

## 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. The Grant Guidelines provide further clarity for what can and can’t be applied for.
2. 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.
3. Applications for Community Support, Signature Events 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.
4. Financial assistance is not available retrospectively unless the assistance is delayed by Council adoption.
5. Funds are to be used only for the purpose for which the Shire has approved, or any subsequent variations obtained in writing.

6. All 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.
7. Applicants that do not submit an acquittal will not be considered for future funding and may be requested to return the funds.
8. All decisions are made on a case-by-case basis, aligning with the Shire's budget requirements and strategic priorities. This funding category operates as exhaustive funding, and the Shire retains the discretion to close the program once the available budget has been fully expended.
9. Canvassing of Elected Members or Shire Employees will disqualify applicants.

### 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
Inspiring Youth Leaders Fund (IYLF)	Up to \$750 per financial year
Community Support Grants (CSG) – Tier 1	Up to \$2,500 per financial year
Community Support Grants (CSG) – Tier 2	Up to \$5,000 per financial year (with 50% of the requested amount in matched funding)
Signature Events (SE)	Up to \$10,000 (with matched funding)
Council-initiated donations	\$1,000 per annum

### Small Assistance Donations (SAD)

Who can apply?	<ul style="list-style-type: none"> <li>• Incorporated Associations</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 Grant</li> <li>• Recipients of Inspiring Youth Leaders Fund</li> <li>• Commercial businesses</li> </ul>
How much can an organisation apply for?	Up to \$500 in cash 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.
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 14 days for processing</li> </ul>
Who approves the donations?	The Chief Executive Officer or delegate.

## Inspiring Youth Leaders Fund (IYLF)

Who can apply?	<ul style="list-style-type: none"> <li>Individuals aged 12 to 25 years old</li> </ul>
Who isn't allowed to apply?	<ul style="list-style-type: none"> <li>Recipients of Small assistance donation or Community Support Grants</li> <li>Commercial businesses</li> </ul>
How much can an individual apply for?	Up to \$750 in cash contributions per financial year.
How many times can an individual apply?	Applicants may apply more than once in a financial year for lesser amounts, up to the maximum of \$750 for the financial year.
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 14 days for processing</li> </ul>
Who approves the donations?	The Chief Executive Officer or delegate.

## Community Support Grants (CSG) – Tier 1

Who can apply?	<ul style="list-style-type: none"> <li>Incorporated Associations</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 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 May</li> </ul> </li> <li>Applications must be received by the advertised closing date</li> <li>Late applications will not be considered</li> </ul>

Who approves the funding?	<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</li> </ul>
Other requirements	<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>

### Community Support Grants (CSG) – Tier 2

Who can apply?	<ul style="list-style-type: none"> <li>• Incorporated Associations</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 \$5,000 in cash contributions per financial year (with 50% of the requested amount in matched funding).
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>• Applications opens in July for six weeks, with projects commencing after October.</li> <li>• Applications must be received by the advertised closing date.</li> <li>• Late applications will not be considered</li> </ul>
Who approves the funding?	<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</li> </ul>

Other requirements	<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>
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### Signature Events (SE)

Who can apply?	Incorporated and unincorporated associations.
Who isn't allowed to apply?	<ul style="list-style-type: none"> <li>• Commercial organisations</li> <li>• grants</li> </ul>
How much can an organisation apply for?	Up to \$10,000 in cash contributions per financial year (with matched funding of the requested amount).
When can they apply?	<ul style="list-style-type: none"> <li>• Applications will be open in July for 6 weeks for projects that commence after October.</li> <li>• Applications must be received by the advertised closing date</li> <li>• Late applications will not be considered</li> </ul>
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.</li> <li>• Council will make a provision in the budget annually</li> <li>•</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> <li>• Contribution to the social and economic fabric of the community</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>• Applications are open all year round</li> </ul>
<b>What can they apply for?</b>	<ul style="list-style-type: none"> <li>• Items that have been identified as a compliance issue through Shire audit and inspections processes.</li> </ul>
What can't be applied for?	General facility maintenance upkeep and repair.
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>• The application must provide documentation where the item has been identified as a compliance issue.</li> <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 ‘auspisor’.

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.

**Community Support** An idea or concept where a community, comprised of people working together, provides aid to support a group, club or individual that is based locally.

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

**Matched Funding** An applicant will make financial contribution to the project comparable to the requested amount as stipulated above.

**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.

**Signature Event** A signature event is an event that promotes brand awareness, creates compelling narratives, and attracts a diverse range of attendees from the whole of Shire of Ashburton or further.

**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  
Community Grants, Donations and Funding Guidelines

### Relevant legislation/local laws

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

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
	<b>Date</b>	16 July 2024	<b>Resolution #</b>	139/2024
	<b>Date</b>		<b>Resolution #</b>	
	<b>Date</b>		<b>Resolution #</b>	
	<b>Date</b>		<b>Resolution #</b>	
<b>Next review due</b>	<b>Date</b>	2026		