

# GOONDIWINDI REGIONAL COUNCIL

## COMMUNITY GRANTS POLICY

Meeting Date: 28 May 2008

Minute Page: 9

Policy Type: Strategic

Version	Decision Number or CEO Approval	Decision Date	Status / History
1	GRC 0006	28 May 2008	Review June 2009
2	Reviewed & Amended	12 August 2009	Review June 2010
3			
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### 1. BACKGROUND

Council provides limited financial assistance to support community organisations that make a positive contribution to the quality of life in the Goondiwindi Regional Council.

Organisations seeking funding of \$451 or more are required to provide Council with detailed information regarding the proposed use of the funds and how this use would benefit the Community. In addition the provision of such funds would require the organisation to detail to Council the outcomes of the project on its completion.

Council has introduced the Community Grants Program to provide a platform on which it can determine and review:

- Funding to be provided to organisations for community projects;
- Its long term commitments to certain organisations;
- Accountability and performance requirements for grants provided.

Council will make decisions regarding funding of applications made under the Community Grants Program at its annual budget meeting or an ordinary meeting of Council within three months of the adoption of the budget. Applications will not be considered at any other time during the year unless Council decides to call for a second funding round.

### 2. POLICY STATEMENT

- Funding will be provided on a 'project' or 'program' basis.
- Applications will be assessed on merit against eligibility and selection criteria. Such applications will be assessed in an open and equitable manner.
- Only one application will be accepted from each group/organisation per funding round.
- Only one (1) initial funding round will be called in July each year for the current financial year, with a subsequent round to be called in November each year subject to funds availability.
- The level of assistance available is limited by Council's budget decision. No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.

### **3. PURPOSE**

The Community grants are aimed at supporting and assisting community organisations with the development of activities and or services that will be of benefit to the Goondiwindi Regional Council Community.

### **4. POLICY OBJECTIVE**

The objectives of these grants are to:

- Support community initiatives.
- Encourage the ongoing social, cultural, recreational, sporting and environmental development of Goondiwindi Regional Council.
- To protect and enhance our natural environment.
- To achieve a physically active and healthy community.
- Promote the use, development and creation of community assets.

### **5. REVIEW DATE**

June 2011

## **Guidelines and Procedures**

### **1. ELIGIBILITY**

To be eligible applicants must:

- 1.1 Be free of debt with Council or up to date with an agreed repayment schedule.
- 1.2 Be able to demonstrate effective management skills and be financially accountable.
- 1.3 Ensure that all proposed projects or events generally occur within the financial year in which funded.
- 1.4 Operate within the regional boundaries or demonstrate that services are provided to a significant percentage of members, clients or residents from the Goondiwindi Regional Council.
- 1.5 Be operating on a non-profit basis or providing a project/service for non-commercial gain.
- 1.6 The application must be received by the published closing date.
- 1.7 The application must be submitted in the prescribed application form.
- 1.8 Where the application exceeds \$5,000 evidence must be provided that external funding has been sought and a determination made with respect to that application.
- 1.9 Application must be for funding of \$451 or more. If the amount sought from Council is less than \$451 the application will be assessed under Council's Community Donation Policy.
- 1.10 Applicants may be requested to provide a copy of the latest audited financial statements.

### **2. INELIGIBLE APPLICATIONS**

The following applications will **not** be considered:

- 2.1 Proposals for events and activities held outside of the Goondiwindi Regional Council area, unless the applicant can demonstrate a direct community benefit.
- 2.2 Where funds from previous Community Grants Program applications has not been fully acquitted.
- 2.3 Applications for project work, which has already taken place.
- 2.4 Applications from individuals.

### **3. SELECTION CRITERIA**

Applicants that meet the eligibility requirements will be assessed on their merits and consideration will be given to the following criteria:

- 3.1 Benefit to the environment.
- 3.2 Benefit to the Goondiwindi Regional Council Community.
- 3.3 Scope of the benefit; i.e. what sectors of the Community will benefit or what portion of the Community will benefit.
- 3.4 The ability of the organisation to raise funds by other means.
- 3.5 Community participation/cooperative approach.
- 3.6 Achievable aims and objectives.
- 3.7 Prior Community Grants awarded and the outcomes of these.

### **4. MONETARY DONATIONS**

- 4.1 Monetary donations will only be given towards specific projects or events.

### **5. RATE REIMBURSEMENT**

- 5.1 Reimbursement of rates will be available for all types of rate and utility charges other than those listed below;
  - Additional garbage services

### **6. FEE RELIEF**

- 6.1 Approval may be sought for the reimbursement of one-off application fees, eg: building application fees, hall hire fees, etc. However, the fees must be paid to Council prior to payment of the donation.
- 6.2 If reimbursement of the fees is not sought within three (3) months no approval will be granted.
- 6.3 Annual licence fees will not be reimbursed.

### **7. IN-KIND ASSISTANCE**

- 7.1 Council will provide assistance to organisations by providing the use of Council plant on the provision that Council personnel are operating the plant.
- 7.2 All works in-kind will be subject to the availability of plant and plant operators.
- 7.3 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.
- 7.4 The Director of Technical Services 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.
- 7.5 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 excessive of the approved funding amount.

### **8. ADMINISTRATION**

- 8.1.1 Council will assess applications for Community Grant Program Funding annually at either its annual budget meeting or an ordinary meeting of Council within three months of the adoption of the budget. Additional funding rounds may be held if Council deems that it has the funds to do so.

8.2 Council will determine which, if any, organisations will receive assistance in accordance with the criteria set out above.

## **9. CONDITIONS OF GRANT**

All Community Grants awarded by the Goondiwindi Regional Council are subject to the following conditions:

9.1 The grant money cannot be used for any other purpose than that for which the grant is awarded.

9.2 Funds that cannot be used for the specified purpose must be returned to Council.

9.3 The grant recipient will obtain the appropriate permits/approvals, insurance covers etc relating to the project for which the grant is awarded.

9.4 The recipient will properly acquit the grant within 3 months of completion of the project.