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**Shire of Victoria Plains**

**Community Budget Submissions**

**2018/19**

**Guidelines**

*Submissions must be received by the Shire of Victoria Plains by:*  
**4pm on Friday 30th March 2018.**

## **GRANT GUIDELINES**

Each year the Shire of Victoria Plains requests submissions from the Community and Sporting clubs for Council funding of major projects in the next financial year.

### **General**

The following procedure shall apply for all community bodies seeking Council funding support for projects in 2018/2019 financial year;

1. Submissions shall be made no later than 4pm, Friday 30 March 2018.
2. Submissions must include full details of the proposal and include accurate assessments of cost.
3. Submissions must include details of the organisations contribution in cash and in kind to the project and the amount sought from Council.
4. Submissions must be accompanied by an up to date statement of the financial position of the organisation and usage of any facility to be upgraded including the average annual amount of fees received in the preceding 3 years.
5. Council will consider all applications received and allocate budget funding of up to a total of \$50,000 per annum on a priority basis.
6. Council is under no obligation to fund or subsidise any project and each application will be considered on its merits.
7. The shires Community Development Officer must be consulted as part of the application process.

### **Funding Amounts**

1. Funding will in normal circumstances not exceed two-thirds (2/3) of the total cost of the project, however projects to rectify items that are a safety hazard to users of the facility may be 100% funded. The one-third (1/3) contribution, where required, from the community body may include in kind works allocated on the following basis; unskilled labour is calculated at \$25 per hour and skilled labour (qualified trades people) at \$40 per hour.
2. Applications which show financial contributions from more than one community group or source of funding are encouraged.
3. Where a project is not commenced during the financial year that funding is allocated, funding will be deemed to have lapsed and a new funding application will be required for the next financial year budget. Unspent funding is not automatically rolled forward. Any groups that regularly have unspent funds may not be considered for future funding rounds.

4. Where a project is only part complete at the end of the financial year, payment will be made on works completed in that financial year, providing invoices for these works are supplied to council, and a new funding application will be required for the remaining funds to be allocated in the next financial year budget.

## **Retrospective Funding**

1. Works cannot be commenced in anticipation of a shire subsidy being provided, without the approval of Council to commence prior to funding consideration.

## **Funding Agreement**

If your organisation is successful in gaining funding assistance it will be expected to enter into an agreement. This will require the organisation to:

1. Adhere to the project budget as stated in the application. Significant variations need to be reported to the Community Development Officer as soon as they are known to the organisation. Failure to do so may result in the voiding of the funding agreement and the cancellation or reduction of the grant funds.
2. If the group are registered for GST, provide a tax invoice addressed to the Shire of Victoria Plains, outlining bank account or other payment option details, before payment of funds can be made.
3. Payment of funds will be made in full upon completion of the project, once a statement of expenditure and copies of relevant invoices are supplied to the Shire of Victoria Plains. Approval *may* be granted by council for progress payments to be made in extraordinary circumstances.
4. The statement of expenditure and copies of invoices must be provided to the Shire by the 30<sup>th</sup> June 2019.
5. On completion of the project, activity or event, provide to the Shire a short report on the project.
6. Acknowledge the funding provided by the Shire of Victoria Plains.
7. Indemnify the Shire of Victoria Plains insofar as any activities relevant to the funding are concerned.

## **Ineligible Projects**

Some projects or events (or parts of) will be considered ineligible for funding through this scheme. These include:

1. Any project which is deemed by council to be of direct benefit of a business, person or any other profit making venture, or any government department or agency (school P&C groups are excepted).

2. Projects that have already commenced, unless Council approval to commence prior to funding consideration has been granted.
3. Salaries or recurrent operational costs. (These will be removed from the budget before consideration).

## Eligible Projects

Projects will be considered eligible if they can demonstrate that:

1. They are of benefit to the wider community, and/or;
2. Provide benefit to Shire residents through recreational, social or cultural means.

## Other Conditions

1. Council reserves the right to consider and allocate funds without the right of appeal.
2. Council reserves the right to request further information.
3. All applicants will be advised, in writing, of the success or otherwise of their application.

## Further Information

Further information on this program can be obtained by contacting the Community Development Officer at the Shire of Victoria Plains on 9628 7004 or at [cdo@victoriaplains.wa.gov.au](mailto:cdo@victoriaplains.wa.gov.au) .

Application forms can be obtained by:

- Email [reception@victoriaplains.wa.gov.au](mailto:reception@victoriaplains.wa.gov.au)
- Website <http://www.victoriaplains.wa.gov.au/community-budget-submissions.aspx>
- Visiting the Shire of Victoria Plains administration office at 28 Cavell Street, Calingiri
- Contacting the Shire of Victoria Plains on 9628 7004

Please note that the Shire of Victoria Plains administration office hours are Monday - Friday, from 8.30am-4.30pm.