

## 1 Policy History

Revision No.	Council Meeting Date	Minute No.
1	25/03/03	329
2	11/10/05	0404(a)
3	11/05/10	0142
4	08/07/14	0224
5	08/01/16 (08/12/15)	15/392
6	05/01/18 (28/11/17)	17/316

## 2 Policy Objective

To provide a framework and procedures for accepting applications and determining Council's annual community grant funding program including quick turnaround applications and two year timeframes to support individuals or organisations in the Griffith City Council Local Government Area.

## 3 Policy Statement

### 3.1 Purpose of the Community Grant Program

The spirit of the grant program is to support organisations/groups/individuals whose applications address the priorities as articulated in Council's Community Strategic Plan.

The purpose of the Program is:

- to provide seed funding for new initiatives which will benefit the community;
- to facilitate Cultural and Arts events/activities/services;
- to assist fund research into local service requirements;
- to provide financial assistance to enhance social wellbeing of the community;
- to provide assistance to elite sports persons, artists, musicians, students and the like to attend significant State or National events;
- sponsorship - the term sponsorship refers to all assistance either financial or value in-kind support;
- fees to be waived where the business contributes to a positive social outcome.

The policy brings available Council funds in line with best practice and ensures that grants awarded are done so transparently and are strategic in nature.

### 3.2 Scope

This policy applies to requests for grant monies or in-kind support made by: not-for-profit organisations; charitable organisations; Section 355 Committees of Council; individuals and groups under auspice of any of the above bodies. **See Definitions**

Grant streams available:

1. Quick turnaround grants capped at \$1,500 for events taking place with limited or shortened timeframes.
2. Standard applications capped at \$2,500.
3. Under certain circumstances larger amounts up to \$4,000 may be awarded for projects that are of exceptional merit and have a two year timeframe.

### 3.3 References

Section 356 of the Local Government Act 1993 (as amended)  
Griffith City Council Community Strategic Plan

### 3.4 Delegation of Function

All applications are ranked in accordance with the Assessment Matrix.

Stream 1 - applicants will be approved by the General Manager, Mayor and relevant body representative (for example Griffith Sports Council, Community Development Coordinator).

Stream 2 and 3 - applicants will be approved after Council's Communities Committee review applications and make a recommendation to Council. Council will consider the recommendation and endorse the successful applications.

### 3.5 Terms and Conditions

- 3.5.1 The spirit of the Community Grant Program is to efficiently support organisations or individuals whose applications address the priorities of the community as articulated in Council's Community Strategic Plan.
- 3.5.2 The Program is to enable activities, services and projects to be delivered and to support local young people (up to 25 years of age) in attending significant events or activities at state or national levels. Emphasis is on funding eligible applicants as a means to develop community capacity.
- 3.5.3 Council will advertise for applications twice in each financial year (by way of newspaper advertisement, notice on Council's website or any other means that Council considers appropriate).

- 3.5.4 Applicants must meet the Eligibility Criteria and must submit a written application on the form(s) prescribed with the required supporting materials by the closing date advertised.
- 3.5.5 Organisations, groups or individuals may only apply for assistance once in any financial year. Applications received after the closing date may be ineligible for that round.
- 3.5.6 Council reserves the right to award more/less funds or apply special conditions to the grant. Council is not responsible for under estimation or over expenditure of costs.
- 3.5.7 Assistance may not generally be granted for expenses or purchases incurred prior to receiving grant monies.
- 3.5.8 Applications shall be considered on their merits, taking into account the circumstances of each case, the availability of funds in Council's budget, the extent to which Council has previously provided funds, the provisions of this Policy and the relevant provisions of the Local Government Act 1993 (as amended). Applications will be considered subject to the availability of funding. Not all applications may be awarded funding.
- 3.5.9 Funds provided are to be used for the approved purpose. Amendments to the purpose are permitted upon approval from Council. Council retains the right to withdraw funding or request funding to be returned if the grant terms and conditions have been breached.
- 3.5.10 Applicants must identify Griffith City Council as a sponsor on all advertising and press releases for the particular service, activity or project.
- 3.5.11 Applicants must agree to evaluate and formally acquit grant funds in accordance with Council's requirements within six (6) weeks of completing the project/activity/service. Receipts for goods or services purchased and where possible, photographs or other evidence must be supplied.
- 3.5.12 Applicants who have previously not complied with the terms and conditions of the Community Grant Program are ineligible to apply.
- 3.5.13 Funding will only be entered into with organisations whose image support the values and strategic objectives of Council and must not compromise our reputation, logo, public image, governance, probity or ability to fulfil its functions.

### **3.6 Eligibility Criteria**

#### **Project Applicants**

- 3.6.1 Applicants must be either: a genuine not-for-profit incorporated body registered with NSW Office of Fair Trade; have Charity status with ATO; Section 355 Committees of Council; individuals and groups under auspice of any of the above bodies. A copy of the most recent annual report and a current liability insurance certificate of the applicant or auspice organisation must be provided.
- 3.6.2 Applicants must be based in, affiliated with and/or service clients within the Griffith City Council Local Government Area.
- 3.6.3 Applicants must provide an adequate and balanced budget including quotes for resources. The applicant must demonstrate good planning by providing a detailed project description and outline how the project addresses the priorities within Council's Community Strategic Plan.
- 3.6.4 Federal or State Government funded programs and initiatives will generally not receive assistance under this Policy. Projects which source matching external private or government funding may be considered.
- 3.6.5 Applications that duplicate existing projects/services/activities may not be considered. No guarantees are provided for ongoing grants or recurring funding.
- 3.6.6 Support will not be provided to applications that are seeking funds for the sole purpose of awarding scholarships, grants, gifts or donations. Council may consider sponsoring a prize or trophy that acknowledges the award is from Council.
- 3.6.7 Ongoing administrative or operational costs will not be funded.

#### **Individual Achievement Applicants**

- 3.6.8 Applicants must be or have been a resident of the Griffith City Council Local Government Area for at least two (2) years. Applicant must be under 25 years of age as at time of application.
- 3.6.9 Applications are eligible from individuals seeking to attend state or national representative level events/activities. Supporting evidence including letter(s) of support and event details must be provided from relevant associations/organisations and event organisers/hosts. Events/activities that are not recognised by relevant peak associations/organisations may not be considered.

3.6.10 Applicants must provide an approximate budget outlining costs associated with participation. Funds provided may only support the costs of accommodation, travel or event registration for the applicant. Costs of family members or accompanying adults are not covered. Applicants that require assistance of certified Carers may be considered. Fundraising or financial support from other sources (not corporate sponsorship) is encouraged.

3.6.11 Individual Achievement awards will only be made once to a person.

## 4 Definitions

**Auspice:** An organisation that partners an individual or unincorporated group to administer the grant monies and is responsible for the project completion and acquittal.

**Incorporated body:** A legal process that makes a group into a single entity that has certain rights and legal protection which separates individuals (members) from the entity.

**In-kind:** Payments of goods or services without monetary transactions. This includes volunteer time and free use of local resources and facilities. In-kind contributions can be given a monetary value and be included as project income.

## 5 Exceptions

Nil

## 6 Legislation

Section 356 of the Local Government Act 1993 (as amended)

## 7 Related Documents

Community Grant Program Application Form – General (Council reference: 15/37627)

Community Grant Program Application Form – Individual Achievement (Council reference: 15/77577)

Community Grant Program Evaluation Form (Council reference: 15/37988)

Community Grant Program Assessment Matrix (Council reference: 15/37991)

## 8 Directorate

Sustainable Development