

Policy Number:	FNC 3
Policy Type:	Finance
Policy Name:	Community Donations and Grant Funding
Policy Owner:	Chief Executive Officer
Date of Approval	25 September 2025
Council Resolution #	250925.4

POLICY STATEMENT

The aim of the policy is to provide a framework for the management of community Grants and Donations to eligible individuals needing financial assistance to participate in activities, or organisations aimed at strengthening their capacity to deliver services, programs or events and in recognition of the pivotal role they play in developing vibrant and diverse communities.

OBJECTIVE AND PURPOSE

The objective of this policy is to:

- Demonstrate Council's commitment to community, economic development and the educational aspirations of its young residents.
- Outline terms and conditions that govern the provision of financial support.
- Enhance the capacity of groups to provide projects, community services and events.
- Increase community and visitor participation in community activities and/or events.
- Support innovation, creation and the development of community initiatives.

DEFINITIONS

Term	
Donation/s:	Financial support to an individual or community group for the purpose of supporting an activity, event, program or project with a charitable, welfare, sporting or community service-oriented purpose, does not have an acquittal requirement and is not tied to a specific purpose
Grants	Means a financial allocation provided to eligible entities to support activities and projects that generate social or economic benefits for the community. These grants can be used for a wide range of purposes detailed in the policy.
Not-for-profit Community Group or Organisation	Provides services that benefit the broader community. Any profit made goes back into the operation of the group or organisation to carry out its purpose and is not distributed to any of its members.

SCOPE

This policy applies to eligible community groups, sporting clubs, not-for-profit organisations, and individuals seeking support for projects, programs, events, and activities, including financial assistance for education-related expenses. All funding will be allocated at the discretion of Council or the Chief Executive Officer (or nominee) and is subject to budgetary constraints.

IMPLICATIONS

Annual Funding Allocation

- Community Grant Funding is allocated up to 1% of annual rates each year.
- Donations are allocated up to \$10,000 per year; and
- Nannup District High School (NDHS) Further Studies Award funding will be determined during the Shire's annual budget process.

Funding Support

Funding priority will be given to initiatives that –

- Align with the Shire of Nannup Vision.
- Have benefit to the community of Nannup as a major outcome.
- Promote community involvement and incorporate a variety of sectors, for example youth, seniors, parents, sports people, artists, people with disabilities and families.
- Promote sustainability (rather than reliance on grants).
- Demonstrate a creative approach.
- Support educational aspirations of young people.
- Demonstrate a commitment either in cash or in-kind toward a project.

IMPLEMENTATION

The Shire offers the following types of Grants and Donations.

	Donations	Grants
Who can apply	<ul style="list-style-type: none"> • Community Groups • Sporting Clubs • School or (NDHS)parent groups <p>Individuals If an application for a donation does not meet the 'standard conditions' but is assessed by the Chief Executive Officer as a case warranting further consideration, it will be forwarded to Council for determination.</p>	<ul style="list-style-type: none"> • Not-for-profit Community Groups or Organisation • Sporting Clubs
Who isn't allowed to apply?	<p>Individuals and groups with no association to the Shire Nannup.</p> <p>A request which is deemed to be of direct benefit of a business, person or other profit making venture, or any government department or agency (school or parent groups are excepted).</p>	<p>Individuals and groups with no association to the Shire Nannup.</p> <p>Any project which is deemed to be of direct benefit of a business, person or other profit making venture, or any government department or agency (school or parent groups are excepted).</p>
How much can I apply	Individuals – Maximum of	Small Grant - \$1 - \$500

for?	<p>\$250.00.</p> <p>Community Groups and Associations - \$600.</p> <p>School (NDHS) - \$1,200</p>	<p>Medium Grant - \$501 - \$1000 Large Grant - \$1001 - \$3000.</p> <p>Applications must be made by completing the Application Form available on the Shire's website.</p>
How many times can I apply?	Once per financial year.	Once per financial year
When can I apply?	<p>Anytime.</p> <p>Applications must be in writing and addressed to the CEO.</p> <p>The application is to provide full details of the purpose for the donation. The Shire reserves the right to request any information necessary to arrive at a decision.</p>	<p>Funding rounds will be advertised twice a year -</p> <p>(i) Round 1, - projects completed between July and December (Value of funding round - \$15,000); and</p> <p>(ii) Round 2 - projects completed between January and December of each year (Value of funding round - \$10,000).</p> <p>If applicable any surplus funds from Round 1 will be available for Round 2.</p>
Who approves the funding?	<p>CEO or Executive Manager Corporate Services approves up to \$600 for Individuals and Community Groups</p> <p>CEO or Executive Manager Corporate Services approves up to \$1,200 for School (NDHS)</p> <p>Over these amounts requires Council approval.</p>	<p>CEO Nominee - Economic and Community Development Coordinator – Small Grants</p> <p>CEO –Medium Grants</p> <p>Council – Large Grants</p> <p>The financial support provided will be on a partnership basis. The Shire does not generally intend to be the sole provider of financial support for the funded project or activity. Partnering with the applicant and other organisations will maximise the effectiveness of the public funds provided, while strengthening the capacity of the applicant organisation.</p>

General conditions

- (a) Consideration will be given to the group or individuals financial status such as to justify a Grant or Donation from the Shire.

- (b) Special circumstances or needs exist in the opinion of the Chief Executive Officer to warrant a Donation, for example, support for individuals who bring credit to the local government by achieving state or national representation or awards, which sees them requiring financial assistance for travelling, accommodation or other incidental expenses.
- (c) Organisations/individuals applying for Grant funding must reside or operate within the Shire or be able to show a direct and substantial benefit to residents within the Shire.
- (d) All applications for Grant funding must detail how they will promote and recognise the support of the Shire.
- (e) Financial assistance is not available retrospectively unless the assistance is delayed by Council adoption.
- (f) Support will not be provided for private functions, commercial activities, or events that do not align with the Shire's values, plans or policies.
- (g) These programs operate as exhaustive funding, and the Shire retains the discretion to close the Grant Funding program or refuse a Donation once the available budget has been fully expended.
- (h) Canvassing of Elected Members or Shire Employees will disqualify applicants.

PROCESS

Donations

- (a) A written request providing sufficient detail is to be forwarded to the Shire for approval.
- (b) Donation requests may take up to 4 weeks for assessment where the determination is made by the Administration.
- (c) Where the determination is to be made by Council, the assessment may take up to 8 weeks due to the schedule of meeting dates.
- (d) Funds are to be used only for the purpose for which the Shire has approved, or any subsequent variations obtained in writing.
- (e) An exception to the above is a funding allocation to the Nannup District High School for the Shire 'Further Studies Award'. The Shire will set aside an annual budget allocation to support this initiative.

Grant Funding

- (a) Applications must be submitted through the completion of a Grant Application form available on the Shire's website. The application will not be considered if it does not address all questions in the Grant Application form or provide comprehensive details for each question.
- (b) Late applications will not be considered.
- (c) Grant applications will not be considered retrospectively (i.e. for a project that is completed or already underway).

- (d) Applications will only be considered from eligible entities.
- (e) All funded entities will be required to enter into an agreement with the Shire which will detail specific conditions and terms relevant to that project.
- (f) All funded entities must acknowledge the support of the Shire in all their promotional material.
- (g) The initiative to which funding has been granted must be completed within 6 to 12 months of receipt of the funding.
- (h) For Grant funding of more than \$500, an acquittal of funds is required. The acquittal must be submitted to the Shire within three months of the agreed completion date and which is to include a statement of expenditure certified by the organisation's Treasurer and President, and copies of relevant invoices/receipts and associated media.
- (i) Applicants that do not submit an acquittal will not be considered for future Grant funding and may be requested to return the funds.

All decisions are made on a case-by-case basis, aligning with the Shire's budget requirements and strategic priorities.

AUTHORITIES AND ACCOUNTABILITIES

Council authorises the Chief Executive Officer or the Executive Manager Corporate Services (where the Chief Executive Officer has a conflict of interest) to approve a donation request in accordance with the terms and conditions outlined in this policy.

Examples may include support for minor community events, initiatives, or individuals seeking financial assistance to participate in activities at a State or National level where they have achieved recognition, or for education-related activities.

Council authorises the Chief Executive Officer, or the Executive Manager Corporate Services (where the Chief Executive Officer has a conflict of interest) to assess and determine requests for medium to large grant funding, and the Economic and Community Development Coordinator for 'Small Grant Funding' in accordance with terms and conditions outlined in this policy.

ROLES AND RESPONSIBILITIES

The Shire's CEO is responsible for monitoring compliance with this Policy and will provide interpretations in the event of clarification being required.

DISPUTE RESOLUTION (if applicable)

All disputes regarding this Policy will be referred to the Chief Executive Officer in the first instance. If an agreement cannot be reached, the matter will be submitted to Council for a ruling.

EVALUATION AND REVIEW

The success of this Policy will be measured by the number of applications received and the percentage that receive funding.

The Policy is to be reviewed every two years at a minimum.

RELATED DOCUMENTS

Grant Application Form

REFERENCES

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

RESPONSIBILITY FOR IMPLEMENTATION

Economic and Community Development Coordinator

Version OCM Ref. #	Date:	Next Review	ECM Reference #
1.	24/02/2022	To repeal and replace.	
2. 250925.4	25/09/2025	September 2027	INT25/34897E4
3. 271125.10	27 /11/2025	September 2027	INT25/34897E4