Community Funding Policy

Objective

The purpose of this policy is to provide a clear and equitable framework for the Council's allocation of financial support provided through the Town of Bassendean's Community Funding program. It ensures that funding decisions are consistent with the Town's strategic objectives and are made in accordance with the principles of fairness, accountability, and responsible financial management.

Scope

This policy applies to applicants and all Council employees involved in the administration, assessment, approval, payment and acquittal of funding issued by the Town through its Community Funding Program.

Definitions

Acquittal:	A report demonstrating that funding has been spent in accordance with the approved purpose and funding agreement.
Community Funding Program:	Refers to the suite of community funding and in-kind financial support offered by the Town and detailed in this policy.
Donation:	Means a funding contribution to an organization or group for the purpose of assisting an activity with a charitable, welfare or community service purpose.
Funding Agreement:	A written agreement outlining the terms and conditions of Council funding.
Funding Stream:	The subcategories of funding opportunities outlined in this policy.
Grant:	Means a financial contribution to an individual, organization or group for the purpose of delivering specific mutually agreed outcomes.
Project:	Is used to define any event, initiative, program or service detailed in this document.
Rebate:	Means financial reimbursement (full or partial) to reduce the expenditure of funds on a particular good or service.
Waiver:	The exemption (full or partial) of a formal fee or charge.

Policy Statement

Through the Community Funding Program, the Town seeks to strengthen community capacity, encourage partnerships, and deliver outcomes that align with Town of Bassendean's adopted Council Plan.

The Town is committed to supporting a vibrant, inclusive and resilient community by providing funding, waivers or rebates that enable residents, groups, sportspeople and organisations to deliver initiatives that strengthen community wellbeing, enhance participation and foster social connection.

The Town aims to maximise community access to grant funding by adopting a proportionate, low-burden approach to grant administration, by removing unnecessary complexity while maintaining accountability for public funds.

Community Funding applications or reimbursements are subject to assessment and approval, and funding is not guaranteed. Initiatives previously assisted through the Community Funding Program cannot be assured of support in future years. The availability of financial support remains subject to allocations within Council's annual budget which may vary from year to year, based upon Council and community priorities.

1. General Eligibility Criteria

The following eligibility requirements apply to all streams of funding within the Town's Community Funding program. The Town will not support any applications that:

- Are received from an applicant with outstanding acquittals or debts with the Town;
- Directly or indirectly contravene existing Council policies.
- Create an actual or perceived conflict of interest.
- Could be perceived as benefiting a political party or campaign.
- Has a primary purpose of conducting worship, preaching, delivery of sermons, prayer services, or rituals.
- Are submitted by a local, state or commonwealth government agency (*local schools are eligible).*
- Are for the sole purpose of financially benefiting an organisation, group or individual *(for example, not assisting recipients to make profit).*
- Are deemed inappropriate by the Town (including, the promotion of gambling, tobacco usage, alcohol consumption or those which contradict the Town's Public Health Plan and other strategic informing documents adopted by Council).

2. Community Grants

Provide a financial contribution of up to $5,000 to eligible individuals, organisations or groups to support projects that benefit the local community, build capacity, support volunteering, and enhance community wellbeing in the Town of Bassendean.

The Town's grants are not intended to cover all costs; but rather, contribute to the project's delivery. Applicants can support their project through other funding sources, in-kind support, and / or volunteering.

In considering any application for Community Grant funding, the decision makers will assess initiatives that align with the Town's adopted Council Plan and the applicant's compliance with previous funding agreements.

2.1 Provision of grants will be subject to a documented agreement between the applicant and the Town, which will include terms and conditions pertaining to the amount of funding, use of the funding, acquittal of the funds and public acknowledgment and promotion of the Town.

2.2 All grant funds must be fully acquitted within one month of the project's conclusion. The applicant is to lodge a report, to the Town's satisfaction, that evaluates the project's success, provides evidence of how the Town's support was acknowledged, and includes evidence of expenditure. The Town may request the return of any funds that are not spent in accordance with the budget outlined in the grant application.

2.3 Where an applicant is required to return funds, they will be issued with an invoice by the Town's Finance Department. If the applicant fails to return the funds within 90 days of the invoice date, they will be ineligible to apply for future funding covered by this Policy.

3. Community Insurance Reimbursements

Provide a financial reimbursement of up to $1,000 to eligible not-for-profit community groups within the Town of Bassendean, that independently arrange insurance for their community activities. This funding recognises and supports responsible community group management while encouraging community led initiatives by helping to offset insurance costs, which can present a financial burden for some groups. The $1,000 may be used to purchase Public and Product Liability and / or Personal Accident (Volunteer) Insurance.

3.1 The provision of reimbursements will be subject to applicants successfully demonstrating receipt of purchased insurance.

3.2 Reimbursement recipients must submit an acquittal report using the Town's approved template within one month of the expiry of their insurance policy.

3.3 The Town reserves the right to request repayment of any funds that are not used in accordance with the intended purpose of the Community Insurance Reimbursement. Where an applicant is required to return funds, they will be issued with an invoice by the Town's Finance Department. If the applicant fails to return the funds within 90 days of the dated invoice, they will be ineligible to apply for future funding covered by this Policy.

4. Dudley Robinson Youth Excellence Grants

The Town provides grants of up to $500 per annum to Town residents aged 12 to 18 years who have been selected to represent their sport, performance art, academic discipline or leadership program at a State, National or International level.

Applications must include supporting evidence that details the event, dates, and the participant's intent to attend and be willing to have their successful endeavours promoted by the Town. Evidence must be from an officially recognised organisation.

5. Community Donations

The Town provides financial donations up to $250 per annum to not-for-profit organisations and charities located in, or servicing, the local community where their activities support the delivery of projects, programs or services that align with the Town's adopted Council Plan.

6. Graduation Ceremony Donations

Graduation Ceremony “Scholarship Award” donation to students of educational institutions located within the district, are limited to one per school per annum up to a maximum of $250, and “Citizenship Award” donations are limited to one per school per annum up to a maximum of $50.

7. Waiving of Fees

7.1 Facility and Reserve Hire Fee Waivers

The Town provides the waiving or reduction of fees (i.e. full or partial refund) where such assistance supports the delivery of community projects, programs or services that align with the Council’s adopted Plan. Waiver requests are limited to a maximum value of $1,000.

7.2 Waiving of Fees for Development Applications for Heritage Properties

The Town provides the waiving or reduction of fees (i.e. full or partial refund) where such assistance supports developments which contribute to the retention of the character and significance of a Heritage property on the State Register, the Town's Heritage List and/or Local Heritage Survey. Waiver requests are limited to a maximum value of $1,000.

8. Rebates

8.1 CCTV Rebate Scheme

The Town provides a CCTV Rebate Scheme to help make the installation of CCTV systems more affordable while encouraging a proactive approach to crime prevention. Eligible applicants can receive a rebate of up to 50% off the cost of a new CCTV installation, to a maximum of $500 for commercial properties and $200 for residential properties.

8.2 General Rebates

The Town may provide financial rebates for goods, and services for a specific purpose within a formal Town program. An example of which is the ‘Verge rebate program’ for transforming verges from grass or hardstand into waterwise verges. Applications for rebates will be subject to their own eligibility, application, and assessment requirements which will be advertised and managed in accordance with each program.

9. Assessment, Authority and Approving Officer

Applications will be assessed by either the relevant Town Officer or a panel of three (3) Town Officers, with a recommendation made to the Approving Officer. The Manager, Community Services is responsible for approving the composition of the assessment panel. Elected members are not eligible to participate in assessment panels.

Applications will be assessed based on the criteria associated with the funding stream, and where relevant, compliance with previous funding agreements.

Approving Officers are responsible for reviewing all funding recommendations and are required to make the final determinations. Approving officers will operate within their delegated authority.

Funding category	Application amount	Assessment	Approving Officer/ Delegated Authority
Community Grants	$2,001 up to $5,000	Panel	Director
Community Grants	Up to $2,000	Panel	Manager
Community Insurance Reimbursements	Up to $1,000	Panel	Manager
Fee Waiver	Up to $1,000	Single Officer	Manager
Dudley Robinson Youth Excellence Grants	Up to $500	Single Officer	Manager
Donation	Up to $250	Single Officer	Manager
CCTV Rebates	Up to $500	Single Officer	Manager
Verge Rebate Program	Up to $500	Single Officer	Executive Manager

10. Conflicts of Interest

Council officers and assessment panel members involved in funding decisions must disclose any actual, potential or perceived conflicts of interest. Declared conflicts will be managed in accordance with the Town's Employee Code of Conduct and relevant legislation.

11. Complaints

All funding decisions are final. Applicants who are dissatisfied with the Community Funding Program's administration, or policy application, will be directed to the Customer Service Charter's complaint process. Applicants may request feedback on assessment outcomes.

12. Reporting

A quarterly funding report will be compiled for the Executive at the end of each financial quarter.

Each year, the Town will advertise all successful Community Funding Program allocations on its website.

13. Continuous improvement

The Town's administration will regularly review the assessment processes, applicant feedback, reporting requirements, funding outcomes, and administrative efficiencies. Recommendations for improvements will be incorporated into future funding rounds, and associated changes will be made to the Council's Community Funding Guidelines. If significant policy change is required, a report will be prepared for Council consideration.

14. Privacy and Responsible Information Sharing

As part of the Council's obligations under the Privacy and Responsible Information Sharing Act 2024, the Town requires applicants to agree to their personal information being

collected and stored. The Town is unable to provide any services detailed in this Policy where an applicant wishes to remain anonymous.

Associated Documents

- Community Funding Guidelines
- Local Government Act 1995
- Town of Bassendean - Code of Conduct Employees HR040
- Town of Bassendean Policy - Customer Service Charter HR033
- Town of Bassendean Fees and Charges

Document responsibilities:			
Owner:	Community and Place	**Owner Business Unit:**	Director Community and Place
Inception date:	OCM 2026-08-25/4 25/08/2026	**Decision maker:**	Council
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Compliance requirements:			
Legislation			