

09.8 LOCAL ORGANISATIONS' ASSISTANCE FUND (LOAF)

Policy Statement:

Financial support for not for profit local services, community groups and sporting organisations in the form of Local Organisation Assistance Funding (LOAF), which shall be on a one third (LOAF)/two thirds (applicant) basis.

LOAF to contribute up to one third of the application to a maximum of \$1,500 per financial year per applicant.

LOAF applications will be accepted three times a year by the Shire, ranked and submitted to Council for approval, with closing dates being 31st March, 31st July and 30th November.

The Applicant to contribute:

- a) A minimum of one third in cash (i.e. \$'s equal to the amount requested from LOAF),
- b) In-Kind works of up to one third of the application may be considered by Council as part of the applicant contribution.
- c) The balance of the Applicant's two thirds contribution, after consideration of a) and b), in cash.

Eligible Applications:

- Capital projects that have an anticipated life span of over 5 years, and/or
- Events that are open to participation of the community as a whole.
- Any other project approved by Council that befits the "Spirit" of LOAF.
- Applicants may be granted more than one LOAF application within a financial year but these are not to exceed \$1,500.00 in total.

Non Eligible applications:

- consumables,
- general maintenance,
- disposable items, and/or
- retrospective funding
- Council reserves the right to reject any application it considers is not in the "Spirit" of LOAF

Application:

Applicants for assistance from the Fund shall complete the LOAF application form, and submit the application to Council prior to the cut off dates for intakes.

Acquittal:

At the project completion a LOAF acquittal form must be completed to finalise the funding agreement. Projects must be completed within 12 months of funding being granted. Acquittals must be lodged with the Shire within 3 months of the event/project being completed, failure to do so will result in monies not being paid, and may restrict the group from applying for future funding.

Objective:

To establish guidelines for the distribution of funds received from the annual lease payments received from the Boddington Community Club, to local service and sporting organisations.

ABOUT OUR GRANT

Who is eligible?

- Not for profit organisations
- Incorporated and legally constituted bodies

Who is not eligible?

- Individuals
- Private or for-profit organisations
- Government bodies

Funding is not available for

- Salaries
- Consumables
- Disposable items
- Retrospective funding

Funding will only be provided to support initiatives that provide capital projects that have a lifespan over 5 years, events or projects that are open to participation by the community as a whole or those that are considered to be in the Spirit of LOAF. We encourage you to contact the Shire to discuss your project to see if it may be eligible for funding.

What is a not for profit organisation?

- Uses all monetary surplus solely for the purpose of its objectives and not to financially benefit its members in any way; and
- Has a wind up clause in its constitution or memorandum of articles of association that provides for assets to be distributed to a 'like' organisation and not to its own members. (For an organisation that is incorporated under the Association's Inc Act but has no wind up clause in its constitution, satisfaction of this may be assumed as the Act prevails).

GRANT CONDITIONS

- The grant is to be used solely for the specified purpose approved by the Shire during the grant process;
- Any part of the funds not used in accordance with the grant conditions must be repaid to the Shire unless written approval is obtained;
- The applicant must comply with all Council policies, conditions and local laws relating to the project;
- Applications will not be considered where costs are fully reimbursed by another body;
- Funds will not be available for projects that commence before approval is given;
- If a breach occurs relating to any of these terms and conditions for each grant program the Shire can terminate the grant arrangement at any time and without giving any prior notice;
- The amount funded will be dependent on total event/project budget and the amount of funds set aside in the Shire's annual budget for each grant program, grants will be prioritized against other applications;
- Grants will not be made available for salary purposes
- Grants will not be available for the development of educational institutions;

To successfully prioritise funding applications on a fair and equitable basis the following selection criteria and project ratings have been developed to assess applications received under the funding programs within this policy;

SELECTION CRITERIA

1. Strongly supports the strategic and community development plan for the Shire
 - Support community initiated and owned projects
 - Support community events and activities
 - Develop new recreation and leisure opportunities
 - Work in partnership with community groups
2. Grants will be based on a one third basis, LOAF will supply up to one third of the project, with community groups/organisations supplying at least a third of the cash required and the other third to be made of cash or in-kind donation.
3. New initiatives or innovative ideas for one-off establishment grants or the purchase of new minor equipment to support an existing service; and the project will enhance the provision of new or improved local facilities.
4. Sustainable project and sustainable benefits for the community.
5. The organisation has not received previous funding through this program.
6. Previous funding has been satisfactorily acquitted.
7. Project meets general grant conditions and those specific to their funding program.
8. Relevant grant application form has been satisfactorily completed.

PROJECT RATING

The selection criteria is the basis for the project rating and would be assessed as follows

high recommendation	meets a minimum of 7 of the 8 selection criteria	100% of funds requested are allocated
medium/high recommendation	meets a minimum of 6 of the 8 selection criteria	75% of funds requested are allocated
medium recommendation	meets a minimum of 5 of the 8 selection criteria	50% of funds requested are allocated
not recommended	meets less than 4 of the 8 selection criteria	0% of funds requested are allocated

Council reserves the right to make the final allocation of funds.

GRANT PROCESS

Developing an application

The Shire of Boddington aims to meet grant requests wherever possible. We endeavour to work with applicants to help make their proposals "fundable". This often involves working with a particular group to guide and shape their project. We also encourage organisations to

form partnerships with other groups and funding sources to make the best use of available resources and maximise the benefits to the local community.

When can I apply?

LOAF applications are open for applications twice yearly. Open and closing dates are advertised prior on the Shire website, Facebook page and through local publications such as Bodd News.

How much can I apply for?

LOAF grants are for up to one third of the total cost of a project/event, this cannot exceed \$1500. A minimum of one third in cash is required from the applicant. The final third can be either cash or in-kind donations or a combination of both. The total amount funded will be dependent on the number of criteria met and the number funding applications the Shire receives at each intake.

How do I apply?

A grant application form is to be completed for all our grants. The relevant application form is available online at www.boddington.wa.gov.au or through the contact details provided at the end of this document. Along with the application form, you will be required to provide additional information in relation to your event/project.

How are grants assessed?

The Shire's Community Services Department will coordinate the assessment of your application based on the various selection criteria outlined in your application form.

How long is the process?

The process takes approximately 8-10 weeks from the call for submissions to the recommendation and endorsement made by Council.

GRANT RECIPIENT INFORMATION

This section provides you with information about what happens and what is required if your application is approved.

If your application is approved you will receive a grant approval letter advising:

- what has been approved;
- how your grant will be paid; and
- any special grant conditions.

Grant payment

Grant recipients will not be paid the funded amount until post event/project, the applicant will be required to complete the grant acquittal form. It is required that this happens within 3 months of the event/project being completed.

Goods and Services Tax (GST)

The Shire of Boddington's LOAF grant is GST exempt.

Acquitting your grant

Your organisation will be required to submit a written evaluation within twelve weeks after the conclusion of the project. The evaluation should be in the prescribed format, which will be included as an attachment to your project approval advice.

Acknowledgment

Organisations that obtain a grant from the Shire are to acknowledge the support they receive. This not only helps people appreciate the benefits that our grants are achieving in the community, but can also inspire other organisations to undertake their own projects

- Any publications or publicity material associated with the funded project should include the Shire's logo - Use of the Shire's logo must be approved by the Shire's Administration.
- Shire banners shall be required to be displayed at events.
- Acknowledgement of the Shire's contribution may be required to be made on capital works.

IMPORTANT NOTES

Please make sure you submit your application by the closing date of the application period, applications received after this time will not be considered for funding.

Please make sure you include all the required supporting documents requested in the application form, insufficient documentation may delay your application or result in a refusal to fund by the Council.

WHO TO CONTACT

To discuss ideas for your project please contact:

Community Development Officer - Gardenia Pepworth
T 08 9883 4999.
E cdo2@boddington.wa.gov.au
W www.boddington.wa.gov.au
Shire of Boddington
39 Bannister Road
BODDINGTON WA 6390

Our reference: ADM

Please read the Community Groups/Organisations Funding Policy before completing this application. Appropriate supporting documentation must be attached with this application.

Queries should be directed to:

Community Development on 9883 4999 or
Email cdo2@boddington.wa.gov.au

The policy can be downloaded from the Shires website at www.boddington.wa.gov.au

Fax 9883 8347 postal PO Box 4, BODDINGTON, WA 6390

Applications will be accepted from:

- Not-for-profit organisations that are based in the Shire of Boddington
- Other applicants who have a proven track record in community support and events

Applications will not be accepted from:

- Individuals seeking support
- Fundraising for third parties
- Academic studies and conference registrations
- Religious and political purposes
- Commercial or advertising requests
- Salaries or overheads
- Activities that contribute to the financial gain of an individual or a business
- Activities considered hazardous or dangerous
- Multi-year activities
- Activities that cannot demonstrate broader community support and participation or required approvals

Due to the high number of applications received, adherence to the guidelines above does not guarantee support from the Shire of Boddington. The Shire retains absolute discretion over its community support program.

Please ensure you have provided information relating to each question. Any unanswered may result in your application not being assessed or a delay in the process.

Any applications received after the due date will not be eligible for consideration.

APPLICANT DETAILS		
Community Group/Organisation		
Contact person for project		
Position held		
Postal address		
Office Hours Telephone	Mobile	
Email address		
Incorporation status	Incorporated/Not Incorporated	
Australian Business Number	ABN	
Are you registered for GST?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no ABN a Statement by Supplier Form must be completed	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Total amount requested		
Community Development Officer Contacted		Date contacted

FUNDING SUMMARY

Applicant Cash Contribution	\$
Applicant In Kind Contribution	\$
Other Cash contribution (specify)	\$
SUB TOTAL	\$
REQUEST FROM COUNCIL	\$
TOTAL PROJECT COST	\$

Please ensure that you have filled the Budget Breakdown located on the last page of this document out correctly prior to returning your application to the Shire of Boddington for assessment. Failure to do so may result in your application being unsuccessful in this funding round.



BACKGROUND	Please provide some background information on your group/organisation and your event/project. Please include group/organisation membership numbers, growth of club, current projects.
PROJECT OUTLINE	Please give a detailed outline of your event/project.
PROJECT BENEFITS	Please provide a summary of who will benefit from your project.



How has the need for your project been identified?	
Who is your target market? <input type="checkbox"/> Children/Youth <input type="checkbox"/> Seniors <input type="checkbox"/> Aboriginal/ Torres Straight Islanders <input type="checkbox"/> Culturally diverse backgrounds <input type="checkbox"/> People with a disability <input type="checkbox"/> No specific group <input type="checkbox"/> Other	Please explain.
Have you developed a management plan for your event/project? If so please attach a copy with this application.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you considered the needs of the whole community of Boddington? For example, does the event not clash with other events occurring, are the selected times best meeting the needs of your identified group ect.	Please explain.
How will your event/project positively impact on the community of Boddington? <ul style="list-style-type: none">• Socially• Economically	Please explain
Has your group received funding from the Shire in the last 3 years?	Please give details
Who will be responsible for deficient funding, and how will it be funded?	



Please provide details of funding applications made to other organisations and their response.	
How does your group propose to acknowledge the Shire of Boddington for their contribution?	

Supporting Documentation

The following must be included with this application:

- Locality, site and design specifications for projects
- Program/ Advertising for events
- An itemised project cost
- Confirmation of financial commitments applied for from other sources

Declaration by applicant

I, the undersigned, certify that I have been authorised to submit this application and that the information contained herein is to the best of my knowledge true and correct. I understand that I will be required to lodge an acquittal before funds can be paid to my organisation, and that this must happen within 3 months of my event/project.

Name:

Position:

Date:

Signature:

**In Kind –the monetary value of the in-kind contributions. That is a non cash input to the project which can be given a dollar value such as unpaid volunteer time, the use of club equipment not being charged back to the club, free use of facility etc.*

BUDGET

INCOME	\$		EXPENDITURE	\$
Applicant Contribution				
Sponsorship				
Other Grants (please list)				
Other Income (please list)				
In-kind				

LOAF AMOUNT REQUESTED

TOTAL EXPENDITURE

TOTAL INCOME

Shire of Boddington-LOAF Acquittal

Applicant's Name:

Project Name:

Please complete the following budget breakdown with your final costs post project.

INCOME	\$		EXPENDITURE	\$
Applicant contribution				
Grants received				
Profit from event				
Other				

Please attach copies of your invoices and receipts.



Please supply us with a summary of your project/event.
Including successes and things you would do differently next time.

How was the Shire recognised for their contribution to the project/event?
Please provide copies of publications, advertising or relevant photographs.

Please feel free to attach photos of your project/event.

Declaration by applicant

I, the undersigned, certify that I am authorized to submit this acquittal and that the information given is to the best of my knowledge true and correct.

Name:

Position:

Date: