

	<p style="text-align: center;"><b>Community Funding &amp; Support Policy</b> Policy No. FINPOL 09</p>	<b>Version No:</b>	3
		<b>Responsible Officer/s:</b>	Director Corporate Services
		<b>Classification:</b>	Council
		<b>Issued:</b>	19 August 2013
		<b>Next Review:</b>	August 2027

## 1. Purpose

Council receives a large number of requests from community organisations and individuals throughout the year for funding. A policy and procedure for the assessment of applications will ensure:

- a broad framework, which will guide the provision of consistent grant administration and assessment processes across Council; and
- the administration and assessment of all Council grant programs are transparent, equitable, inclusive and understood by the community.

Council supports 'best practice' in Community Development by supporting community groups in the Council area to build on their capacities and strengths and continue to learn, grow and change.

## 2. Scope

This policy demonstrates and outlines Council's role in supporting the community and applies to all applications received for donations, sponsorships, grants, fee relief and in-kind support.

## 3. Definitions

<b>Acquittal</b>	the process of ensuring that any funds have been fully expended for the purpose for which the funds were initially granted.
<b>A Charity</b>	an organisation that must have charitable purposes. The organisation can have other purposes, but these must be incidental or ancillary purposes that further or assist the charitable purpose or purposes.
<b>A donation</b>	a cash contribution to an individual or organisation that may be associated with a particular event, purpose or project but does not carry with it any specific guidelines for use, or any acquittal requirement.
<b>Emergency Services Levy</b>	a State Government Tax on all fixed and some mobile property used to fund the provision of emergency services in South Australia.
<b>A grant</b>	a cash contribution made to an organisation for the sole purpose of the delivery of a one-off project and which must be fully financially and qualitatively acquitted to the Council at the conclusion of the project.
<b>An in-kind donation</b>	a donation of Council services and/or resources where no cash is exchanged. In-kind requests include but are not limited to subsidised waived fees and venue hire, administrative or operational services; and various applications of staff time and other resources.

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***Incorporated associations***

legal identities and can enter into and enforce contracts, including the ability to hold, acquire and deal with property, sue or be sued, continue regardless of changes to membership.

***Not for profit***

an organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it winds up.

***Progress Association / Committee***

non-profit community organisations which represents residents of a town or district. Progress Associations / Committees in the District Council of Grant include Kongorong, Donovans, Tarpeena and Carpenter Rocks.

***Sponsorship***

a cash contribution to an individual or organisation for a specific purpose or event where the District Council of Grant receives public recognition for its contribution and where the funded organisation will be required to present a financial acquittal to the Council.

***Sponsor / Auspice***

to take responsibility for managing funds on behalf of another.

#### **4. Policy Statement**

The District Council of Grant provides financial assistance to community, sporting and not for profit organisations to support the provision of programs and services which respond to identified community need, contribute to the building of stronger communities and are in accordance with Council's Strategic Objectives.

#### **5. Council Grant Funding Programs**

Council will allocate funding to the following programs:

- Community Grants Scheme
  - Sporting Club Grants
  - Community Grants
  - 
  - Community Participation Grants
  - Defibrillators
  - Discretionary Funding
- Fee waivers
- In-kind support to Sporting Groups
- Grants to Community Groups equivalent to Rates
- Grants for Boat Mooring Sites
- Academic Scholarships
- Subsidised Leases

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Below is a summary of each funding program, full program details are outlined in the separate funding guidelines:

### 5.1. Community Grants Scheme

Council will establish four grant categories to provide financial assistance to local community based organisations, groups and clubs to support the continued provision and development of a broad range of sustainable community, cultural and leisure services.

Grant Category	Maximum Funding Allocation	Contribution Required		Total Funding Pool	Portion of Allocated Budget
		<i>Council Funding</i>	<i>Applicant Contribution</i>		
Community Groups	\$5,000 \$3,000	50% 75%	50% 25%	\$35,000	44%
Sporting Clubs	\$1,000	50%	50%	\$20,000	25%
Community Participation Grants	\$500	100%	0%	\$5,000	6%
Discretionary Funding	\$1,000	50%	50%	\$20,000	25%
				<b>\$80,000</b>	<b>100%</b>

#### 5.1.1. Community Groups, Sporting Clubs and Community Participation Grants

- Funding is provided over two (2) application rounds per year, depending on budget availability;
- Assistance up to a maximum of \$5,000 on a 50% subsidy basis or \$3,000 on a 75% subsidy basis for Community Groups, up to a maximum of \$1,000 on a 50% subsidy basis for Sporting Clubs and up to a maximum of \$500 on a 100% subsidy for non-profit Community Participation Groups. An eligible organisation may apply for a one-off Community Grant for up to \$2,000 to assist with the purchase of a Defibrillator;
- Applications must detail the project for consideration including information regarding cost and estimated date of completion;
- The organisation and its activities are based in the area of the District Council of Grant;
- The organisation does not have access to substantial alternative sources of income, e.g. gate charges or similar;
- Applicants are only entitled to (1) successful application under this scheme per financial year;

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- Community Participation Groups must meet regularly with a purpose, have a membership greater than five and demonstrate that social interaction is occurring within their membership
- All funds granted are to be used within the financial year and only carried over by specific agreement for a maximum of 12 months. Funds not used in that year will revert to General Revenue and organisations will need to reapply for the following financial year;
- No future grants will be given to an organisation until any outstanding grants for that organisation have been utilised and acquitted;
- Only one organisation is eligible to apply for Community Grant funding per project; and
- No multi-year funding is available via the Community Grants Scheme.

Governance Support for Community Grants Scheme Applicants  
Applicants are eligible to apply for funding for initiatives under the following categories:

- Administrative operating costs
- Education and training
- Recruiting, maintaining or recognising volunteers
- Planning and governance which may include strategic plans constitution reviews, and/or assistance with incorporation
- Grant writing assistance for major funding applications outside of a Council grant program
- Seed funds for new organisations less than three years old

#### 5.1.2. Discretionary Grants, Donations & Sponsorships

One off requests for assistance from not-for-profit registered welfare, community, sporting or service groups within the District Council of Grant will be considered on a case-by case basis, with the maximum donation being \$1,000.

Assistance will not be given for projects that would be eligible for consideration under other Council grant programs.

Funding through this program is provided throughout the financial year on an ongoing basis until all funds are expended. When the annual budgetary limit is reached, no further applications will be considered.

Council's decision making progress for this funding scheme:

Amount Funded	Assessment and Approval
Up to \$1,000	Assessed and approved by Council staff with delegated authority
Over \$1,000	Assessed by Council staff with delegated authority. Approved by Elected Members of Council.

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## 5.2. Other Council funding and support

### 5.2.1. Fee Relief

#### (i) Community organisations

Council will consider requests from charitable, not-for-profit and/or community organisations for the waiving of development application fees for developments on any land within the Council area, which will be for the benefit of the local community.

Such developments may include equipment sheds, additions or alterations to existing buildings to enhance the services/facilities of such organisations to the community, advertising signs for such organisations, and other similar developments. It is noted that such developments are usually undertaken with the use of donations or grants.

#### (ii) Economic development

Council supports economic development in the Council area and recognises the value of such activities to our regions economy and growth.

As a measure of such support, Council will consider requests in relation to viable economic development proposals for the waiving of development application fees for developments on any land within the Council area, which will be for the benefit of the local community and economy.

### 5.2.2. Pursuant to Council's delegations, the CEO is authorised to approve such requests under this clause 5.2.1 and waive development application fees up to a maximum of \$2,000. Waiving of development application fees in excess of \$2,000 will be presented to Council for decision. Any requests for the waiving of development application fees under this clause must be made in writing addressed to the CEO, referencing the nature of the development and the reasons for the request.

In-Kind Assistance  
Council will provide assistance to organisations by providing the use of Council plant on the provision that Council personnel are operating the plant. All works in-kind will be subject to the availability of plant and plant operators. The donation amount will be calculated in accordance with Council's current rates and charges for plant hire and wages and include travel time and stand down time.

The Works Manager may authorise the use of Council plant by non-profit community organisations where the plant is operated by a Council employee free of charge, however it is still necessary for an application for a grant to be submitted for determination.

It is expected that the proposed works will be completed within the funding allocation. Organisations may be required to reimburse Council for any costs in excess of the approved funding amount.

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Council will copy up to 50 sheets per request for community groups free of charge – no application form is required. Requests for large bundles of photocopying should be made in writing. The Director Corporate Services will make an assessment based upon the following criteria:

- the number of copies
- the timeframe for the copies
- the likely demand upon the copier for Council use
- such other factors as may be relevant

5.2.3. Grants to Community Groups Equivalent to Rates

The District Council of Grant will provide Community Groups with a discretionary rebate of 100% of general rates under Section 166(1)(j) of the *Local Government Act 1999* on the basis that these groups provide a benefit or service to the local community.

5.2.4. Discretionary Rebate for Boat Mooring Sites

Where mooring sites on the Glenelg River consist of landings or poles only (without shacks or boat sheds) and are not used to moor boats that are greater than five (5) metres in length, Council will provide a Discretionary Rate rebate of 100% of the value of general rates raised for that financial year.

5.2.5. Annual Academic School Scholarships

Council will provide the sum of \$750 annually to students from Allendale East Area School, Mount Gambier High School, Grant High School, Tenison Woods College and St Martins Lutheran College. The scholarship is open to all Year 10-12 students who live in the District Council of Grant area. The schools will be responsible for developing the selection criteria and selection of scholarship recipients.

5.2.6. Subsidised Leases

Council provides a donation to many not-for-profit organisations by way of a subsidised or peppercorn lease of Council facilities. Leasing of these Council facilities is to be conducted in accordance with Council's Leases and Licences Policy.

5.2.7. Emergency Services Levy on buildings located on Community Land

Council agrees to waive the lease requirement for community/sporting groups who occupy community land to pay the Emergency Services Levy. This amount will be treated as a donation to the lessee and accounted for accordingly.

5.2.8. Charitable Donation Fund

Council administer \$10,000 of charitable funds to recognised charitable organisations, as part of Council annual budget review process. Charities must be located in the District Council of Grant Local Government Area, or are affiliated with the District Council of Grant as a result of their activities.



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#### 5.2.9. Disaster Relief Donation Policy FINPOL 12

The District Council of Grant has developed a Disaster Relief Donations Policy FINPOL 12 to ensure that money distributed from the Disaster Relief Reserve will meet the conditions outlined in the Confirmatory Declaration of Trust and needs of those affected by disaster in the most timely, effective and efficient way as well as being transparent and accountable.

This Policy applies to all Council donations for disaster relief in respect of disasters affecting countries, regions or community groups.

## 6. Eligibility Criteria

- 6.1. It is a condition of receiving funding that the successful applicant will assume all responsibilities including public risk/or any other insurance cover applicable to the programme or event.
- 6.2. Council requires that organisations applying for funding under the Community Grants Scheme are to submit an annual application.
- 6.3. Applicant organisations must be based in the District Council of Grant or must be affiliated with, or service clients within the District Council of Grant local government area.
- 6.4. Federal or State Funded initiatives will generally not receive assistance under this Policy, nor will requests by organisations raising funds on behalf of another organisation, which is the recipient of financial assistance from the State or Federal Government.
- 6.5. Generally, Council will only provide financial assistance to incorporated not-for-profit organisations or unincorporated not-for-profit organisations, auspiced by an incorporated organisation.
- 6.6. Applications for funding are required to demonstrate the financial viability of their organisation.
- 6.7. Preference is given to organisations that provide a valuable service or benefit for which there is no alternative funding sources.
- 6.8. The donation request must be for an activity or service to be provided within that financial year as approved by Council. Should an applicant not be in a position to expend the funds within the year, the applicant should prepare a written explanation and proposed time frame for the expenditure.
- 6.9. If an organisation wishes to modify its request or alter the proposed project or event, the applicant should make this request in writing. It is at the discretion of the Chief Executive Officer as to whether the intent of this modification meets Council's objectives.
- 6.10. Council will not make retrospective donations.
- 6.11. As Council makes an annual contribution to the City of Mount Gambier Junior Sporting Fund, Council will not provide funding under this Policy to individuals or teams to attend or participate in representative sporting events.

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**6.12.** Employees of Council must declare an interest if they are an officer bearer or member of a community organisation applying for grant funding or any other financial assistance.

## **7. Acquittal**

**7.1.** Council requires an acquittal of all grants exceeding \$1,000.

**7.2.** The recipient organisation is required to detail the manner in which the funds have been expended and a brief description of outcomes.

**7.3.** Organisations that do not complete an acquittal of the donation, will not be eligible for a future donation.

## **8. Grievance process**

All applicants will be informed of the outcome of their application in writing and offered the opportunity to discuss the application process.

Applicants will have the opportunity to request, in writing, a review of the decision by Council if not satisfied with the selection process. The applicant will be notified of the outcome in writing.

## **9. Conflict of Interest Provisions**

To ensure an accountable and transparent assessment process is maintained, Councillors, Council Officers and members of the public assessing grant applications are required to declare any potential conflict of interest. This may include, but is not limited to personal connections with any applicant or membership of an applicant organisation. Anyone having a conflict of interest should not debate, be involved with any discussions, or vote on any matter relating to the specific applicant.

## **10. Responsibilities**

The Chief Executive Officer and Director Corporate Services have delegated authority to approve all expenditure within Council's approved budget for financial and in-kind support relating to this Policy. Any requests that are out of this scope will be referred to Council for a decision.

## **11. References / Other Documents**

### **11.1. Legislation**

*Local Government Act 1999*

### **11.2. Council Policies / Procedures**

Leases, Licences and Permits Policy

Employee use of Council Equipment Policy



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Employee Code of Conduct  
Elected Member Code of Conduct

## 12. Review

This Policy shall be reviewed by the District Council of Grant at a minimum, once within every four (4) year Council term (or on significant change to legislation or other matters which could affect this policy).

Action	Date	Minute Reference
Adopted by Council	19 August 2013	13087.1
Reviewed	1 February 2016	16009.3
Reviewed	5 October 2016	16130.1
Reviewed	4 October 2017	17126.1
Amended	5 March 2018	18030.1
Minor formatting amendments	4 May 2020	Governance Officer
Amended	18 September 2023	23200