

## Council Policy – Community Donations, Grants and Funding

<b>Responsible Directorate</b>	Community Development
<b>Responsible Business Unit/s</b>	Communities
<b>Responsible Officer</b>	Manager Communities
<b>Affected Business Unit/s</b>	Communities Finance

### Objective

The objective of this policy is to:

- outline terms and conditions that govern the provision of financial support offered to community groups and clubs in the Shire of Ashburton (the Shire),
- support the viability of community groups and clubs in the Shire, and
- ensure the achievement of deliverables as outlined in the Shire’s strategies.

### Scope

This policy applies to all community groups, sporting clubs and other not-for-profit organisations operating in the Shire.

### Policy Statement

The Shire is committed to a vision of being a welcoming, sustainable, and socially active district, offering a variety of opportunities to community. To support the delivery of this vision, this policy is intended to enable the longevity and financial viability of community groups, clubs and not-for-profit organisations operating in the Shire.

### General conditions

1. Organisations applying for grant funding must reside or operate within the Shire or be able to show a direct and substantial benefit to residents within the Shire.
2. Applications for Community Support, Signature Events and Activities and Community Lease Compliance grants in addition to any other application requirements, must be accompanied by the formal minutes of the organisation applying, confirming support for the grant application.
3. Financial assistance is not available retrospectively unless the assistance is delayed by Council adoption.

Funds are to be used only for the purpose for which the Shire has approved, or any subsequent variations obtained in writing.

4. With the exception of Small Assistance Donations, successful applicants are required to complete an acquittal report and submit it to the Shire within three months of the agreed completion date for use of the funds. All applications must detail how they will promote and recognise the support of the Shire.
5. Applicants that do not submit an acquittal will not be considered for future funding and may be requested to return the funds.

## Types of grants

The Shire offers the following types of grants.

Grant	Funds/Assistance Available
Small Assistance Donations (SAD)	Up to \$500 per financial year
Community Support Grants (CSG)	Up to \$2,500 per financial year
Signature Events & Activities (SE)	Amount to be determined by Council upon application
Council-initiated donations	\$1,000 per annum

### Small Assistance Donations (SAD)

Who can apply?	<ul style="list-style-type: none"> <li>• Not-for-profit associations/organisations</li> <li>• Unincorporated groups</li> <li>• Individuals</li> </ul>
Who isn't allowed to apply?	<ul style="list-style-type: none"> <li>• Recipients of Signature Event and Activities funding</li> <li>• Commercial businesses</li> </ul>
How much can an organisation apply for?	Up to \$500 in cash or in-kind contributions per financial year.
How many times can an organisation apply?	Applicants may apply more than once in a financial year for lesser amounts, up to the maximum of \$500 for the financial year (inclusive of cash and in-kind support).
When can they apply?	<ul style="list-style-type: none"> <li>• Any time of the year</li> <li>• Applicants are advised to allow a minimum of seven days for processing</li> </ul>
What can they apply for?	<ul style="list-style-type: none"> <li>• Facility hire for local/regional/state/national/international competitions</li> <li>• Community-based activities/programs</li> <li>• Club participation in regional/state championships - including facility hire, travel, accommodation, uniforms and meals</li> <li>• Individuals who are selected to compete individually in sports for regional /state /national/international competition participation</li> </ul>

	<ul style="list-style-type: none"> <li>• Individuals who are selected to compete individually for education scholarships</li> <li>• Club development activities</li> </ul>
What can't they apply for?	<ul style="list-style-type: none"> <li>• Assistance for administrative day to day operations of groups incl. club equipment</li> <li>• Individuals who are selected to compete in sports for regional/state/national/international competition participation as part of a team</li> <li>• Alcohol</li> </ul>
Do successful recipients need to submit an acquittal?	No
Who approves the donations?	The Chief Executive Officer or delegate.

### Community Support Grants (CSG)

Who can apply?	<ul style="list-style-type: none"> <li>• Not-for-profit associations/organisations</li> <li>• Unincorporated groups that are auspiced by an incorporated association (a letter of approval from the incorporated association must accompany the application)</li> </ul>
Who isn't allowed to apply?	<ul style="list-style-type: none"> <li>• Recipients of Signature Event and Activities funding</li> <li>• Recipients of Community Lease Compliance funding</li> <li>• Unincorporated groups that are not auspiced by an incorporated association</li> <li>• Commercial businesses</li> </ul>
How much can an organisation apply for?	Up to \$2,500 in cash or in-kind contributions per financial year.
How often can an organisation apply?	Applicants may apply more than once each financial year up to the maximum value.
When can they apply?	<ul style="list-style-type: none"> <li>• During the following rounds each financial year: <ul style="list-style-type: none"> <li>○ Round One – opens in July for six weeks, with projects commencing after October</li> <li>○ Round Two – opens in February for six weeks, with projects commencing after June</li> </ul> </li> <li>• Applications must be received by the advertised closing date and may take up to eight weeks to be assessed and awarded</li> <li>• Late applications will not be considered</li> </ul>

<p>What can they apply for?</p>	<ul style="list-style-type: none"> <li>• Community-based activities/programs</li> <li>• Club participation in regional/state championships - including facility hire, travel, accommodation, uniforms and meals</li> <li>• Professional sports or community development e.g., clinics, courses, seminars</li> <li>• Individuals who are invited/selected to participate in sports or education scholarship for regional/state/national/international competition participation as an individual</li> <li>• Community events</li> <li>• Other purposes assessed on broad community benefit</li> <li>• Specialised equipment to support implementation of Community Access and Inclusion Plan deliverables</li> </ul>
<p>What can't they apply for?</p>	<ul style="list-style-type: none"> <li>• Assistance for administrative day to day operations of groups incl. club equipment and general maintenance of facilities/land</li> <li>• Facility hire for local competitions</li> <li>• Uniforms for individuals or clubs</li> <li>• Alcohol</li> <li>• Catering, meals and other incidentals</li> </ul>
<p>Do successful recipients need to submit an acquittal?</p>	<p>Yes. The Shire will provide an acquittal form to the successful applicant, that must be submitted within three months of completion of the event/project.</p>
<p>Who approves the funding?</p>	<ul style="list-style-type: none"> <li>• Applications are reviewed by the Community Grants Committee</li> <li>• Council approves the funding</li> <li>• Council will make a provision in the budget annually for the four towns to be distributed over two grant rounds</li> </ul>
<p>Other requirements</p>	<ul style="list-style-type: none"> <li>• Eligible applicants who have received a Small Assistance Donation are also able to apply for a Community Support Grant, providing it is not for the same purpose</li> <li>• Applications must be completed by an organisation's Office Bearer or authorised delegate</li> </ul>

## Signature Events and Activities (SEA)

Who can apply?	Incorporated and unincorporated associations.
Who isn't allowed to apply?	<ul style="list-style-type: none"> <li>Commercial organisations</li> <li>A recipient with an open Signature Event and Activities grant</li> </ul>
How much can an organisation apply for?	Amount to be determined by Council upon application.
When can they apply?	<ul style="list-style-type: none"> <li>For projects that commence 1 August – 31 July the following year, submissions will be accepted: <ul style="list-style-type: none"> <li>November of the current year, until 28 March in the following year</li> </ul> </li> <li>Applications must be received by the advertised closing date and may take up to eight weeks to be assessed and awarded.</li> <li>Late applications will not be considered</li> </ul>
What can they apply for?	<ul style="list-style-type: none"> <li>Community-based activities/programs</li> <li>Hosting regional/state championships</li> <li>Professional sports or community development e.g., clinics, courses, seminars</li> <li>Other purposes assessed on broad community benefit</li> </ul>
Do successful recipients need to submit an acquittal?	Yes. The Shire will provide an acquittal form to the successful applicant, that must be submitted within 3 months of completion of the event/project.
Who approves the funding?	<ul style="list-style-type: none"> <li>Applications are reviewed by the Community Grants Committee</li> <li>Council will formally consider and approve applications in the following year's financial budget allocation</li> <li>Ongoing support for an established event or activity may be requested for up to three years provided an acquittal is completed annually</li> <li>Approval of funding for the event is subject to confirmation of the following year's budget</li> </ul>

How is the funding provided?	<ul style="list-style-type: none"> <li>• If Council have provided formal approval, the applicant will need to provide an invoice to the Shire to request the funds</li> <li>• The funds can only be provided in the financial year budget they were allocated too</li> <li>• If applicants have been approved for funding up to three years, an acquittal and invoice will need to be submitted each financial year</li> </ul>
What criteria does Council use to assess applications?	<ul style="list-style-type: none"> <li>• The extent to which the event directly benefits the residents of the Shire</li> <li>• Funding/contributions that applications will receive from other sources</li> <li>• Value for money</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>• Groups that receive Signature Event funding are not eligible to apply for any other funding under this policy</li> <li>• Applications must be completed by an organisation's Office Bearer or authorised delegate</li> </ul>

### Community Lease Compliance

Who can apply?	Not-for-profit, Shire of Ashburton based associations/organisations or unincorporated groups (auspiced by an incorporated association (a letter of approval from the incorporated association must accompany the application) where the association or organisation occupies Shire owned or managed premises by way of a lease.
Who isn't allowed to apply?	<ul style="list-style-type: none"> <li>• Commercial organisations</li> <li>• Business owners or operators</li> <li>• Individuals</li> </ul>
How much can an organisation apply for?	<ul style="list-style-type: none"> <li>• Council set aside funds for grants of this type through the annual budget process</li> </ul>
When can they apply?	<ul style="list-style-type: none"> <li>• One round per annum opening on 15 July. Applications are open for a period of 6 weeks</li> </ul>
What can they apply for?	
What can't be applied for?	General facility maintenance upkeep and repair.
Do successful recipients need to submit an acquittal?	Yes. The Shire will provide an acquittal form to the successful applicant, that must be submitted within 3 months of completion of the compliance improvement project.

Who approves the funding?	Applications are reviewed by the Grants Committee. Council is the final decision maker.
How is the funding provided?	<ul style="list-style-type: none"> <li>• If Council have provided formal approval, the applicant will need to provide an invoice to the Shire to request the funds</li> <li>• The funds can only be provided in the financial year budget they were allocated too</li> </ul>
What criteria does Council use to assess applications?	<ul style="list-style-type: none"> <li>• Funding capacity and value for money</li> <li>• The extent to which compliance improvement work will improve facility use</li> <li>• Funding/contributions that applications will receive from other sources</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>• Applications must be completed by an organisation's Office Bearer or authorised delegate</li> </ul>

### Council-initiated donations – Schools & Emergency Services

How much can Council approve for local Schools?	<ul style="list-style-type: none"> <li>• Base amount of \$1,000</li> <li>• Plus \$1.00 for each high school student (includes Year 7 students)</li> <li>• Plus \$0.70 for each primary school student (excludes Year 7 students)</li> <li>• Plus \$0.20 for each pre-primary student</li> <li>• Plus \$0.20 for each kindergarten student</li> <li>• Student numbers are calculated using figures from the Department of Education</li> </ul>
How much can Council approve for Emergency Services?	\$1,000 per year to each emergency services that are not-for-profit associations/organisations
When is funding allocated?	Council will formally review and approve funding allocated to Council-initiated donations for the following years budget.
When is funding paid?	May of each year.
Do recipients need to submit an acquittal?	No
Other requirements	Recipients who receive this funding are eligible to apply for Small Assistance Donations and Community Support Grants.

### Definitions

**Auspice** means to provide support, sponsorship, or guidance. The group or individual requiring support is known as the 'auspice'. The incorporated organisation that auspices the group or individual is known as the 'auspicor'.

An unincorporated association may wish to be auspiced by an incorporated organisation in order to gain access to more financial assistance.

**Community Grants Committee** means a committee of Council established under section 5.8 of the *Local Government Act 1995*, for the purpose of receiving, assessing and determining applications received under this policy.

**Grant** means a quantity of money i.e., financial assistance provided to an organisation for a specific purpose.

**In-kind** means support that is other than financial e.g., venue hire/use.

**Not-for-profit incorporated association** means a legal entity separate from its members. Incorporated associations can be more effective for a small community organisation. They are generally simpler and more affordable than a company structure.

**Not-for-profit unincorporated association** means an organisation legally structured as an unincorporated association. An example of an unincorporated association is a group of people who agree to act together, usually because of a shared interest or purpose. Unincorporated associations often have limited income and conduct only a small range of activities.

**Sponsorship** When an organisation makes a financial contribution to another organisation, and in return receives advertising or promotion of its product or service.

## Relevant policies/documents

Shire of Ashburton Strategic Community Plan 2022-2032

## Relevant legislation/local laws

Section 6.7(2) of the *Local Government Act 1995*

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Office use only				
<b>Relevant delegations</b>	Nil			
<b>Council adoption</b>	<b>Date</b>	14 February 2023	<b>Resolution #</b>	019/2023
	<b>Date</b>	9 May 2023	<b>Resolution #</b>	074/2023
<b>Reviewed/modified</b>	<b>Date</b>	12 December 2023	<b>Resolution #</b>	237/2023
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<b>Next review due</b>	<b>Date</b>	2025		

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