

	<b>Community Funding &amp; Support Policy</b> <i>Policy No. FINPOL 09</i>		<b>Version No:</b>	1.0
			<b>Responsible Officer/s:</b>	Deputy CEO
			<b>Issued:</b>	19 Aug 2013
			<b>Next Review:</b>	July 2019

## 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.
- 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 and in-kind support.

All existing sponsorship arrangements will be assessed (as contracts expire) in a consistent manner against the criteria stated in this Policy.

## 3. Definitions

**Not for profit** is 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.

A **donation** is 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.

**Sponsorship** is 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** is to take responsibility for managing funds on behalf of another.

A **grant** is 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.

An **in-kind** donation is 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.

**Acquittal** is the process of ensuring that any funds have been fully expended for the purpose for which the funds were initially granted.

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**Incorporated associations** are 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.

**Progress Association/Committee** refers to 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.

A **STARClub** is a well-run club where quality coaches and officials work alongside valued volunteers in a safe and welcoming environment. The STARCLUB - Club Development Program has been designed for use by sport and active recreation clubs of all sizes

A **STARService** Club is a well-run community organisation where quality employees work alongside valued volunteers in a safe and welcoming environment. It is a joint initiative of the South Australian Office for Recreation and Sport and the Department for Communities and Social Inclusion.

A **Charity** is 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.

**Emergency Services Levy** is a State Government Tax on all fixed and some mobile property used to fund the provision of emergency services in South Australia.

### 3.1 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.

### 3.2 Council Grant Funding Programs

Council will allocate funding to the following programs:

- Community Grants Scheme
  - Sporting Club Grants
  - Hall Grants
  - Community Grants
  - Progress Association/Committee Support
  - 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:

### **Community Grants Scheme**

Council will establish five 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>		
Halls	\$1,000	75%	25%	\$10,000	16%
Sporting Clubs	\$800	50%	50%	\$15,000	23%
Community Groups	\$2,500	75%	25%	\$11,000	17%
Township and Progress Committee Support	\$1,000	100%	0%	\$8,000	13%
Discretionary Funding	\$500	50%	50%	\$20,000	31%
				<b>\$64,000</b>	<b>100%</b>

### **Hall, Sporting and Community Grants**

- Funding is provided over two (2) application rounds per year, depending on budget availability;
- Assistance up to a maximum of \$800 on a 50% subsidy basis for Sporting Clubs, up to a maximum of \$1,000 on a 75% subsidy basis for Community Halls and up to a maximum of \$2,500 on a 75% subsidy for non-profit Community Organisations including Township and Progress Associations/Committees;
- 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 not excluded from submitting more than (1) application under this scheme per financial year. The conditions of this are:
  - Those applicants that are seeking more than one (1) round of funding per financial year are given second tier preference to funding, in the instance where other eligible applications exist in that round that have not been successful in previous grant funding for that financial year.
  - If a funding round is over-subscribed, any application seeking a second round of funding for that financial year are therefore not eligible to receive further funding.
- 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

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year will revert to General Revenue and organisations will need to reapply for the following financial year; and

- No future grants will be given to an organisation until any outstanding grants for that organisation have been utilised and acquitted.

#### Township and Progress Association/Committee Support

Up to \$1,000 per group is available. Applicants are eligible to apply for funding for initiatives under the following categories:

- Administrative operating costs (including Public Liability Insurance)
- Education and training
- Recruiting, maintaining or recognising volunteers
- Planning and governance which may include strategic plans or constitution reviews
- Grant writing assistance for major funding applications outside of a Council grant program
- Seed funds for new organisations less than three years old
- Equipment is **ONLY** eligible where there is evidence that the organisation has been unsuccessful from other grant funding applications.

#### 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 \$500.

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.

Councils decision making progress for this funding scheme:

Amount Funded	Assessment and Approval
Up to \$500	Assessed and approved by Council staff with delegated authority
Over \$500	Assessed by Council staff with delegated authority. Approved by Elected Members of Council.

#### **Other Council funding and support**

##### Fee Relief

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.

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#### 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.

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 Deputy Chief Executive Officer 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

#### 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.

#### Grants 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 grant of 90% of the value of general rates paid for that site in a year, upon receipt of a written application from the ratepayer.

#### Annual Academic School Scholarships

Council will provide the sum of \$500 annually to students from Allendale East Area School, Mount Gambier High School, Grant High School, Tenison Woods College and Saint Martins 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.

#### 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.

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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.

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.

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.

Specific Donations

Table 1 (Attachment A) identifies in-kind assistance, fee waiver and cash support that will be provided on an ongoing basis, subject to a request for funding being received).

**3.3 Eligibility Criteria**

- 3.3.1 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.
- 3.3.2 Council requires that organisations applying for funding under the Community Grants Scheme are to submit an annual application.
- 3.3.3 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.
- 3.3.4 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.
- 3.3.5 Generally, Council will only provide financial assistance to incorporated not-for-profit organisations or unincorporated not-for-profit organisations, auspiced by an incorporated organisation.
- 3.3.6 Applications for funding are required to demonstrate the financial viability of their organisation.
- 3.3.7 Preference is given to organisations that provide a valuable service or benefit for which there is no alternative funding sources.

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- 3.3.8 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.
- 3.3.9 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.
- 3.3.10 Council will not make retrospective donations.
- 3.3.11 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.

### 3.4 Acquittal

- 3.4.1 Council requires an acquittal of all grants exceeding \$800.
- 3.4.2 The recipient organisation is required to detail the manner in which the funds have been expended and a brief description of outcomes.
- 3.4.3 Organisations that do not complete an acquittal of the donation, will not be eligible for a future donation.

### 3.5 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.

### 3.6 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.

## 4. Responsibilities

The Chief Executive Officer and Deputy Chief Executive Officer 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.

## 5. References:

### State Legislation

Local Government Act 1999

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**Other Related References**

Leases, Licences and Permits Policy  
Employee use of Council Equipment Policy  
Employee Code of Conduct  
Elected Member Code of Conduct

**6. Review**

This Community Funding and Support Policy shall be reviewed by the District Council of Grant at minimum every four (4) years, within 12 months of a general election (or on significant change to legislation or other matters which could affect this policy).

<b>Action</b>	<b>Date</b>	<b>Minute Reference</b>
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

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### Attachment A

<b>Programme/Event</b>	<b>Key Partner</b>	<b>Council Support</b>	<b>Notional Value</b>
Educational Scholarships	Allendale East Area School, Grant High School, Mount Gambier High School, Saint Martins College and Tenison Woods College	Scholarship awarded to students residing in DCG, chosen by the individual schools	\$500 per scholarship
Bayside Festival	Bayside Festival Committee	Cash contribution plus provision for 80 extra bins, road closure, works staff assistance in preparation and clean-up, provision of bollards & bunting	\$12,000
Generations in Jazz	Generations in Jazz Committee	Cash contribution plus provision of staff and plant for site set-up if required	\$4,000 in cash Up to \$1,000 in kind
Chamber of Commerce Business of the Year Awards	Mount Gambier Chamber of Commerce	Annual Sponsorship of Outstanding Agribusiness Award	\$500
Mount Gambier Races	Mount Gambier Racing Club	Annual Sponsorship	\$2,500
Mount Gambier and District Tertiary Health Education Grant Program	City of Mount Gambier	To assist local people to undertake specific tertiary education studies where they are required to leave the Mount Gambier district in order to complete such studies	\$2,000
City of Mount Gambier Junior Sporting Assistance Fund	City of Mount Gambier	To provides financial support for those junior sports persons who have achieved State selection or better in a specific sport.	\$4,000
Mount Gambier City Band	Mount Gambier City Band	Annual Donation	\$3,500

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<b>Programme/Event</b>	<b>Key Partner</b>	<b>Council Support</b>	<b>Notional Value</b>
Community New Years Event	Mount Gambier Community Events Management	Annual Donation	\$4,000
Country Music Weekend	South Australian Music Association	Annual Donation	\$1,000
Tour of the Great South Coast	Cycling Victoria	Inclusion of one stage within District Council of Grant	\$10,000
Home and Community Care Program	Country Health SA	Provision of Community Care, Social Activities and Home Maintenance to residents residing in DCG	\$2,000
Agelink "Care ring" Telephone Program	Lifeline Australia	Offers a regular call to those aged, lonely or isolated persons who need someone to talk to, but aren't necessarily "in crisis".	\$2,000
Suicide Bereavement Support Group	Lifeline Australia	Ongoing funding to facilitate a support group for the family and friends of those who have died by suicide	\$2,000
The South East Junction	The South East Junction	Ongoing funding to support programs which develop coping skills and potential in people with mental health issues	\$1,000