



Policy

Financial Assistance

Objective

To:

- (a) recognise and assist individuals, organisations that provide services and support to residents of the City of Armadale
- (b) respond to requests for financial assistance from individuals and organisations in line with the City's Strategic Community Plan
- (c) equitably support capacity building of the large number of community organisations operating in the City.

Scope

This Policy applies to all employees including temporary/agency employees involved in the assessing and payment of Community Grants, donations and Scholar Awards to community organisations and individuals on behalf of the City. For large scale events, please see Policy: Major Event Sponsorship. For purchasing of services outside this scope please see Policy: Procurement of Goods and Services.

Policy Definitions and Terms

Acquittal: a written report to City of Armadale providing feedback on the activity or purchase for which a Community Grant was successful, with evidence provided that the funds granted were spent as per the grant applied for.

Activity: a one-off or on-going project or program delivered by a community organisation to benefit participants who are members of the Armadale community to achieve identified objectives.

Applicant: a person applying for a donation for themselves, a dependent or a community organisation, or a contact person completing the Application form for a Community Grant on behalf of a community organisation.

Community Grant: a funding program provided to a community organisation by City of Armadale for the purpose of purchasing equipment or running a community event or project.

Community organisation: an organised group of people established to promote a community benefit, either operating as an incorporated not-for-profit organisation or auspiced by one.

Donation: donation of monies or vouchers from City of Armadale to an individual or community organisation.

Event: a one-off activity organised by a community organisation, available for the Armadale community for the purpose of social and community engagement.

Individual: a person requesting a donation for themselves or a dependent, or a person affiliated with or member of a community organisation.

Registration of Interest: informing the City of Armadale of a community organisation's intention to apply for a Community Grant and discussing the proposed activity or purchase with a Community Development Officer.

Policy

Donations

The City of Armadale may provide donations to community organisations and individuals based or residing in the City subject to the category of donation and the eligibility criteria described below.

General eligibility criteria

All applications must comply with the following general criteria:

- (a) Individuals must be a resident or ratepayer in the City of Armadale.
- (b) Community organisations must be based in or primarily service residents of the City of Armadale.
- (c) Community organisations must be incorporated not-for-profit organisations or a charity registered in Australia and have a bank account in the name of the organisation.
- (d) Donations made to schools and other government agencies will only be considered when the purpose of the donation is for a community-oriented activity and is outside the scope of the organisation's core business.
- (e) Activities seeking a donation must primarily benefit residents of the City of Armadale.
- (f) Activities must be considered to be a worthy contribution made on behalf of City of Armadale residents.
- (g) Applications must be in writing.

Each category of donation has additional, specific criteria, and specified delegated authority.

Sporting, Recreation and Development Donations

Sporting, Recreation and Development donations can be made to individuals who have been selected to represent the State or Nation in an interstate or overseas competition in a sport, recreational, educational or arts activity.

Sporting, recreation and development donations eligibility criteria

- (a) Individuals must supply supporting documentation from the relevant governing association of the activity such as:
 - A letter of invitation from the represented organisation or the relevant governing association of the activity
 - Nomination from an educational institution
 - Nomination from an endorsed service provider
 - Nomination from a relevant governing body or the State/Federal/Voluntary organisation supporting the activity

- Only one application will be approved for any individual in the City's financial year
- The City requests its contribution to be acknowledged where possible
- Copies of published stories about the sponsored individual should where possible be provided to the City within three months of completing the activity

Purposes that are not supported

- Activities which seek to make a financial profit for the individual
- Purchase of equipment
- Insurance costs
- Donations to other entities
- Payment of debts/deficits
- Everyday living costs
- Voluntary work or fundraising activities
- Request for retrospective donations for activities that have already taken place

Maximum funding amounts

Donation caps are based on the location of the competition or activity:

- Attendance intrastate up to \$150
- Attendance Interstate up to \$250
- Attendance Overseas up to \$350

Fundraising Donations

Donations can be made to community organisations, individuals or organisations toward fundraising and promotional initiatives.

Types of assistance may include vouchers to Armadale Fitness and Aquatic Centre or from external businesses to the City.

Fundraising Donations eligibility criteria

There must be evidence of capacity to deliver the project for which a donation is being sought.

Purposes that are not supported

Activities that have already commenced and require retrospective funding.

Maximum funding amounts

The maximum value of this support, including vouchers, is \$1,000.

Nutrition in Schools Program

Donations can be made to public schools for the purpose of delivering a school breakfast program. Funds will supplement donations to the school by food relief charities and other donations and can be used to purchase additional food items or necessary equipment.

Nutrition in Schools Program eligibility criteria

- (a) Applicants must be either a Department of Education public school located in the City of Armadale, or a Parents and Citizens (P&C) Association attached to a public school.
- (b) Applicants must be delivering a breakfast club program at the school.
- (c) Applications open at the commencement of Term 1 each school year and close on 30 April.

Maximum funding amounts

The maximum value of this support is \$300 per school per year.

General Donations

The City of Armadale may provide donations to community organisations and organisations to support activities that provide cultural, social, and wellbeing benefits to residents of City of Armadale.

General donations eligibility criteria

- (a) Demonstrated benefit to the City of Armadale community
- (b) Alignment with the City of Armadale Strategic Community Plan: *Aspiration 1. Community*

Purposes that are not supported

- (a) Activities that seek to make a financial profit for an individual or organisation or are considered fundraising requests
- (b) Activities considered the core business of other government agencies
- (c) Activities that have already commenced and require retrospective funding
- (d) Activities that only benefit an individual or a small number of individuals
- (e) Activities better supported by another category of a donation or a Community Grant

Maximum funding amounts

The maximum value of this support is \$1,000.

Community Grants Program

The Community Grants program allows community organisations to access funding for initiatives that benefit the local community. The provision of funding encourages local organisations to continue to provide valuable opportunities for the City's residents to engage in activities that align with the City of Armadale's Strategic Community Plan including the Social Priorities. Applications that address one or more of the identified Social Priorities and address the general strategic objectives of the City will be given priority.

Fifty Percent Contribution

Grant funding will only be provided for up to 50% of the total cost of the purchase or activity. Applicants must be able to contribute at least 50% of the cost. For equipment purchases this must be by cash, for community events or projects this can include in-kind contributions.

This requirement may be waived where the majority of funds requested is for the purpose of engaging a professional facilitator to deliver an event or project. A request for a 50% contribution waiver must be discussed with the relevant member of the Community Development team prior to submitting an application.

Applying for a Community Grant

Applications will be considered in two rounds per financial year, with dates advertised on the City of Armadale website. Applications may be received from eligible community organisations including those that support sport, welfare, education, arts, culture, children, young people or older people. Grant applications can be received for projects up to 12 months in advance of project commencement.

General eligibility criteria

- (a) Applicants must be an incorporated not-for-profit community organisations or a charity registered in Australia. Groups not meeting these criteria must be auspiced by an eligible organisation.
- (b) Applicant organisations must be based in or demonstrate an existing connection with residents of the City of Armadale.
- (c) Applicant organisations can demonstrate the ability to manage a project of the proposed type.
- (d) There is a demonstrated need for the purchase or activity.
- (e) Applicant organisations must hold public liability insurance to a value as agreed with the City (valid certificate of currency documentation required).
- (f) Applicants are only eligible to receive one Community Grant per financial year.
- (g) Community Grants will only be made if all previous City of Armadale funding has been satisfactorily acquitted. Applicants that have been successful in previous years are eligible to apply for the current round but will not be able to receive any monies until all previous monies have been satisfactorily acquitted.
- (h) Applicants must discuss their proposed purchase or project with a relevant member of the Community Services team prior to submitting their application.
- (i) Other avenues of funding are being pursued.
- (j) Applicants must register their interest and submit their application by the relevant due dates.
- (k) Individuals are not eligible to apply for a Community Grant.

Purposes that are not supported:

- (a) Activities which seek to make a financial profit for an individual or group or are considered fundraising requests
- (b) Activities considered the responsibility of other government agencies
- (c) Activities that have already commenced and are seeking retrospective funding, or are due to commence within two months of the application closing date
- (d) Activities better supported through another category of funding such as donations or sponsorship

- (e) Ongoing organisation costs such as administration, insurance and general staff wages deemed the responsibility of the applying organisation. These costs can be included as part of the applying organisation's contribution towards the project
- (f) Payment of debts/deficits
- (g) Activities that require ongoing funding from the City beyond the initial funded period
- (h) A duplication of an activity already available in the immediate area

Equipment Grants

Community Grants are available for community organisations to purchase equipment needed to run their activities.

Equipment Grant eligibility criteria

- (a) Applicant organisations must demonstrate capacity to provide 50% of the cash cost of the equipment.
- (b) Equipment applications must be supported by data relating to the community organisation's reach of City residents.

Purposes that are not supported

- (a) Equipment for exclusive use of an individual
- (b) Consumables

Maximum funding amounts

Maximum community grant allocation is \$1,000 per application.

Community events or a One-off Activity

Community Grants are available for community organisations to deliver a one-off activity, an event, or establish a series of events.

Community Events or one-off Activity eligibility criteria

- (a) Initiatives must be shown to primarily benefit residents of the City of Armadale and must be conducted in the City of Armadale with the exception of sporting events
- (b) Will not require ongoing or additional funding from City of Armadale to deliver the event/activity into the future unless there are costs associated with ongoing maintenance costs and these costs are accepted by the City.
- (c) City contributions such as rubbish collection, ranger services, venue hire, etc will be valued and included as part of the funding provided under this category of financial assistance. Applicants must inform themselves of requirements relating to holding an event in the City paying attention to venue hire, toilets, rubbish and food permits.

Purposes that are not supported

- (a) Personal items unless the applicant can demonstrate a benefit to the general community.
- (b) Payment of debts/deficits.

Maximum funding amounts

Maximum community grant allocation is \$2,500 per application.

Community Project (extended program)

Community Grants are available for community organisations to deliver a program over a period of time.

Community project eligibility criteria

- (a) Initiatives must be shown to primarily benefit residents of the City of Armadale and must be conducted in the City of Armadale.
- (b) Will not require ongoing or additional funding from City of Armadale to deliver the event/activity into the future.
- (c) City contributions such as rubbish collection, ranger services, venue hire, etc will be valued and included as part of the funding provided under this category of financial assistance. Applicants must inform themselves of requirements relating to holding an event in the City, paying attention to venue hire, toilets, rubbish and food permits.

Purposes that are not supported

- (a) Personal items unless the applicant can demonstrate a benefit to the general community
- (b) Series of repeated community events

Maximum funding amounts

Maximum Community Grant allocation is \$5,000 per application.

Community Grant Assessment Process

Applications will be assessed in response to guidelines and criteria specific to each funding stream. The City will convene an internal working group of representatives to consider and score applications using the decision-making matrix. Applicants will be notified in writing once the decision-making process has been completed. Applicants will need to allow up to two months from closing date for approval and payment of Community Grants.

Obligations of Grant Recipients

Recognition of Support

The City's financial support is acknowledged through promotional means such as advertising and media publicity associated with the project. Evidence will be required as part of the acquittal process. The City's logo will be provided where appropriate; however all marketing material where the City's logo appears must be approved by the City of Armadale Communications team prior to publication.

Variations

Project or expenditure variations may be permitted due to circumstances beyond the grant recipient's control. Any proposed changes to a purchase, a project or other related expenses

must be discussed with the relevant member of the Community Services team, and subsequently submitted in writing to seek approval for funding adjustment prior to grant expenditure.

Acquittal

A written acquittal report detailing how the grant was utilised and the outcomes achieved is to be submitted within 30 days of the completion of the project. An acquittal form will be provided by City of Armadale. Future financial assistance is subject to a successful acquittal.

Scholar Awards

Each year the City invites each secondary school located in the City to nominate a Year 10 student to receive a \$300 'Scholar Award' to assist with the cost of school fees and books as the student prepares to enter Year 11.

Scholar Award eligibility criteria - student

- (a) The Scholar Awards are only for Year 10 students proceeding to Year 11.
- (b) The student must be a resident of the City of Armadale.
- (c) To be eligible to receive the Scholar Award, the candidate's name will be forwarded to the City of Armadale.
- (d) Schools may nominate students for the Scholar Award based on the following reasons:
 - The student is striving to achieve excellence in their schoolwork
 - The student is in good standing with the school - adhering to school rules, satisfactory academic results, has a positive influence on peers and contributes to school culture
 - The financial circumstances of the student's family are challenging.

Scholar Award eligibility Criteria - School

- (a) The school accepts responsibility for receiving the Scholar Award and administering same on behalf of the student;
- (b) The school agrees to have the Scholar Award presented by a representative of the City of Armadale at an official year end school event of prominence i.e. graduation night;
- (c) The school acknowledges the *City of Armadale Scholar Award* in their advertising and promotional material.
- (d) The selection of the winning student is to be at the sole discretion of the school provided the conditions herein are satisfied.

Maximum Funding amounts

The maximum value of this support is \$300 per school per year.

Dispute Resolution

Where applicants for financial assistance are dissatisfied with the way in which the policy is applied or applications are processed, they should put their concerns in writing for

consideration by the Executive Director Community Services, City of Armadale, 7 Orchard Avenue Armadale or to info@armadale.wa.gov.au.

Recording of Donations

All donations approved pursuant to this policy are to be listed in the Councillor Information Bulletin.

Applicable Legislation

Act	NA
Regulation	NA
Local law	NA
Policy	NA

Delegated Authority

The following delegated authority instruments and the positions listed below have delegated authority to approve expenditure pursuant to this policy from Council:

CS 5.0 Request for Assistance

- CEO

In accordance with the delegated authority instrument the CEO may have subdelegated this authority.

Link to Influencing Strategies or Plans

- Community Development Strategy 2021 – 2026

Link to Procedure

- NA

Other Implications

Financial/Budget Implications

- The City's annual budget includes an allocation for the Community Grant Program and Donations categories

Administrative Information

Adopted on	8 May 2023. Council Recommendation C13/5/23
Reviewed or amended	

Responsible department	Community Development
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