



COMMUNITY FUNDING SCHEME POLICY

1. POLICY OBJECTIVE

To provide financial and non-monetary in-kind assistance to individuals, community groups and not-for-profit organisations in a transparent, equitable and consistent manner. Support is provided as a contribution towards the delivery of services, activities and initiatives by community groups and not-for-profit organisations which enhance community participation and wellbeing. Contributions may also be provided to support individuals who have been selected at a representative level to participate in relevant events.

2. POLICY SCOPE

This policy applies to all requests from individuals, community groups and not-for-profit organisations to access financial, or non-monetary in-kind resources, to support the delivery of activities and initiatives with the Shire of Derby/West Kimberley (the Shire) district.

This policy does not cover:

- (a) Sponsorship arrangements whereby the Shire negotiates the right to associate the Shire's name with an event, service or activity;
- (b) Partnership arrangements; and
- (c) Lease agreements and approved waivers for Shire fees and charges.

3. POLICY DEFINITIONS

Non-monetary and in-kind assistance – the provision of goods and services which do not involve a monetary transaction. This may include, but is not limited to, the use of Shire operated facilities, equipment and personnel.

Not-for-profit organisations – Organisations that provide services to the community and do not operate to make a profit for its members. All profits must go back into the services the organisations provide and must not be distributed to members, even if the organisation winds-up. This includes registered charities, sporting and recreation clubs, community service organisations, professional and business associations, cultural and social societies and some indigenous corporations (*Australia Tax Office definition*).

4. POLICY STATEMENT

The Shire acknowledges its role as a facilitator and partner in building the capacity, ownership and identity of the community. To support this role the Shire is committed to supporting community groups and not-for-profit organisations in the delivery of activities, services and initiatives by making an annual allocation to the Community Funding Scheme (the Scheme). Funds allocated to this scheme can be accessed by individuals, community groups and not-for-profit organisations through grant programs or requests to Council and can include financial or non-monetary contributions from the Shire.

Activities funded through the Scheme must address identified community priorities as outlined in the Shire's Strategic Community Plan. Generally, the funded activities are to be delivered within the district of the Shire. Exceptions can be made where it can be demonstrated the project has significant benefit to Shire residents or promotes the Shire on a wider basis. Priority is given to groups that are based within the Shire district, however this does not preclude organisations who are based outside of the Shire area from obtaining funding.



Shire of Derby / West Kimberley

The funding allocation to the individual grants programs to be administered under the Scheme will be determined annually by Council. Each grants program will have a management guideline which will, at a minimum, outline:

- (a) Objectives of the grant program and types of projects to be funded;
- (b) Eligibility criteria;
- (c) Funding criteria;
- (d) Terms and conditions of the grant;
- (e) Application, assessment and approval process;
- (f) Appeals process;
- (g) Acquittal and reporting requirements; and
- (h) How the Shire's contribution should be acknowledged.

All other funding requests will be presented to Council, or as otherwise determined by Council, and outlined in the relevant program's management guidelines.

Policy Details			
Original Adoption date:	26 September 2002 (Item 10.5.4 Res. 223/2002)	Review Frequency:	2 years
		Next Review Due:	November 2027
Policy Implementing Officer or Team:	Manager Community Development	Policy Reviewer:	Director Community Planning
Legislative Head of Power (Act, Regulation, or Local Law):	Not applicable		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Risk and Opportunity Management Policy Code of Conduct Behaviour Complaints Management Strategic Community Plan 2021-2031 Record Keeping Procedure Community Grants Management Guidelines Community Representatives Grants Program Guidelines		
Version Control Council Meeting Review Details:			
Review #:	Council Meeting Date:	Item/Resolution#:	
1.	28 February 2019	Item 9.1.1, Res. 005/2019	
2.	30 September 2020	Item 15.1, Res. 168/20	
3.	29 September 2022	Item 15.3. Res/ 124/22	
4.	29 August 2024	Item 12.1, Res. 100/24	
5.	27 November 2025	Item 14.1 Res. 46/25	