications are assessed against the selection criteria by the Shire of Irwin CAS Committee. Recommendations by the CAS Committee will be submitted to Council for consideration.

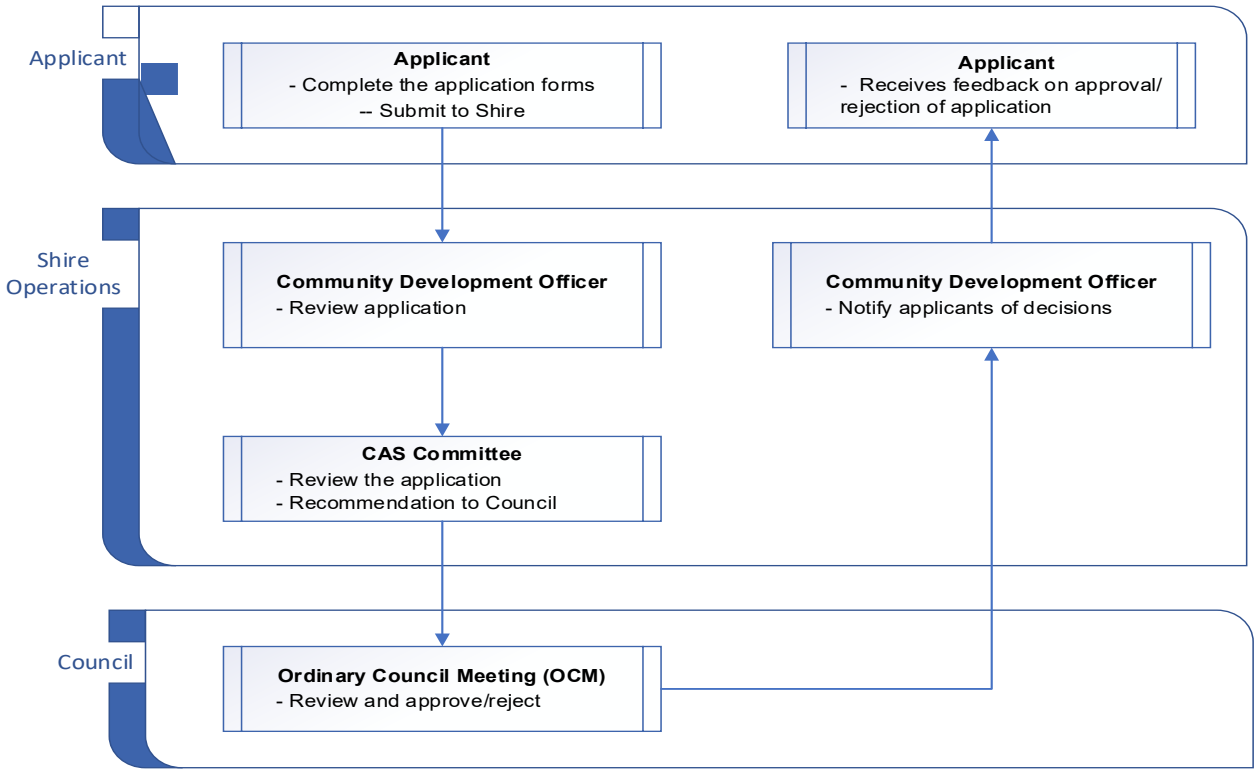
4.1 Selection Criteria

Each application will be assessed and weighted against the following criteria.

Selection Criteria	*Weighting %*
The capacity of the applicant to successfully complete the project	15
Ability to achieve tangible outcomes for the benefit of the Shire of Irwin community	20
A balanced, realistic and complete project budget including a cash or in-kind contribution to the project by their group/organisation	20
Levels of volunteer participation and wider community participation	25
Effort for cooperative and partnership arrangements with others	10
Consideration is made where possible, for services, projects, activities or events to be made accessible by all members of the community	5
Evidence of consultations with relevant others in and out of Shire of Irwin	5

4.2 Successful applicants

All applications will be reviewed by the Community Assistance Scheme Committee in accordance with the selection criteria. Recommendations from the committee will be considered by Council. Community Assistance Scheme funding will only be available until all allocated funding has been expended.



Note : The application process could take up to 6 weeks for the application outcome from the date of submission

Applicants who wish to host an event or festival are required to complete an **Events Application** in addition to any funding applications that are submitted. The Events Application has been designed to assist Council, sporting and community groups in the running of public events within the Shire of Irwin and to protect the health, safety and welfare of those who may be affected by the event. It also outlines the responsibility of the event organiser to ensure he or she is aware of and complies with all relevant legislation.

4.3 Evaluation and Acquittal

Groups or organisations receiving grants from the Community Assistance Scheme must submit an acquittal and evaluation of the outcomes of the grant on the prescribed forms provided by 30 days of either the conclusion of the project or activity, or the end of the financial year, whichever occurs first. Information to be provided will include:

4.4 Financial Report

- A statement of actual and budgeted expenditure in relation to the grant.
- Copies of supporting documentation such as receipts, invoices, accounts and financial statement.
- Signed annual audited report; and
- Receipts for the full amount of funding received.

4.5 Grant Evaluation

Recipients of the grant will be asked to assess their performance according to the following indicators:

- Demonstrated achievement of outcomes identified.
- The level of public awareness of their activity of project.
- Involvement of volunteers.
- Public presentation (attendance level).
- Opportunities for people with disabilities to participate in the community project, activity, program or service
- Acknowledgement of the contribution of the Shire of Irwin.

Tangible evidence to support your acquittal may be submitted such as photos, press clippings, copies of flyers, etc.

Failure to satisfactorily complete performance evaluation and acquittals may disqualify recipients from receiving further grants through the Community Assistance Scheme.

Funds will be made available on a recoup basis, once the Council is satisfied the outcomes have been met. Should the applicant require the funds prior to the completion of the event they may apply to the Manager Corporate and Community for consideration. The funds shall only be paid over to the organisation once Council has received an official Tax Invoice.

The Shire of Irwin is under no obligation to check bank details (if supplied) prior to the transferral of any funds to the organisation.

4.6 Unspent Funds

Funds which are unspent at the conclusion of the funding period must be returned to Council within 60 days of the completion of the project, activity or event, or the end of the financial year, whichever occurs first.

4.7 Unsuccessful Applicants

Failure to receive funding is not necessarily due to a poor application but may be the result of the demand for funds. For feedback on your grant application, please contact the Community Development Officer at the Shire of Irwin.

4.8 Acknowledging the Shire's support

Successful applicants are to acknowledge the Shire of Irwin in all advertising and on any material relating to the activity or event for which the funding has been provided.

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5 APPLICATION – SHIRE OF IRWIN COMMUNITY ASSISTANCE SCHEME

5.1 Applicant Details

Official Name of Organisation:	
Street Address:	
Postal Address:	
E-mail:	

Is the organisation GST registered? Yes ☐ No ☐

Is the organisation incorporated? Yes ☐ No ☐

Number of Paid Staff:	
Number of Volunteers:	
Contact Person:	
Position Title:	
Phone Number (s):	
E-mail:	

5.2 Incorporated Sponsor Details (If Applicable)

Organisation:	
Address:	
Contact Person:	
Phone:	

Is this the first time your organisation has applied for funding through the Shire of Irwin Community Assistance Scheme? Yes ☐ No ☐

If *No*, please provide details of previous application/funding:

Briefly outline the nature of your organisation and its primary purpose.

5.3 Project Details

Project Name:	
Project Start Date:	
Finish Date:	
Funds Requested from Council:	
Project Details:	

5.4 Project Details

What is the main purpose of your project?

Please describe how your event/activity meets the ***selection criteria***?
(Please include how the project will benefit the community)

How did your organisation identify this need?

Main location of activities for this event/activity?
(Please outline the activities involved in your Project)

Describe the target group for your project, and how they will benefit from the project.

Commencement and Completion Date of Event/Activity (Can only commence after funds approved)

Commencement date:		Completion date:	

In line with the Shire of Irwin's commitment to enable accessibility across its functions, describe how your project considered or created opportunities (if any) to engage all members of the community. Ie Was the venue selected due to its accessibility for mobility impaired patrons? Is there disabled parking?

List who will be involved (Including any partnering organisations)

Should available funding be less than the requested amount, how will this affect the delivery and outcomes of the Project?

List any additional grants that you have applied for/or will apply for in relation to this Project.

How will you measure the success of your project?

What is the expected longevity of your project?

List the plan incorporated for ongoing maintenance/clean-up for permanent fixtures, or the clean-up/removal at the project end date of non-permanent fixtures?

How will Council be recognised for its contribution to this project?

6 Appendix A Sample Budget

Sample Budget – Grant

PROJECT TITLE :		***Dongara Beach Access and Rehabilitation Project***				
EXPENSES				**INCOME**		
Item	**Cost / Description**	**Amount inc gst**	**GST**	**Type**	**Description**	**Amount**
Volunteer labour	50hrs@ $15p/h	$750.00	*$68.18*	**Applicant Contribution**	**Cash**	$1000.00
Materials	Treated Pine	$2,000.00	*$181.81*		**In kind/ Volunteer Workers**	$750.00
	Bolts 250@ 60c ea	$150.00	*$13.64*			
Plants	500 @ $1 ea	$500.00	*$45.45*			
Equipment Hire Charges	Bobcat 5hrs @ $150 p/h	$750.00	*$68.18*			
	Hand tools 10hrs @ $15p/h	$150.00	*$13.64*			
	Brush Cutter 5hrs @ $45 p/h	$225.00	*$20.45*	**Grants and Sponsorship**	Lotterywest	$1,000.00
	Mini Van 2 days	$250.00	*$22.73*		Local Service Clubs	$1,500.00
	Interpretive signs	$1,000.00	*$90.90*		**Community Assistance Scheme Fund**	$1,500.00
	Brochures	$250.00	*$22.73*	**Donated Materials**	Seedlings	$275.00
	Advertising	$100.00	*$0.91*		Mulch	$200.00
	Opening Launch	$200.00	*$1.81*		Refreshments	$100.00
				Other Income		
Total Expenses		**$6,325.00**	**$550.43**	**Total Income**		**$6,325.00**

SAMPLE

7 Appendix B Budget

Budget – Grant

PROJECT TITLE :						
EXPENSES				**INCOME**		
Item	**Cost / Description**	**Amount inc gst**	**GST**	**Type**	**Description**	**Amount**
				Applicant Contribution	**Cash**	
					In kind / Volunteer Workers	
				Grants and Sponsorship		
					Community Assistance Scheme Fund	
				Donated Materials		
				Other Income		
Total Expenses		**0**	**0**	**Total Income**		

8 Declaration

This declaration is made by the applicant (an eligible incorporated organisation) or an appropriated sponsoring body on behalf of the applicant:

- I declare that I am currently authorised to sign legal documents on behalf of the organisation;
- I declare that all the information provided is true and accurate;
- I give permission to the Shire of Irwin to contact any persons or organisations in the processing of this application and understand that information may be provided to other agencies as appropriate;
- I and the applying club/group understand that the Financial Assistance Policy is funded via an allocation of rates revenue each financial year and take this into consideration when expending any approved funding;
- If a grant is provided, I am aware that grant Terms and Conditions as outlined in the Guidelines will apply to ensure the project is appropriately completed and accountability requirements are met;
- If a grant is provided, I agree to ensure that appropriate insurances are in place (eg. Worker's compensation, volunteers, professional indemnity, public liability, motor vehicle);
- I agree to run the project as stated and provide a final acquittal report, including the Statement of Financial Income and Expenditure to demonstrate how the grant funds were utilised to the Shire of Irwin. I understand that the final report will need to demonstrate achievement of the project objectives; and
- I declare that the organisation is financially viable and can meet all accountability requirements.

Name:			
Organisation Name:			
Position:			
Signature:		Date:	

9 Checklist

Please attach the relevant documents

- ☐ A copy of your organisation's latest financial statement (if available please send audited copy)
- ☐ A copy of your Certificate of Incorporation
- ☐ A copy of your current Public Liability Insurance Certificate
- ☐ Copies of all relevant quotes as verification to costing's
- ☐ An endorsed letter from the sponsoring organisation