



POLICY NO:-

# CP2-002 COMMUNITY FINANCIAL SUPPORT POLICY

## GOVERNANCE INFORMATION

<b>Procedure Link:</b>	N/A	<b>Administrative Policy Link:</b>	
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## ADMINISTRATION INFORMATION

<b>History</b>	1	CP2-002	OCM	10/2/26	Res: 9727	<b>Synopsis:</b>	Policy Created
<b>Version:</b>	2						

### 1. RESPONSIBLE DIRECTORATE

Corporate and Community Services

### 2. PURPOSE OR OBJECTIVE

This policy outlines the framework for the Shire of Collie’s provision of financial and in-kind support to local community groups. It ensures assistance is provided in a fair, transparent, and strategic manner that supports community wellbeing, participation, and local development.

### 3. SCOPE

This policy applies to all incorporated not-for-profit community groups operating within or delivering services to the Shire of Collie, and to Shire officers and Elected Members involved in administering or assessing requests for support.

This policy applies to all financial and in-kind support requests made to the Shire of Collie by eligible community groups.

### 4. DEFINITIONS

Nil.

### 5. POLICY

#### 5.1 Eligibility Criteria

- Applicants must be an incorporated not-for-profit organisation or be auspiced by one.
- Applicants must operate within, or deliver services that benefit, the Shire of Collie community.
- Applicants must demonstrate alignment with one or more objectives of the Shire’s Strategic Community Plan. Shire of Collie Strategic Community Plan can be found here: <https://www.collie.wa.gov.au/wp-content/uploads/2024/11/Strategic-Community-Plan-Adopted-December-2022.pdf>

- Applicants are expected to:
  - o Be financially sustainable
  - o Demonstrate sound governance
  - o Have no outstanding debts to the Shire
- Any previous funding provided by the Shire must have been fully and satisfactorily acquitted.
- All funds received under this policy must be accounted for to the satisfaction of the Shire.
- Where contributions exceed \$50,000:
  - o An audit report must be submitted to Council following the completion of the relevant financial year.
- Where applicants are seeking more than \$50,000, the application must include:
  - o The previous year's audit report
  - o The most recent financial management report
  - o A financial forecast covering the next five years

## **5.2 Exclusions**

- Projects or initiatives that do not align with the Shire of Collie's Strategic Community Plan.
- Venue hire.
- Projects that are primarily fundraising events.
- Social events for an organization.
- Projects that do not take place in the Shire of Collie.
- Applications for funding which have applied for and/or secured funding from another Shire of Collie Grant.
- Retrospective expenditure where projects have started, or services/items have already been obtained and paid.
- Applications where the applicant will have a personal financial benefit.
- Costs that are not auditable e.g. Cash payments unsupported by an approved petty cash system.
- Costs towards banking charges and / or repayment of debt.
- Gratuities, gifts and prizes.
- Charitable donations
- Accommodation or subsistence
- Transport outside of the Shire of Collie
- Any costs not approved by the Shire of Collie.

- Projects which deploy potential sources of income from the project to a charity or other third-party organisation via sponsorship or donations
- Projects which are generating a profit unless the income being generated is being used to enhance the project or offset costs outside of those applied for

### **5.3 Application and Approval Process**

#### **5.3.1 Applications:**

- Must be submitted annually by the end of March to be considered by Council in the upcoming budget year
- Include evidence of financial need and intended community benefit
- Applications for funding exceeding \$50,000 must be submitted with the previous year's financial report, the most recent financial management report, and a financial forecast covering a minimum of the next five years.

#### **5.3.2 Assessment:**

- Applications are assessed by the CEO against eligibility and available resources.

#### **5.3.3 Approval:**

- All financial contributions are approved by Council following CEO recommendation.

### **5.4 Acquittal and Reporting**

Recipients must use funds solely for the approved purpose and submit an acquittal report within 60 days of completing the project or event. All funds must be accounted for with appropriate supporting documentation.

Where contributions exceed \$50,000, recipients are required to provide an external audit report to Council confirming the acquitted figures are true and accurate

Additionally, all recipients must acknowledge the Shire of Collie's support in promotional materials and media.

### **5.5 Record Keeping and Transparency**

The Director of Corporate and community services will maintain a register of:

- Recipients of financial support
- Purpose and value of support
- Acquittal status and reported outcomes

## **6. REFERENCE DOCUMENTS**

*Local Government Act 1995*