

# Community Grants, Donations and Support Policy

## Policy Details

<b>Policy Category</b>	Statutory
<b>Date Adopted</b>	16 <sup>th</sup> August 2023
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<b>Approval Authority</b>	Council
<b>Effective Date</b>	16 <sup>th</sup> August 2023
<b>Policy Version Number</b>	4
<b>Policy Owner</b>	Manager Economic and Community Development

## Supporting documentation

<b>Legislation</b>	<ul style="list-style-type: none"> <li>• <i>Local Government Act 2009</i></li> <li>• <i>Local Government Regulation 2012</i></li> </ul>
<b>Policies</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>Delegations</b>	<ul style="list-style-type: none"> <li>• Delegated authority for one-off applications for In-Kind assistance of less than \$1,000, is provided to the Chief Executive Officer.</li> </ul>
<b>Forms</b>	<ul style="list-style-type: none"> <li>• Grant, Donation and Support Program Application</li> <li>• Acquittal</li> <li>• Community Donations and Support Guidelines</li> </ul>
<b>Supporting Documents</b>	<ul style="list-style-type: none"> <li>• Corporate Plan 2020 - 2025</li> </ul>

## Version History:

Version	Adopted	Comment	eDRMS #
1	18/07/2012	Council Resolution 0712/024	
2	09/12/2015	Council Resolution 1215/024	
3	26/02/2020	Council Resolution 0220/026	
4	16/08/2023	Council Resolution 0823/017	

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## **Intent**

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To guide the delivery of Council's Community Grant, Donations and Support Program which provides financial and in-kind assistance to community-based groups and organisations.

## **Scope**

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The policy applies to all Council community grants, donations, including financial and in-kind support, provided to community organisations that provides activities for a public purpose within Carpentaria Shire.

Applications for Regional Arts Development Funds are outside the scope of this Policy.

## **Policy Statement**

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- Council acknowledges the very important role that community groups/clubs, sporting clubs, committees and other community organisations play in the social fabric of the communities within the Shire.
- Therefore, supporting the community through financial and in-kind assistance is necessary for the provision of a diverse range of programmes and projects that enhances the cultural, social, sporting, education and economic development aspirations of organisations and individuals.
- The amount of assistance, financial or otherwise, available in any given financial year will be dependent on Council's budget decisions and priorities. Whilst all applications received from eligible entities will be considered on their individual merits and the current circumstances, there is no guarantee that applications will be automatically approved.

## **Grants, Donations and In-Kind Support**

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- In the administration of its Grants Program, Council will consider applications and distribute funds and in-kind support in an equitable, transparent and responsible manner. Approval will only be forthcoming when Council is satisfied that the application:
- Aligns with themes and goals in Council's Corporate Plan or other strategic plans
- Addresses an identified need in the community;
- Benefits the community and is in the public interest; and
- Meets eligibility criteria outlined in this policy.

## **Community Grants, Donations and Support Program**

- Council has two separate streams of its Community Grants, Donations and Support Program which consist of:
  1. Community Grants, Donations and Support in excess of \$1,000
- There are limited funds available through a competitive process with applications being assessed on individual merit and the criteria established in this policy. Applications can be submitted at any time during the financial year and wherever possible applications are to be received four (4) weeks prior to the event occurring. Applications are still required to meet all criteria and conditions stated in this policy.

- Submission of an application does not guarantee approval and all decisions are at Council's absolute discretion.
2. Community Grants, Donations and Support less than \$1,000
- Applications can be submitted at any time during the financial year and wherever possible applications are to be received four (4) weeks prior to the event occurring. Applications are still required to meet all criteria and conditions stated in this policy.

### **Eligibility Criteria**

- Community groups/clubs, sporting clubs, committees and other community organisations may apply for assistance under Council's Grant Program if they satisfy the following criteria:
- The program and/or project for which funding is requested must provide a direct benefit to the Carpentaria Shire community and align with Council's corporate goals and objectives.
- Must be based in the Carpentaria Shire Council region, have a membership base within the Carpentaria Shire, or be delivering a service which will be of a direct benefit to members of the Carpentaria Shire community.
- Be able to demonstrate viability and ongoing sustainability.
- Have no debt to council, or have entered into an acceptable repayment arrangement with Council which is being adhered to, and/or have met acquittal conditions for previous Council grants.
- Must agree to comply with any reasonable conditions which Council may apply to the support provided.

### **Ineligibility Criteria**

- Applications which will generally be considered ineligible for consideration under Council's Grant Program where one or a number of the following conditions apply:
- The applicant is a political organisation;
- The applicant has previously received support and has failed to meet the conditions of that support;
- The applicant has an outstanding debt with Council (including rates and excess water bills) and an approved repayment arrangement has not or is not being adhered to;
- The project is for a private commercial (for profit) activity;
- The project does not provide a direct public purpose benefit to the Carpentaria Shire community;
- The application is for retrospective support;
- The request is for maintenance of community facilities that are owned by Carpentaria Shire Council. (These applications are to be referred to the relevant operational area of Council);
- The community organisation has a lease agreement or Memorandum of Understanding (MOU) or Management Agreement where support is included as a term of that agreement or MOU.
- Applications for payment of service fees such as water access and sewerage access fees.

## Application Process

To ensure consistency within the application process, entities are required to submit applications on the following basis:

- All applications must be submitted in the approved Community Grant, Donation and Support program application form and signed by the applicant. (Note: letters or verbal Applications will not be accepted);
- Organisations wishing to apply for more than one event or activity are only required to complete one application form detailing all events or activities;
- Application for Community Grants, Donations and Support under the value \$1,000 are required to be received by Council four (4) weeks prior to proposed event or activity.
- Application for Community Grants, Donations and Support over \$1,000 must demonstrate:
  - How the grant/support will benefit the Carpentaria Shire;
  - How the grant/support will strengthen the Carpentaria community;
  - Justification of how the in-kind application will be applied to the budget for the activity;
  - That the organisation is incorporated, and a copy of the Certificate of Incorporation is to be attached with the application. A copy of the latest audited financial statement may be required also;
  - If the organisation is not incorporate, a sponsoring organisation must be obtained with relevant evidence supplied;
  - That the applicant has all insurances, including public liability and Health and Safety requirements are abided by; and
  - A clear need for support and show that other avenues of support have been explored (e.g., other grant funding, sponsorship etc.)
- Should the application, either in part or wholly, be requesting in-kind support from Council then the application must include a Council quote for value of assistance sought.
- Applications involving the use of Council facilities and/or equipment may require the applicant to provide evidence of their insurance coverage with a Certificate of Currency as well as a copy of their Public Liability Insurance Policy. Council's insurance policy does not cover persons or property in activities or events not organised by Council.
- Any Council equipment must be returned in good, clean and undamaged condition or charges may be imposed as outlined in the conditions of use.

## Assessment Criteria

- All applications received will be assessed on their individual merits and the capacity of the applicant to satisfy the conditions and criteria of Council's Community Grants, Donations and Support Program as established in this policy. As Council has limited budget and it is a competitive process preference will be afforded to applications that:
  - Demonstrate a strong community benefit either through support of local business/industry or the need for the particular project or activity;
  - Provide a financial commitment from the applicant to, or demonstrate the attempts at obtaining additional funding to, co-contribute with Council towards the project or activity;
  - Confirm the continued viability of the applicant entity and its capacity to successfully deliver on the project or activity.

## Approval Process

- All applications be presented to Council for determination, unless done via delegation and all applications approved under delegation are to be reported monthly to Council.
- If the applicant is seeking a financial contribution, then the application is to be presented to Council for determination.
- If the applicant is seeking in-kind support, then this request may be approved under delegated authority by the Chief Executive Officer or their delegate. These approved applications are to be reported to an ordinary meeting of Council for information by the Manager of Economic and Community Development.

## Acknowledgement of Council

- All applicants successful in obtaining support under the Community Grants, Donations and Support Program must acknowledge Council's contribution in all publicity relating to events or activities to which the grant/support applies.

## Acquittals

- Entities who receive a contribution under Council's Community Grants, Donations and Support Program that has value in excess of \$1,000 will be required to complete an acquittal report no later than eight (8) weeks after the completion of the project or activity. This report must include provision of the following information: -
  - Evidence that the monies were expended as intended;
  - Event or activity attendance figures and visitation statistics; and
  - Detailed briefing of event or activity
- If the applicant fails to complete and lodge the acquittal report to the satisfaction of Council or delegate, Council reserves the right to recover the granted funds.
- Depending on the circumstances, Council, at its discretion, may request an acquittal be submitted for a contribution with a value less than \$1,000.
- To assist in providing the acquittal report to Council, it is recommended that applicants refer to a copy of the original application they sent to Council.
- Council reserves the right to recover any contribution or part thereof, should after the receipt and review of the acquittal report, it is determined that funds and/or assistance provided by Council were utilised for purposes that does not align with the original application.

## Definitions

TERM	DEFINITION
<b>Community Organisation</b>	Defined in schedule 8 of the <i>Local Government Regulation 2012</i> as: <ul style="list-style-type: none"> <li>a) an entity that carries on activities for a public purpose; or</li> <li>b) another entity whose primary object is not directed at making a profit.</li> </ul>
<b>Donation</b>	Is any charitable contribution made by Council to assist a person or entity. This charitable contribution may or may not be subject to conditions being met by the recipient.

TERM	DEFINITION
<b>Financial Support</b>	Is a monetary contribution which includes grants, donations and low interest loans to sporting clubs.
<b>Grant</b>	Is an amount of money or in-kind value that is contributed by Council to a person or organisation, to achieve a specific purpose or outcome. This form of assistance may or may not be subject to conditions being met by the recipient.
<b>In-kind Support</b>	Is the provision of goods and services by Council that is of a non-financial value.

Adopted by Council 16<sup>th</sup> August 2023 by Resolution 0823/017.



**Mark Crawley**  
Chief Executive Officer