



**BILL'S GULLY**  
EST. **HALL** 1913



# Non-Council Owned Community Halls Grant

Council Guidelines

West Wimmera Shire Council is committed to working in partnership with the community to encourage, develop and support not for profit community-based organisations, to form a positive contribution to the West Wimmera Shire and strengthen the development of a supported, cohesive community.

Each financial year Council may provide the financial assistance specified in these guidelines for not-for-profit voluntary committees that manage non-Council owned community halls. This grant stream provides financial support only.

## Purpose & objective

West Wimmera Shire Council is fully committed to the principals of:

- Equitable, Ethical and Fair treatment of all involved.
- Probity, accountability, and transparency in all operations.

This guideline aims to:

- Define how Council determines annual allocations to not for profit committees who manage non-Council owned community halls
- Demonstrate accountability and responsibility to ratepayers.
- Ensure that all processes are monitored and recorded.

Ensure that the best possible outcome is achieved for Council and all community groups through fair, non-discriminatory processes regarding appropriate risk management and legislative compliance.

**Scope** This guideline outlines the circumstances in which eligible not-for-profit committees can apply to Council for the financial support specified in this guideline.

## Definition

### **A) Public and products liability insurance contribution recipients**

- Not-for-profit committees that administer non-Council owned community halls that serve the whole community. Council will consider applications for support.

### **B) Building and contents insurance contribution recipients**

- Not-for-profit committees that administer non-Council owned community halls that serve the whole community. Council will consider applications for support.

## Guideline statement

This grant allows for not-for-profit hall committees to apply for an annual contribution towards the cost of their facilities insurances (public and products liability and/or contents and building contribution).

To be considered for the grant, not-for-profit hall committees must apply for public and products liability and/or building and contents insurance contribution via the West Wimmera Shire Council Smarty Grants portal. Applications are open annually.

Council staff will assess the application for eligibility against the grant guidelines. If assessed as eligible, the application can only be granted by Council.

Successful applicants will receive grant funds as soon as practicable after determination of the application.

Additional to this funding stream, organisations may also be eligible for other community grants as per the relevant guidelines.

## Acquittal of Council funds

**Successful applicants must provide Council with a copy of their renewed insurance policy/policies and a receipt/receipt demonstrating payment within three months of receiving the grant from Council.**

## Assessment criteria

The application satisfies all application guidelines criteria and includes all documentation required for eligibility assessment.

## Application process

A) Public and products liability insurance contribution

## Guidelines and considerations

Applicants are encouraged to contact the Community Development team to discuss their application prior to applying.

Council will grant a maximum of \$800 per year towards the cost of public liability insurance based on the information contained in the application.

The following information is required for the lodgement of an application through Smarty Grants. ✓

- Reason for grant application
- Benefit to the community of the community hall
- Provide evidence of insurance paid
- Data including:
  - Schedule of events held over the past 12 months including attendance numbers
  - Number of committee meetings per annum
  - List of all committee members
- Submit grant application online via <https://westwimmera.smartygrants.com.au>.  
Council officers are available to assist.

Applicants are notified upon successful lodgement of the application.

## Application process

B) Building and contents insurance contribution recipients

### Guidelines and considerations

Applicants are encouraged to contact Community Development team to discuss their application prior to applying.

Council will grant a maximum of 35% per year towards the cost of building and contents insurance based on the information contained in the application.

The following information is required for the lodgement of an application through Smarty Grants. ✓

- Reason for grant application
- Benefit to the community of the community hall
- Provide evidence of insurance paid
- Data including:
  - Schedule of events held over the past 12 months including attendance numbers
  - Number of committee meetings per annum
  - List of all committee members
  - Community profile of use
  - Evidence of Insurance paid
  - Replacement value of building
  - Replacement value of contents
  - Attach a copy of their latest financial statement
  - Condition of building, including:
    - Does the building contain asbestos?
  - Would you expect the building to be replaced if damaged beyond reasonable repair? If so, does your current insurance sum insured cover this?
  - Financial ability to meet any shortfalls to replace the building if damaged
  - Business/strategic plan (if applicable)

Submit grant application online via <https://westwimmera.smartygrants.com.au> .  
Council officers are available to assist.

Applicants are notified upon successful lodgement of the application.

All applications are assessed against the guideline criteria as follows:

- Council staff will assess the application for eligibility against the grant guideline. If assessed as eligible, the application will be referred to Council for determination.
- Approval of the application can only be granted by Council.
- Applicants will be advised in writing of the application determination within two weeks of the Council meeting at which the application was tabled.

## Disclaimer

These guidelines are updated on a regular basis. Please ensure your application aligns with the latest most current guidelines that are available on Council's Community Grants webpage.

Guideline no:

Adopted by council: April 2024

Next review date: May 2025

Executive Director: Director Corporate and Community Services

Responsible Officer: Manager Community Development and Tourism

Functional Area: Corporate and Community Services

<b>Guideline Adopted:</b>	Council Meeting 20/09/23	Minute Book	Policies and Procedures Team
<b>Guideline Reviewed:</b>	Council Meeting 17/04/24	Minute Book	Policies and Procedures Team



## CONTACT US

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