Shire of Derby / West Kimberley

Community Representative Grants Program Guidelines

Version 2.0- July 2025

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About the Community Representative Grants

The Community Representative Grants helps support individuals or community-based organisations who have been selected to represent the Shire of Derby / West Kimberley Local Government Area in regional, state, national or international competitions or activities. Representation can occur across many fields, including sports, arts, culture, community, or training activities.

This management guideline provides detailed information about the Community Grants program.

Eligibility Guidelines

Eligible Applicants

Applications can be made by an individual or by an organisation on behalf of several individuals from the same organisation who are representing the Shire of Derby / West Kimberley local government area at a regional, state, national or international competition, event, or conference. In the case of the individual selected being under 18 years of age the application must be submitted by their parent / guardian.

The individuals who are recipients of the funding must reside within the Shire of Derby / West Kimberley local government area.

Eligible Activities

The applicant must have been selected by a recognised body to participate in a regional, state, national or international event in their chosen area of interest (for example sports, arts, culture, community or training)

Funding can be used as a contribution towards;

- the cost of travel to the event,
- accommodation, and / or
- participation / registration fees.

Ineligible Activities

Funding cannot be used for;

- retrospective costs (activities that have already commenced prior to the grant being submitted),
- participation in commercially based activities,
- events or activities which may be viewed as promoting political, unethical or profit-making purposes.
- Events or activities where the primary purpose is to promote religious beliefs or where people are excluded on religious grounds.

Funding Availability and Limits

The level of funding available varies depending on the nature of the event being attended, and is as follows;

- Regional level representation $500 (ex GST) per individual*
- State level representation - $750 (ex GST) per individual*
- National level representation - $1,000 (ex GST) per individual*

**Capped at $5,000 (ex GST) per annum per sporting club / organisation even if there are more than five people participating in the representative event.*

***Capped at $1,500 (ex GST) per annum per individual, <u>not</u> affiliated with a club/organisation.*

Funding is limited and competitive and partial funding may be awarded based on the availability of resources and the merit of the application.

Examples of funding limits

Example 1 – individual applicant who is a club member:
Bob represents a sporting club based within the Shire's boundaries. He has been selected to attend the State Championship in Perth.

- Bob is eligible for a contribution of up to $750 (ex GST) for this competition.
- Bob's club is still eligible for up to $4,250 (ex GST) for the rest of the financial year.

Example 2 – Individual with no affiliation with a club:
Toni has been selected in the Australian Youth Ambassadors program. She is to attend a week-long forum in Canberra.

- Toni is eligible for $1,000 (ex GST) for this forum.
- Toni can access an additional $500 (ex GST) for the remainder of the financial year.

Example 3 – Team application
Mary is the coach of a team of nine players. Her team has been selected for the national championships.

- Mary's team is eligible for a contribution of up to $5,000 (ex GST) for this championship.
- Mary's club is not eligible for any additional funding for the rest of the financial year.
- Mary's Club could apply for additional funding from Council, however, would require four months' notice of the request and provide additional information to demonstrate the proportional community benefit.

Example 4: Club or Organisation application:
The Boabs Club are attending the North-West Championships held in a town in the Pilbara. The club will be represented by 15 participants who will compete in individual and team events.

- Whilst each participant is eligible for $500 (ex GST) the Club can only claim a maximum of $5000 (ex GST) due to the cap.
- The club could apply for additional funding from Council, however would require four months' notice of the request and provide additional information to demonstrate the proportional community benefit.
- The club is not eligible for any additional funding that financial year.

Funding received from the Shire through other funding programs may be considered and may impact the amount of funding awarded.

Council will determine the total pool of money available for the Community Representative Grants and other grants programs each budget year, through the annual budgeting process. Each year's agreed-upon total funding allocation will be distributed across two rounds: July to December, and January to June. Once the funding pool for the round is exhausted, there will be no funding available until the next budget year.

Application Process

Submitting an application

Applications for Community Representative Grants funding will be accepted throughout the year, with applications being assessed monthly until the annual allocation is exhausted.

Applications close on the last day of each month. Applications which are received after this closing date will be considered in the next available funding round.

All applications must be submitted using the specified application form provided by the Shire of Derby / West Kimberley. Applications received that do not use this form will not be considered. All questions on

the application form must be completed. Documentation evidencing the selection must be provided with the application.

Assessment of applications

At the close of each month, an assessment of applications will be conducted by the Shire's Community Grant Review Group. The group, consisting of the Community Development Managers (Derby and Fitzroy Crossing) and the Community Development Team Leader (Derby), will make recommendations to the Chief Executive Officer who will then make final determination on the outcome of the application.

In accordance with the *Local Government Act 1995* Section 5.60A and Section 5.60B any Councillor or Officer with a financial or proximity interested in an application must declare their interest and exclude themselves from the decision-making process for that application.

All applicants will be notified of their application's outcome in writing as soon as possible. Where an application has been unsuccessful, the Community Development Team will provide feedback to the applicant.

Grant Claim and Variation

Successful applicants will receive a letter confirming the grant amount, the purpose for which the funding is to be used and any other conditions relating to the grant. Applicants will be asked to sign an acknowledgement form accepting the grant and acknowledging the conditions under which the grant is provided.

Grants must be claimed within two months of being advised of the outcome of the application. The grant must be expended within twelve months of being notified of the outcome of the application. Funds not claimed or utilised within this period will be forfeited and where payment has been made the unused funds must be returned to the Shire of Derby / West Kimberley.

Requests to vary or make a change to the proposed use of the grant funds must be made in writing for the consideration of the Executive Director of Operations and Strategic Development. Significant changes in the way funds are being used will be referred to the Community Grants Review Group for consideration.

Unsuccessful applicants will also be advised in writing, with feedback being provided on why their application was unsuccessful.

Grant Acquittal

All grant recipients are required to acquit their grant within two months of the project completion date. Acquittals must be submitted on the designated form. Supporting documentation, such as evidence of the use and expenditure of the grant, will be requested.

Where funds have not been expedited in accordance with the grant application, permission to vary the use of funding has not been obtained or the grant was not acquitted the Shire of Derby / West Kimberley reserves the right to request the return of allocated funds.

Failure to acquit the grant will result in the individual or organisation being ineligible for future funding from the Shire of Derby / West Kimberley until such time as the acquittal has been completed.

Promotional Activities

Acknowledgement of the Shire of Derby / West Kimberley's contribution

The Shire of Derby / West Kimberley should be acknowledged as contributing to the funded activity where possible. To assist successful applicants the Shire's logo and information about its required use will be provided.

Promotion of funded activities

The Shire may use successful applicants' stories to promote the Community Representative Grants and the Community Funding Scheme. This includes making information about funded projects available via the Shire website. Successful applicants will be asked to sign a media release at the time of accepting the funding.

Document Control

Adoption of the Management Guideline

Document Control Box			
Document Responsibilities:			
Owner:	Manager Community Development	**Owner Business Unit:**	Operations and Strategic Development
Reviewer:	Manager Community Development	**Decision Maker:**	Council
Compliance Requirements:			
Legislation:	NA		
Industry:	NA		
Organisational:	Council Policy No. F19 - Community Funding Scheme Strategic Community Plan Code of Conduct		

Document Management:							
Risk Rating:	**Low**	**Review Frequency**:	**Annual**	**Next Due:**	**2023**	**Records Ref:**	**TBA**

Version #	**Decision Reference:**	**Synopsis:**
1.	70/24 - 30/05/2024	New guidelines drafted and endorsed by Council
2.		
3.		