



DATE ADOPTED: 11 APR 2006

POLICY NO. CPOL-7

TITLE:

**COUNCIL POLICY
COMMUNITY GRANTS PROGRAM**

OBJECTIVES

The objective of this policy is to establish the framework within which Council will offer assistance to community organisations. Council seeks to deliver public money to community groups within the Shire in an open accountable and responsible manner.

This policy has been developed in accordance with Council's Strategic Plan "Kempsey Shire – Our 20 year vision" adopted by Council on the 17th April 2007.

The Community Strategic Plan has been developed around five goals which reflect the following themes:-

- ◆ Our Ecological and Economic Sustainability;
- ◆ Our Social, Cultural and Community Relations;
- ◆ Our Infrastructure;
- ◆ Our Relationships; and
- ◆ Our Effectiveness, Efficiency and Accountability.

The Community Strategic Plan goals are:-

Goal 1: To facilitate ecological and economic sustainable development in the Shire.

Goal 2: To foster and enhance effective social, cultural and community relations, building respect and civic pride.

Goal 3: To plan and fund the Shire's infrastructure and service needs.

Goal 4: To pursue beneficial relationships with regional neighbours and other levels of Government.

Goal 5: To ensure leadership and effective, efficient accountable management.

POLICY STATEMENT

Council acknowledges the valuable role that community organisations perform in the delivery of events and facilities to the community.

In preparing its annual budget, Council will consider making provision in budget funds to assist community groups in achieving their goals.

The purpose of these grant funds is for projects and activities that focus on the development of local communities, encourage groups to take a more active and visible role in the life of the community and create opportunities for wider community participation.

ELIGIBILITY CRITERIA

To be eligible for consideration, applications must be for community-based projects, events, activities and services within the Kempsey Shire Local Government Area, do not duplicate existing services and are aligned to Council's strategic direction and meet the following criteria:

- a. Incorporated 'not for profit' groups, community groups and voluntary associations are eligible to apply, although unincorporated groups may through an appropriate incorporated body that support the project and is willing to accept responsibility for any funding received. Agencies, groups or organisations must be financially viable preferably with a history of financial stability.

- b. If a group has received previous grants or sponsorship from Council, all acquittals and evaluation reports stipulated by Council must be complete. If not, the group is ineligible for funding under the Community Grants Program until all requirements are met.
- c. Council will only accept one application per organisation per annum for consideration.
- d. All support arrangements are made on a one-off basis and no guarantees are made for on-going support.
- e. Applications must provide some form of contribution. This may take the form of in-kind contributions such as office space, meeting rooms, equipment, volunteer labour etc. The nature of the contribution should be stated on the application form and a value provided for that in-kind contribution. Volunteer labour is to be calculated at \$15.00 per hour.
- f. The grant sought will not be more than 50% of the total budget of any application.
- g. Applicants in lodging the application acknowledge that an evaluation report with completed financial statements will be required as part of the acquittal process.

ACTIVITIES NOT TO BE FUNDED

Under the Community Grants Program, Kempsey Shire Council will NOT fund the following:

- a On-going operational or administrative costs including rent.
- b Wages and Salary for staff members.
- c Projects retrospectively or currently in progress
- d Production of newsletters
- e Requests from State and Federal Government Departments and Services
- f Donations to individuals or functions raising funds on behalf of a Not for Profit Group/Organisation, amateur sporting team, cultural group or individual.
- g Applications for refund or reimbursement of Development Applications fees
- h Provision of and servicing garbage bins at events.
- i Applications from individuals.
- j Sporting individuals/teams or cultural groups that seek assistance with furthering their professional careers, either in Australia or overseas.
- k Commercially (profit) based groups/organisations

LEVEL OF FUNDING

Consideration will be given to applications requesting donations between \$500 and \$5,000.

GENERAL TERMS, CONDITIONS AND RESTRICTIONS

Council will consider each eligible request for grants on a case by case merit basis and subject to the receipt of satisfactory evidence of need and the current available budget.

Organisations are expected to acknowledge the contribution made by Kempsey Shire Council.

Where a donation is sought for a Capital item over \$2,000, the applicants are required to submit three (3) quotations with their applications.

Where a donation is approved for a specific project, it must be completed within twelve (12) months of approval. The acquittal process must also be completed within (12) months after Council approval. Any unexpended funds must be returned to Council.

ANNUAL PROCESS

Council will invite applications for financial assistance in the local press in March/April each year.

All applications must be submitted on the approved application form.

Council officers will make a recommendation on each application received, to the next practicable Council meeting for consideration, subject to the terms, conditions and restrictions outlined within this policy statement.

EXTRAORDINARY PROCESS

Council may consider applications outside the annual application process, if they are able to demonstrate that the purpose for which they are seeking the donation was not foreseen at the time of the annual process.

Council officers will make a recommendation on each application received, to the next practicable Council meeting for consideration, subject to the terms, conditions and restrictions outlined within this policy statement.

All applications for grants will be considered within the relevant provisions of the Local Government Act, 1993, or any other Act or Acts authorising the Council to provide grants.