

Community Assistance Program 2020/21



Guidelines

Community Assistance Program (CAP) 2020/2021

Due to the COVID-19 pandemic, the City of Busselton has refocused the City's annual community bids funding program towards recovery initiatives that have a social and economic stimulus at the local level, and that complement both State and Federal Government support and stimulus packages.

The Community Assistance Program is available to not-for-profit incorporated groups and organisations that provide services within the City's boundaries, to a maximum allocation of \$10,000 per application.

The Program has three funding schemes:

1. Assistance Grant - provide assistance to continue community services to those groups that are facing financial hardship (as defined in the [City of Busselton COVID-19 Financial Hardship Policy](#))
2. Junior Sport Assistance Grant - provide assistance to junior sporting groups that are facing financial hardship (as defined in the [City of Busselton COVID-19 Financial Hardship Policy](#))
3. Revitalisation Grant - to target local trades stimulus through infrastructure development and/or revitalisation

Any local stimulus or assistance package would be complementary to the State and Federal packages, including Lotterywest COVID-19 Relief Fund. Applicants will need to demonstrate where assistance has been sought from other avenues and the result of any submissions.

I. Assistance Grant

Introduction

The City of Busselton seeks to provide financial assistance to eligible community organisations that are experiencing financial hardship as a result of COVID 19 related disruptions to service.

Who can apply? Incorporated community groups, not-for-profit organisations based in the City of Busselton	
Grant Information	
Eligible Projects include:	Direct financial assistance to community organisations experiencing hardship due to the impacts of COVID -19
	Operational projects that support the continued delivery of the organisations primary services for residents within the District
Projects must, wherever practical, utilise local contractors and/or suppliers within the City of Busselton	
Projects ineligible include	Projects that do not meet the requirements of Council's Sponsorship Arrangements Policy
	Projects with sufficient funding support from other levels of government; and
	Projects that have a commercial purpose
Ineligible expenses include	Affiliation and/or Membership Fees
	Capital expenditure
	Personal expenses
Funding Limits	Purchase of equipment unless directly related to the project
	Up to \$10,000 per application
Supporting Documents	Most recent financial statements, including evidence that the impact of COVID 19 has had on the organisation.
	Copy of invoices that funding will be used to pay (if applicable)
	Documents demonstrating hardship resulting from COVID-19 impacts as outlined in the City of Busselton COVID-19 Financial Hardship Policy
Terms and Conditions	Successful applicants will be required to sign a Grant Agreement

Examples of Assistance Grant Projects could include

- ◆ Rent
- ◆ Insurance (Building, Contents)
- ◆ Public Liability
- ◆ Utility Costs
- ◆ Administration support costs

2. Junior Sport Assistance Grant

Introduction

The City of Busselton seeks to provide financial assistance to eligible junior sporting groups and clubs that are experiencing financial hardship as a result of COVID 19 related disruptions to service.

Who can apply?	
Incorporated junior sporting groups and clubs, not-for-profit organisations based in the City of Busselton	
Grant Information	
Eligible Projects include:	Direct financial assistance to junior sporting groups and clubs experiencing hardship due to the impacts of COVID -19
	Operational projects that support the continued delivery of the junior sporting groups and clubs primary services for residents within the District
Projects must, wherever practical, utilise local contractors and/or suppliers within the City of Busselton	
Projects ineligible include	Projects that do not meet the requirements of Council's Sponsorship Arrangements Policy
	Projects with sufficient funding support from other levels of government; and
	Projects that have a commercial purpose
Ineligible expenses include	Affiliation and/or Membership Fees
	Capital expenditure
	Personal expenses
Funding Limits	Purchase of equipment unless directly related to the project
	Up to \$10,000 per application
Supporting Documents	Most recent financial statements, including evidence that the impact of COVID 19 has had on the organisation.
	Copy of invoices that funding will be used to pay (if applicable)
	Documents demonstrating hardship resulting from COVID-19 impacts as outlined in the City of Busselton COVID-19 Financial Hardship Policy
Terms and Conditions	Successful applicants will be required to sign a Grant Agreement

Examples of Junior Sport Assistance Grant Projects could include

- ♦ Rent
- ♦ Insurance (Building, Contents)
- ♦ Public Liability
- ♦ Utility Costs
- ♦ Ground hire/maintenance

3. Revitalisation Grant

Introduction

The City of Busselton seeks to provide opportunities for eligible community organisations to revitalise their existing community facilities, in preparation for the return of standard operations post COVID 19. The allocation of funding via the 2020/21 Community Bids program will aid in the stimulation of the local economy through the engagement of local suppliers and contractors.

Who can apply? Incorporated community groups, not-for-profit organisations based in the City of Busselton	
Grant Information	
Eligible Projects include:	Infrastructure maintenance and renewal projects;
	Upgrades to existing community facilities.
Projects must, wherever practical, utilise local contractors and/or suppliers within the City of Busselton	
Projects ineligible include	Projects that do not meet the requirements of Council's Sponsorship Arrangements Policy
	Construction of standalone new community facilities
	Projects that are on land owned by an individual or an ineligible entity (with the exception of Government departments and agencies)
	Projects that are on land owned by Government departments and agencies, and there is no official land tenure agreement between the eligible applicant and the Government department or agency; and
	Projects that do not have the consent of the land owner
	Projects considered the responsibility of other government departments, individuals and private for-profit groups
	Projects that are not complimentary to the City's Draft Sport and Recreation Facilities Strategy 2020-2030
Ineligible expenses include	Purchase of equipment, unless directly related to the eligible project
	Retrospective funding for projects already completed
Funding Limits	Grants of up to \$10,000 per application may be granted
	Council will fund up to 80% of the project, part-funding from the applicant is required (cash or in-kind acceptable)
Supporting Documents	Most recent financial statements
	One quotes for items up \$5000
	Two quotes for items over \$5000
	Copy of Public Liability Insurance
	Letter confirming consent from land owner (including City owned land)
	Site plans (if required)
	Building Plans (if required)
Development Applications (if required)	

	Any other income sources used to fund the project
Terms and Conditions	Successful applicants will be required to sign a Grant Agreement

Examples of Revitalisation Grant Projects could include

- ♦ Solar Panels
- ♦ Scoreboard(s)
- ♦ Seating
- ♦ Doors/Ramps to improve access
- ♦ Small storage shed
- ♦ Goal Posts

4. Assessment Criteria

Applicants will be assessed on the following criteria:

- ♦ The degree that the community organisation or sporting group has been negatively impacted by the COVID-19 pandemic.
- ♦ The degree that the community organisation or sporting group is contributing to the broader community and the level of service it provides.
- ♦ Does the project / initiative meet an identified community need (identified in a community impact assessment)?
- ♦ The degree to which the project / initiative will have an impact on the community.
- ♦ The use of local suppliers (where possible)

Applications will be assessed by City officers, and recommendations for funding presented to a Community Assistance Program panel. The Panel membership will include up to two (2) Councillors and a City officer, and will meet on a monthly basis to review applications.

5. Timeframes

Applications will be open for the duration of the 2020/2021 financial year or until all funds are allocated. It is expected that any proposed activity will be completed by 30 June 2021.

Applications will be assessed monthly according to the following schedule. All application with the required supporting documentation must be submitted before the submission cut off date to be consider at the monthly assessment.

<i>Rd</i>	<i>Submission Cut Off</i>	<i>Rd</i>	<i>Submission Cut Off</i>
1	24 July 20	7	22 Jan 21
2	21 Aug 20	8	19 Feb 21
3	18 Sept 20	9	19 Mar 21
4	23 Oct 20	10	23 April 21
5	20 Nov 20	11	21 May 21
6	11 Dec 20		

6. Funding Conditions

- ♦ Community groups seeking funding through the community assistance program will sign a grant agreement with the City of Busselton if their application is successful.
- ♦ Successful applicants will be required to submit a brief evaluation form (including acquittal) that highlights the outcomes of the project within three months of the completions of the project.
- ♦ Funds must not be used for any purpose other than what was in the original application form without prior approval from the City of Busselton.
- ♦ All funding which is unspent for the term and purpose that they were approved for are to be returned to the City within three months of the conclusion of the project.

For all enquiries including an application form please contact Naomi Davey, Community Development Officer Ph: 9781 0496 or email: naomi.davey@busselton.wa.gov.au