

**Section 4.1 – Community Funding****POLICY 4.1.1 - COMMUNITY FUNDING****OBJECTIVE**

To provide a framework for the provision of targeted funding which meets Council's strategic objectives in facilitating community development in partnership with the community.

**STATEMENT****Scope**

This policy encompasses the following areas of community funding:

- sport and recreation subsidies, including those which have, historically, been provided to individuals;
- financial support, to recreation associations, specific sporting and service groups;
- community arts and community service projects; **activities or events**;
- welfare support projects, activities or events;
- environmental projects, activities or events;
- infrastructure funding, however requests for \$10,000 or more require a Formal Facilities Assessment Process;

It differentiates between provision of grants and purchase of service arrangements, and therefore does not incorporate funding provided to services such as the St John's Ambulance or State Emergency Service. These funding arrangements, together with the awarding of scholarships, awards, prizes, annual or special appeals and sponsorship arrangements are treated separately.

**1. Community Funding Strategy To Be Established**

- 1.1 Council recognises the important role it plays in fostering a vibrant and harmonious community. One of the measures established to support the development of the community is through the provision of community funding initiatives.
- 1.2 A community funding strategy will be determined as part of the budget development process each year and shall incorporate an adopted focus for the funding period, based on Council's Strategic and other Plans. The focus will be developed as part of Council's community consultation program and will aim at providing a strategic objective for community funding initiatives for a specified period of time. This will translate to each funding area highlighting priority areas for the twelve month period.

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### 2. Funding Categories

Council may establish the following specific funds each year, as part of the budget development process. Each fund will focus on selected strategic objectives. Priorities for each fund will be developed as part of the promotion and application package.

#### 2.1 *Sport & Recreation Development Fund*

Objective:

To provide funding support to specific activities which complement the annual priorities adopted as part of the budget process and Leisure Services planning.

#### 2.2 *Culture & the Arts Development Fund*

Objective:

To promote and foster culture and the arts in line with the strategic objectives of Council and Cultural Services planning.

#### 2.3 *Environmental Improvement Fund*

Objective:

To encourage responsible and sustainable environmental management, improvement and conservation in line with the strategic objectives of Council.

#### 2.4 *Community Services Fund*

Objective:

To promote and support community-based initiatives which meet council's annually selected strategic direction and Community Services planning.

#### ~~2.5 *Sponsorship Scheme*~~

~~Objective:~~

~~To sponsor selected events, occasions or activities which meet the criteria for council's annually selected strategic direction.~~

#### 2.65 *Economic Development Fund*

Objective:

To foster economic growth, vitality and diversity throughout the region in line with Council's strategic objectives.

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### 3. Definitions

The following definitions apply to this policy:

*Organisation* is an incorporated body under the Associations Incorporation's Act 1987 or a recognised not for profit, non-government corporate body either created by government or with an Australian Companies Number (ACN).

*Grant* - is the provision of a set amount of funds for a single year in order to achieve a specific identified purpose, agreed to in a formal contract with Council.

~~*Sponsorship* is the provision of cash, in kind support or subsidy in return for specifically identified promotional opportunities for Council.~~

*Subsidy* is the provision of in-kind support in the form of a cash book entry which enables Council to determine the real cost of support provisions and donations to community groups.

### 4. General Funding Guidelines

While individual funds will have their own guidelines, the following are common to all funds:

#### 4.1 *Eligible Projects, Activities or Events*

Consideration will be given to funding the following:

- capital projects and items;
- discrete projects, activities or events;
- seeding grants for projects, activities or events which can demonstrate independent viability after an appropriate period;
- projects, activities or events where all other potential sources of funding have been exhausted or are not available.

#### 4.2 *Ineligible Projects, Activities or Events*

Council will not fund the following:

- deficit funding - for organisations which are experiencing a shortfall in cash or revenue or anticipated revenue;
- recurrent salaries and recurrent operational costs;
- proposals where alternative sources of funding are available;
- more than one request for funding in a twelve month period;
- individuals, unless they are sponsored by an eligible organisation and are residents of the City;

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- [government or quasi-government agencies;](#)
- [for profit organisations.](#)

Projects or matters where a donation is sought for a specific appeal such as the Red Cross Appeal or a crisis appeal will be considered separately and budgeted for in accordance with the council's annual budget review.

### 4.3 Acknowledgment

It is expected that all projects, events and activities funded through Council's Community Funding program will:

- acknowledge Council's support in its advertising, promotion and any media publicity to the satisfaction of Council;
- utilise Council's logo where approved;
- provide a detailed report at the conclusion of the project which outlines the project's, [activity's or event's](#) achievements measured against the objectives; and
- provide a statement of acquittal of Council funds expended, and audit if required.

### 4.4 Other

Council will:

- [allocate grants inclusive of any GST payable;](#)
- only allocate funds for identified purposes and with specific expenditure estimates provided and will not provide block grants under any circumstances;
- require each applicant organisation to submit a new funding application on each occasion before Council will commit any funds;
- require each application for funding to be in writing with the required supporting documentation;
- expect each successful applicant to agree that they do not represent Council in any capacity.

### 4.5 Infrastructure Funding

For organisations seeking financial assistance for infrastructure funding such as building extensions, new buildings or other infrastructure, this application process must be completed but applications where the expected total expenditure exceeds \$10,000 will require assessment under Council's Formal Facilities Assessment Process. Infrastructure funding applications will require an extended time frame in that the funding may not be available until the next financial year, at which time it may be funded as a separate budget item, at the Council's discretion.

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## 5. Eligibility

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Only not for profit, non-government organisations are eligible for funding support. In some instances, organisations may apply for funding on behalf of individuals who must be residents of the City. Only one application per year may be funded for any one organisation. In general, applications for funding shall be required to fulfil the following criteria:

- not for direct profit or financial gain to the organisation or an individual;
- proposal supports the mission statement, values and strategic direction of Council;
- proposal meets specific funding program guidelines;
- applicant organisation can demonstrate
  - the capacity to manage and be accountable for the funds and the project activity or event;
  - that its membership is primarily City residents;
  - that its aims and objectives are aimed primarily at the City's community or the project, activity or event will take place within the City and benefit the City.

### 6. Program Promotion

#### 6.1 Advertising

All funding programs will be advertised at least annually. Rolling programs which do not require a closing date for applications will be advertised quarterly within the local paper. Where appropriate and feasible, specific groups such as conservation groups, recreation associations, schools and so on may be advised of the grant availability by letter.

#### 6.2 Time Frame

All applicants will be advised of the outcome of their application within three months of the closing date for applications or, in the case of rolling programs within six weeks of their application. If the application is unsuccessful the reasons for the decision will also be provided.

#### 6.3 Presentation & Publicity

Wherever feasible, successful applicants may be invited to a function hosted by Council to be presented with their award or advised of their application's success. The Marketing Unit will arrange appropriate publicity for announcing successful grant applications.

### 7. Accountability

While each fund will have specific guidelines, the following accountability measures will be common to all funding made available:

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### 7.1 Reporting Requirements

Organisations successful in their application are required to

- *Acquit the funds* by 31 October in the year following their successful grant application. The acquittal is to include the appropriate financial statements as determined by Council, and to demonstrate that the funds have been spent on the purpose for which they were allocated;
- *Provide a written report* to council on the outcome of their project, [activity or event](#) including relevant statistics and whether objectives and key performance indicators of the project have been met. The contents of the report requirements will be determined by Council; and
- where an organisation has applied for funds on behalf of an individual, the individual concerned may be required to make a presentation to council, participate in an interview or address a group of people regarding the [project, activity or event](#).

### 7.2 Unspent Funds

- 7.2.1 Funds which are unspent at the conclusion of the funding period will be returned to Council within 60 days of the completion of the project, activity or event.
- 7.2.2 Funds which remain unaccounted for or remain unspent shall be treated as for any Council debt.

### 7.3 Availability of Information

A central register of grants will be maintained and kept up to date by the Resource Management Directorate. The information will be available to any member of the public on request and will be submitted to council for noting annually. The register will contain the following information:

- Name of recipient organisation and individual concerned (where applicable);
- Amount of funds provided;
- Purpose of funds provision;
- Date project/activity is expected to be complete;
- Date funds were approved;
- Date satisfactory acquittal of funds has been received by council;
- Any other information considered by the Chief Executive Officer to be of value to the council in its decision-making and funds management.

## 8. Assessment and Approval of Grants

### 8.1 ~~Up to \$2,500~~

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~~On approval by the Chief Executive Officer when recommended by the appropriate Director;~~

8.1 ~~An assessment panel will be established by the relevant Director for each fund category to assess applications for funding received under that category. The assessment panels will consist of relevant Council officers and members of the community with expertise and experience relevant to the funding category.~~

8.2 ~~Over \$2,500~~

~~By resolution of council on officer recommendation. All grants will be approved by resolution of Council on recommendation of an assessment panel.~~

8.3 *Decisions Final*

Decisions regarding funding applications are final and will not be reconsidered during the financial year in which the application was made.

## 9. Guidelines

Guidelines will be available for the various funds at the time of the completion of the annual budget and will be made available on request as part of a publicly available information [and funding application](#) package.

Applicants may seek assistance from the relevant council staff member to develop their proposal.

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Previous Policy No:	H1-01, H1-02, H5-03, H5-04, H5-06, R16
Amendments:	CJ213-06/99; CJ303-09/99
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Related Documentation:	Community Funding Guidelines Delegated Authority Manual