



# COMMUNITY GRANTS AND DONATIONS POLICY

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**Policy Type:** Strategic

**Responsible Officer:** Executive Manager Administration & Community Services

**Department:** Community & Corporate Services

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| 2       | Reviewed and amended                         | 12 August 2009   | Review June 2010 |
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## 1 BACKGROUND

This policy provides the overarching corporate framework for the establishment and administering of all financial assistance of donations and grants to community organisations provided by Council.

This policy sets out the minimum requirements regarding the provision of Council financial and in kind assistance of donations and grants to community organisations, that such organisation must comply with to ensure that Council complies with the requirements of the *Local Government Regulation 2012*.

Donations will be provided up to \$450. Organisations who are seeking funds of \$451 or more they will be required to make an application under Council's Community Grants Program.

### DEFINITIONS

**Community Organisation** is defined as per the dictionary schedule of the *Local Government Regulation 2012*:

- (a) an entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit.

**Public Purpose** for the purpose of this policy is defined as any activity that:

- a) Encourages physical activity through participation in sporting, recreational and social pursuits;
- b) Fosters an understanding and appreciation of the region's heritage and cultural diversity;
- c) Promotes and encourages environmental protection and sustainability;
- d) Supports and builds relationships with disadvantaged or vulnerable groups in our community;
- e) Provides economic benefits to the region including promoting employment opportunities;
- f) Encourages and promotes educational opportunities and initiatives; and
- g) Promotes the Goondiwindi Regional Council area as a region of opportunities for families, lifestyle and business.

## **2 PURPOSE**

Community grants and donations 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.

## **3 POLICY OBJECTIVE**

- To provide corporate guidelines and criteria on the provision of grants and donations to community organisations in accordance with *Section 194* of the *Local Government Regulation 2012*.
- To meet the annual reporting requirements as per *Section 189* of the *Local Government Regulation 2012*.
- Support community initiatives.
- Encourage the ongoing social, cultural, recreational, sporting and environmental development of Goondiwindi Regional Council community.
- To protect and enhance our natural environment.
- To achieve a physically active and healthy community.
- Promote the use, development and creation of community assets.

## **4 FUNDING GUIDELINES**

The following procedure is to be undertaken for this Policy:

In accordance with *Section 195* of *Local Government Regulation 2012*, Council deems the following to be the eligible criteria for a community organisation to be eligible for a grant or donation from Council:

### **4.1 ELIGIBLE APPLICANTS**

- 4.1.1 Organisations must 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 area.
- 4.1.2 The organisation's objective must be solely non-profit making;
- 4.1.3 Applicants must be incorporated or auspiced by an incorporated body, except in the following circumstances:
  - a. The applicant is a School, a School P&C or similar, a Church, a Church group, a religious order, hospital foundation or PCYC.
  - b. The application being submitted is for funding up to \$450 (i.e. a Donation Application), and the applicant is:

- (i) A group associated with a local State Emergency Service, Rural Fire Brigade, Army Cadets or similar.
  - (ii) A community based organisation or group that is able to show support and benefit to the Goondiwindi Regional Council community, e.g. Blue Light Disco, Local Charity Dance Group and the like.
- 4.1.4 Be free of debt with Council or up to date with an agreed repayment schedule.
- 4.1.5 All previous grant or subsidy funding received from Council must be fully acquitted.
- 4.1.6 Applicants must complete an online application and certification for the relevant grant or donation.
- 4.1.7 The applicant is to disclose other grant or donation applications that were successfully funded by Council or are currently under consideration by Council.

## **4.2 ELIGIBLE DONATION APPLICATIONS**

- 4.2.1 Applications will be assessed on merit against eligibility and selection criteria. Such applications will be assessed in an open and equitable manner.
- 4.2.2 All applications will be determined by the Chief Executive Officer or delegate.
- 4.2.3 Applications may be made at any time throughout the year, however, completed application forms must be lodged a minimum of 30 days prior to the event.
- 4.2.4 The level of assistance available to the community is limited by Council's budget allocation.
- 4.2.5 No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.
- 4.2.6 Donations for \$451 or more will not be given.

## **4.3 ELIGIBLE GRANT APPLICATIONS**

- 4.3.1 Funding will be provided on a 'project' or 'program' basis.
- 4.3.2 Applications will be assessed on merit against eligibility and selection criteria. Such applications will be assessed in an open and equitable manner.
- 4.3.3 The level of assistance available is limited by Council's budget allocation.
- 4.3.4 No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.
- 4.3.5 Applications may be made at any time throughout the year, however, completed applications must be lodged a minimum 8 weeks prior to the event.
- 4.3.6 Only one (1) application will be accepted from each applicant per event
- 4.3.7 Applications that meet the funding guidelines and are within the limits set below in the Grant Funding Table will be assessed by Council's Chief Executive Officer or delegate. Applications that don't meet the guidelines or are not within the limits set below in the Grant Funding Table are required to be tabled at an Ordinary Council Meeting.

*Grant Funding Table*

| <b>Purpose</b>  | <b>Maximum Request Amount</b>  |
|---|--|
| Waive of hire fees  | <ul style="list-style-type: none"><li>➤ Up to \$1,500</li><li>➤ Minimum 50% co-contribution required from applicant</li></ul>  |
| Events  | <ul style="list-style-type: none"><li>➤ Up to \$1,000 cash or \$2,000 in-kind</li><li>➤ Cannot be more than 50% of total event budget</li></ul>                            |
| Other (includes equipment purchase and facility improvements) | <ul style="list-style-type: none"><li>➤ Up to \$1,500 cash</li><li>➤ Minimum 50% co-contribution required from applicant</li><li>➤ Applicants must supply quotes</li></ul> |

#### **4.4 GRANTS ASSESSMENT CRITERIA**

- 4.4.1 Be able to demonstrate effective management skills and be financially accountable.
- 4.4.2 Ensure that all proposed projects or events generally occur within the financial year which funded.
- 4.4.3 The application must be submitted through Council's online grants platform.
- 4.4.4 Where the application exceeds \$1,500 evidence must be provided that external funding has been sought and a determination made with respect to that application. Applicants must have evidence of co-contribution, generally a minimum of 50%.
- 4.4.5 Applicants will be required to provide a copy of the latest audited financial statements where the funding sought is \$1,500 (excl. GST) or more.
- 4.4.6 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 assessment criteria.
- 4.4.7 If one of the foregoing criteria cannot be met, a community organisation may seek special consideration by submitting a written request to Council to apply for exceptional circumstances or special consideration under the policy.

#### **4.5 DONATIONS ASSESSMENT CRITERIA**

- 4.5.1 Be able to demonstrate effective management skills and be financially accountable.
- 4.5.2 Ensure that all proposed projects or events generally occur within the financial year in which funded.
- 4.5.3 If one of the foregoing criteria cannot be met, a community organisation may seek special consideration by submitting a written request to Council to apply for exceptional circumstances or special consideration under the policy.

#### **4.6 INELIGIBLE APPLICATIONS**

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

- 4.6.1 Proposals for events and activities held outside of the Goondiwindi Regional Council area, unless the applicant can demonstrate a direct community benefit.
- 4.6.2 If funds from previous Community Grants or Donations applications have not been fully acquitted.
- 4.6.3 Applications for project work/activities which have already taken place.
- 4.6.4 Applications from individuals/businesses.
- 4.6.5 Applications for team/group apparel, registration fees, travel, accommodation costs and the like to attend games and events, and the cost of trophies.
- 4.6.6 Applications for maintenance and/or improvements to buildings, infrastructure, etc on the grounds of schools and other government entities and religious organisations, with the exception of applications from schools seeking a contribution towards the cost of water. When considering such applications a further criteria will be that the school undertakes to make its grounds available to the public outside school hours.
- 4.6.7 Organisations based outside of the Goondiwindi Regional Council area, unless the applicant can demonstrate a direct community benefit.
- 4.6.8 Applications for a service/project for commercial gain or from individuals.
- 4.6.9 Applications from political parties.
- 4.6.10 Applications for funding to meet the costs of the organisations general operating expenses.
- 4.6.11 Recipients who have previously defaulted on the conditions of funding.
- 4.6.12 Organisations that operate licenced gaming machines.
- 4.6.13 Multiple applications for the same event

#### **4.7 SELECTION CRITERIA**

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

- 4.7.1 Benefit to the Goondiwindi Regional Council community.
- 4.7.2 Scope of the benefit i.e. what sectors of the community will benefit or what proportion of the community will benefit.
- 4.7.3 The ability of the organisation to raise funds by other means.
- 4.7.4 Community participation/cooperative approach.
- 4.7.5 Achievable aims and objectives.
- 4.7.6 Prior community grants awarded and the outcomes of these.
- 4.7.7 Benefit to the environment.

#### **4.8 MONETARY ASSISTANCE**

- 4.8.1 Monetary assistance will only be given towards specific projects or events.

#### **4.9 RATES REIMBURSEMENT**

- 4.9.1 Reimbursement of rates will be considered for all types of rates and utility charges other than additional garbage service.

#### **4.10 FEE RELIEF**

- 4.10.1 Approval may be sought for the reimbursement of one-off application fees, e.g. building, water, sewerage and town planning application fees etc. However, with the exception of fees applicable to proposed works/developments on Council controlled land, the fees must be paid to Council prior to payment of the financial assistance.
- 4.10.2 If reimbursement of the fees is not sought within three (3) months no approval will be granted.
- 4.10.3 Annual licence fees will not be reimbursed.

#### **4.11 CINEMA GIFT CARDS**

- 4.11.1 Approval may be sought from Council for a donation of Cinema gift cards, but this remains at the discretion of the Chief Executive Officer or delegate.

## **5 IN-KIND ASSISTANCE**

- 5.1.1 Council will provide assistance to organisations by providing the use of Council plant on the provision that Council personnel are operating the plant.
- 5.1.2 All works in-kind will be subject to the availability of plant and plant operators.
- 5.1.3 The donation amount will be calculated in accordance with Council's current fees and charges for plant hire and wages and include travel time and stand down time.
- 5.1.4 The Director of Engineering 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 assistance to be submitted for determination.
- 5.1.5 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 excess of the approved funding amount.
- 5.1.6 Council will copy up to 50 sheets for community groups free of charge – no application form is required.

Requests for large bundles of photocopying should be made in writing.

The request will be considered by the Chief Executive Officer or delegate to allow the copying based upon the following criteria:

- a) The number of copies to be done
- b) The timeframe for the copies to be done
- c) The likely demand upon the copier by Council work
- d) Such other factors as may be relevant



## **6 ADMINISTRATION**

- 6.1.1 Council may at its discretion, determine a grant to be an ongoing contribution. These will be assessed annually through Council's budget process. It is at Council's discretion the term of this arrangement and the supporting documentation required to acquit funds.
- 6.1.2 Council will determine which, if any, organisations will receive assistance in accordance with the criteria set out above.
- 6.1.3 Successful applicant's details, including name of the community organisation, amount and purpose of grant, will be published on Council's website.
- 6.1.4 A register of grants to community organisations will be kept for disclosure in Council's Annual Report, in accordance with Section 189 of the *Local Government Regulation 2012*.

## **7 CONDITIONS OF APPROVAL**

### **7.1 CONDITIONS OF COMMUNITY GRANTS PROGRAM**

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

- 7.1.1 The grant money cannot be used for any other purpose than that for which the grant is awarded.
- 7.1.2 If a community organisation wishes to modify the intended use of the grant they must submit a written request to Council detailing the alterations 30 days prior to the activity. The outcome of the request to alter the intended use of a community grant will only be provided to the applicant in writing.
- 7.1.3 Funds that cannot be used for the specified purpose must be returned to Council.
- 7.1.4 The grant recipient will obtain the appropriate permits/approvals, insurance covers etc. relating to the project for which the grant is awarded.
- 7.1.5 The recipient will properly acquit the grant as soon as practicable after the completion of the project/event. If the acquittal is not received within three (3) months of the completion date, future applications, or the amount provided by Council when considering future applications may be affected.
- 7.1.6 Council may request a copy of Public Liability Insurance Certifications, Risk Management Plans and Event Plans for significant events or activities.
- 7.1.7 Acknowledge Council's support in any advertising and promotional signage, and if requested display signage provided by Council for the duration of the project, or leading up to and during the event. Signage provided by Council is to be returned to Council in good condition within seven (7) days of the completion of the project/event.
- 7.1.8 Applicants give permission for Council to use the grant information for promotional and public information, including (where deemed appropriate by Council) the use of photographs, publications, annual reports and placement of permanent ceremonial plaques acknowledging Council's financial contribution.

## **7.2 CONDITIONS OF COMMUNITY DONATION PROGRAM**

All Community Donations awarded by the Goondiwindi Regional Council are subject to the following conditions.

- 7.2.1 The donation money should not be used for any other purpose than that for which the donation is awarded.
- 7.2.2 If a community organisation wishes to modify the intended use of the donation they must submit a written request to Council detailing the alterations 30 days prior to the activity. The outcome of the request to alter the intended use of a community donation will only be provided to the applicant in writing.
- 7.2.3 All organisations requesting assistance will be required to make a submission each year. The only exception to this requirement is where Council corresponds directly with an organisation advising of a variation to this requirement.
- 7.2.4 Applicants who receive donations of \$200 or less are not required to submit an acquittal to Council at the completion of the project unless specifically requested.
- 7.2.5 The donation recipient will obtain the appropriate permits/approvals, insurance covers etc. relating to the project for which the donation is awarded.
- 7.2.6 The recipient will properly acquit the donation as soon as practicable after the completion of the project/event. If the acquittal is not received within three (3) months of the completion date, future applications, or the amount provided by Council when considering future applications may be affected.
- 7.2.7 Applicants must provide an undertaking to fully refund any unexpended donation or subsidy monies.
- 7.2.8 Applicants give permission for Council to use the donation information for promotional and public information, including (where deemed appropriate by Council) the use of photographs, publications, annual reports and placement of permanent ceremonial plaques acknowledging Council's financial contribution.