



COMMUNITY GRANTS POLICY

Final <input checked="" type="checkbox"/>		Classification:	STATUTORY
Policy No:	2	Policy Section	COMMUNITY
Date Adopted:	14 th December 2012	Resolution Number:	2012.12.10
Date Reviewed:	16 th July 2014		2014.07.03
Responsible Officer:	Manager Corporate Services	Review Date:	July 2015

1. POLICY INTENT

This policy is intended to provide a structure for making grants to community organisations, which is open, transparent, legal, equitable and furthers the aims and objectives of the Council's Corporate Plan. It ensures that grants, gifts and concessions to community organisations are provided in an equitable and accountable manner and produce the benefits towards which they are aimed. It ensures that Council comply with the *Local Government Regulation 2012* sections 194 and 195.

2. SCOPE

This policy covers:

- Direct cash grants to community organisations
- Assets given to community organisations
- Concessions (e.g. facility hire) for community organisations
- Student Bursary
- In-kind support using Council resources
- Requests for sponsorship by Council of an event.

This policy does not apply to the awarding of grants under the Regional Arts Development Fund (RADF) which will be awarded and distributed under the guidelines of the RADF Program, or the awarding of grants under any other state, federal or private sector grant program.

3. BACKGROUND/SUPPORTING DOCUMENTATION

a) Under the *Local Government Regulation 2012*, Chapter 5, Part 5, section 195, the Local Government must prepare and adopt a policy about local government grants to community organisations (a **community grants policy**), which includes the criteria for a community organisation to be eligible for a grant from the local government.

Under Chapter 5, Part 5, section 194 the local government may give a grant to a community organisation only –

(a) If the local government is satisfied –

(i) The grant will be used for a purpose that is in the public interest; and

(ii) The community organisation meets the criteria stated in the community grants policy; and

(b) In a way that is consistent with the local government's community grants policy.

b) Council receives a range of requests for financial support and assistance from community organisations and individuals to assist with the development of sports, arts, heritage, recreation or other community activities within the Shire.

4. POLICY STATEMENT

4.1. Community Grants Program Process

The community grants program and student bursary will be advertised publicly as required within each financial year although grant applications will normally be accepted at any time of the year. Advertising for the community grants program and student bursary is coordinated by the Community, Cultural and Tourism Supervisor.

All applications for the community grants program must be submitted on the Community Grants Application Form.

Once applications have been received, the Community, Cultural and Tourism Supervisor will provide a report to Council on applications received.

Applications will be assessed by Council using the following selection criteria as the basis for assessing each application. Note that Councillors do not individually approve grant applications; applications will be approved by the whole Council in a democratic, fair and equitable manner.

- The organisation is a not for profit, incorporated organisation, or a community group or club sponsored by such an organisation, is located in the Barcoo Shire, and benefits the communities of the Barcoo Shire.
- The funding request directly supports a demonstrated need within the community.
- The project provides a direct or indirect benefit for residents in the community.
- Demonstrated ability to meet current financial obligations; include quotes, budget and financial statement.
- Demonstrated that attempts have been made to raise funds from other sources.
- The applicant organisation is making a contribution to the project.
- All eligibility criteria have been met.

Following assessment of the grant applications, applicants will be notified in writing of Council's decision, including any conditions of the grant.

In some instances, successful applicants may not receive the full amount of funding, but rather a percentage of the total sought. In such instances, Council will consult with the applicant to ensure that partial funding will be beneficial rather than harmful to the project, organisation or individual.

Unsuccessful applicants will be offered the opportunity to receive feedback from a Council officer.

4.2. Acquittals

All funds must be expended within 12 months of receiving the grant.

The Council will require, as a condition of each grant, that the organisation submits a report confirming that the grant has been used for the purpose intended. This can include a copy of the accounts of the organisation supported by an explanation, if necessary. A requirement for special audit reports should be avoided unless the Council has reason to suspect that the reports submitted are misleading or incorrect.

Acquittal reports must be submitted within 30 days of the completion date of the project. Further grants will not be given until acquittal reports are received.

4.3. Waiver of Fees and Concessions

Approval may be sought for the waiver or reduction of fees associated with the hire of Council operated facilities and associated plant/equipment. The Council may decide to grant a particular type of concession (e.g. hall hire) to a specified category of community organisation. This concession would then apply to all community organisations in that category. Council may grant a standing concession to a particular organisation.

Where applicable, bonds must be paid regardless of any concessions of fees waived.

4.4. Information

Advice about the Grant Program can be sought from the Community, Cultural and Tourism Supervisor. Councillors and Council Staff may encourage organisations to apply, but should not indicate if an application is likely to succeed.

5. DEFINITIONS

Community Organisation A not for profit organisation consisting of people having common interests. Includes sporting clubs, social clubs, school P&C associations,

arts and cultural groups and service organisations. Community organisations exclude schools, businesses and government agencies.

Concessions	A discount given for a service to a certain category of organisation/person/group as determined by Council.
Donation	'Giving of funds' where there is no formal agreement or restrictions on how the money is to be spent. The essence of this agreement relies upon the honour of the recipient for its fulfillment, rather than being in any way enforceable.
Fee Waiver	Waiver of the fees and charges that Council would usually charge for providing a service or product.
Grants	Grants are defined as 'the giving of funds' where the recipient agrees to the conditions of the benefactor as to how the monies are to be spent. The agreement contains specific benefactor-imposed restrictions on how the money is spent. The recipient is required to formally acquit the funds as specified by the benefactor.
In Kind Support	Council chooses to provide goods or services at no cost to a Community Organisation. These can be assisted use of Council's organisational resources including labour, facilities, plant and other equipment.
Recipient	An organisation which receives grant funding, concessions or donations from Council.
Sponsorship	Sponsorship is a mutually beneficial contract involving the purchase of usually intangible, exploitable potential, associated with an event, organisation or project which results in tangible benefits for the sponsoring organisation.

6. RELATED POLICIES/LEGISLATION

- *Local Government Regulation 2012* sections 194 and 195.
- Community Grants Application Form
- Shire Bursary Policy

7. REVIEW

It is the responsibility of the Manager Corporate Services to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed annually or as otherwise determined by Council.