

<b>Title of Policy</b>	Community Grants		
<b>This applies to</b>	All Council employees		
<b>Author</b>	Greg Hill	<b>Date approved:</b>	
<b>Position of Author</b>	General Manager	<b>Authorised by:</b>	
<b>Legislation, Australian Standards, Code of Practice</b>	The Local Government Act 1993, provides at Section 356 of the Local Government Act 1993 empowers councils for provide financial assistance to others.		
<b>Related Policies/Procedures</b>	Community Grants Procedure		

**AIM**

Central Darling Shire Council acknowledges the contributions made by not-for-profit community based organisations, groups and individuals in the local government area and, where possible, commits limited funds to help these organisations, groups and individuals achieve their objectives.

The purpose of this policy is to:

- Establish a consistent, equitable and transparent response to requests for financial assistance;
- Ensure that all conforming applications received are given equitable consideration for funding;
- Ensure that the funding of community grants represents value for money to Council and the community; and
- Ensure that money provided by Council to community organisations are allocated in the most effective manner.

**SCOPE**

The policy applies to requests for community grants from not-for-profit community based organisations, groups and individuals that meet community needs and to benefit residents within our community.

This policy enables Council to support local projects and activities put forward by those organisations, groups and individuals that offer a significant contribution to community outcomes and goals as provided in the Community Strategic Plan. Additionally, Community Grants may also be available to respond to particular emergency situations (such as drought relief) depending upon the availability of funding. In making such funds available, community grants shall be provided in a consistent, equitable and transparent manner.

## **ELIGIBILITY CRITERIA**

### **General**

To be eligible for consideration to receive community grants, applicants must:

- Be an incorporated not-for-profit and/or charitable organisation or individual based or residing in the Central Darling local government area;
- Target the local community;
- Fit within Council's Delivery Program & Operational Plan;
- Have no outstanding debts of any kind to Council; and
- Submit the application form by the applicable cut-off time and date.

Applicants may only receive funding once per year up to a maximum amount of \$1,000.

In-kind support for the waiver of rates, fees, charges and goods is considered financial assistance within this policy and therefore may be eligible for consideration.

### **Recurring Grants**

The groups to receive this category of funding will generally include schools (for award nights), church or community groups (for events such as Christmas luncheons) and community Australia Day celebrations (which does not include Council's centralised Australia Day event).

Funding will be limited to a maximum amount of \$200 for each group.

The Committee will determine those bodies which will receive this funding and no application form will be required.

### **Emergency Relief Grants**

Council may, depending upon the availability of specific funding, be in a position to provide funding to members of our community adversely affected by such natural situations such as drought, flooding etc.

## **COMMUNITY GRANTS MANAGEMENT PROCESS**

### **Applications**

The Committee comprising the Administrator, General Manager and Shire Services Director will determine any categories that are deemed to be recurring. The amounts to be paid for these recurring community grants will generally be decided based on Council's budget.

Council has limited funding available and received requests to support so many worthwhile causes so often there are insufficient funds available to cater for all requests.

Applicants will need to re-apply each year, notwithstanding that they may have received assistance in previous years.

Except as otherwise provided, all applications are to be completed on a Central Darling Shire Council "Request for Community Grants Application Form". This can be accessed from the Council's website or Council offices. Forms may be lodged electronically, mailed or delivered to Council's office.

### **Assessment**

All applications received will be assessed by a committee comprising the Administrator, General Manager and Shire Services Director.

The applications will be considered on their respective merits and will be assessed in conjunction with all other requests received against the following criteria relative to the amount of funding requested:

- Degree of benefit to the community aligned with the Community Strategic Plan;
- Amount of resident participation;
- Evidence of community support;
- Level of consultation and collaboration with other local groups;
- Whether the funding is for new and innovative community projects or programs;
- Organisational capacity to deliver the program or project;
- Does the project address local issues by attempting to meet a community need or shortcoming;
- Previous financial assistance to the applicant and the reasons for that assistance; and
- Applicant's access to alternative sources of funding.

### **Approval**

All requests for Community Grants will be considered at a Council meeting with a report prepared twice yearly. Consideration will include which applications will be funded and the amount of funding to be provided.

### **Reporting Requirements**

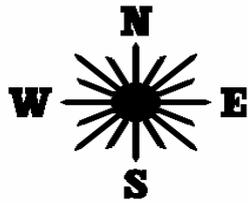
Applicants are requested to provide Council with a report providing evidence of the activity funded. This can be in the form of a letter with photographs attached as applicable.

**Timetable**

Invitations for applications for Community Grants will be called twice per year in July and January.

**PRIVACY**

Applicants for Community Grants should be aware that copies of their applications may be included in a report to Council which will be published in the Council Business Paper and will be publicly available as well as being published on Council's website.



<b>Title of Procedure</b>	Community Grants		
<b>This applies to</b>	All employees of Central Darling Shire Council		
<b>Author</b>	Greg Hill	<b>Date approved:</b>	
<b>Position of Author</b>	General Manager	<b>Authorised by:</b>	
<b>Legislation, Australian Standards, Code of Practice</b>	Section 356 of the Local Government Act 1993 applies		
<b>Related Policies/Procedures</b>	Community Grants Policy		

**Introduction**

Central Darling Shire Council recognises the valuable contributions of local community members and groups, along with local events in our region. One of the tangible ways of recognising the value of these contributions is the consideration of requests for Community Grants.

**Funding**

Council will generally include in its budget, funds to enable consideration to be given to requests for Community Grants. To be eligible for any of this funding applicants must meet the following conditions:

- Be an incorporated not-for-profit and/or charitable organisation or individual based or residing in the Central Darling local government area;
- Target the local community;
- Fit within Council’s Delivery Program and Operational Plan;
- Have no outstanding debts of any kind to Council; and
- Submit the application form by the applicable cut-off time and date.

In-kind support for the waiver of rates, fees, charges and goods is considered financial assistance within the Community Grants policy and therefore may be eligible for consideration.

The funding will include 3 components:

**1. General Grants**

This category covers all general requests for funding or in-kind support and will need to be applied for in one of the twice yearly funding submissions.

Applicants may only receive funding once per year up to a maximum amount of \$1,000.

**2. Recurring Grants**

The groups to receive this category of funding will generally include things like schools (for award nights), church or community groups (for Christmas luncheons) and community Australia Day celebrations (which does not include Council's centralised Australia Day event).

Funding will be limited to a maximum amount of \$200 for each group.

The Committee will determine those bodies which will receive this funding and no application form will be required.

**3. Emergency/Emergent Grants**

This category is for emergency/unexpected occurrences such as extreme hardship events that may occur at any stage during the year. This will be dependent upon the availability of the relevant funds. e.g. flood and drought relief

**Timetable**

Council will consider applications for General Community Grants in twice yearly submissions. These will occur in July and January.

Emergency/Emergent Community Grants will be considered on a case by case basis, subject to funding availability and as applications are received.

**Applications**

Except as otherwise provided, persons or bodies seeking to request consideration for Community Grants will be required to complete and lodge an application form in terms of Appendix "A".

These application forms will be available electronically on Council's website with hard copies also available at Council's office.

The completed applications for Community Grants must be received by Council by the due date to be considered. Late applications will not be considered.

## **Assessment of Applications by Council**

Applications for Community Grants will be considered by a committee comprising the Administrator, General Manager and Shire Services Director. That Committee shall determine who will receive funding based on the applicant meeting the funding conditions specified in the Council's policy and the funding availability.

The high demand for funding mean that not all eligible grant applications will be able to be funded or funded to the amount requested. Council may, at its absolute discretion, either offer funding, decline funding or offer only partial funding.

Applications will be considered on their respective merits and will be assessed in conjunction with all other requests received against the following criteria, relative to the amount of funding requested:

- Degree of benefit to the community aligned with the Community Strategic Plan;
- Amount of resident participation;
- Evidence of community support;
- Level of consultation and collaboration with other local groups;
- Whether the funding is for new and innovative community projects or programs;
- Organisational capacity to deliver the program or project;
- Does the project address local issues by attempting to meet a community need or shortcoming;
- Previous financial assistance to the applicant and the reasons for that assistance; and
- Applicant's access to alternative sources of funding.

## **Council's decision**

Following consideration by the Committee, a report will be prepared for Council's consideration with the decision made at a Council Meeting.

The Council's decision will be individually conveyed to the respective applicants after the Council Meeting. Successful applicants will be informed and advised of any requirements they must meet in accordance with the policy. Unsuccessful applicants will be so advised.

## **Reporting requirements**

Applicants will be required to provide Council with a report providing evidence of the activity funded. This can be in the form of a letter with photographs attached as applicable.