



# COMMUNITY GRANTS POLICY

## 1. POLICY PURPOSE

Council is required under Section 195 of the *Local Government Regulation 2012* to adopt a Community Grants Policy.

This policy is designed to meet the statutory requirements and to outline Council's commitment to supporting community organisations in the Shire by providing financial and/or in-kind support.

This policy documents the principles governing expenditure and in-kind support to community organisations to ensure support is provided in an equitable and accountable manner and produce the benefits towards which the support is aimed.

Council recognises the important contribution community organisations and individuals make to the safety, health, equity, vibrancy and inclusiveness of their communities. Council's community grant programs will foster a community wide partnership approach to address social, cultural, environmental and economic objectives.

Council is committed to providing support to local community organisations for events, activities and infrastructure, by both in-kind and financial support.

This policy clearly defines the type of support that Council provides to community organisations and the criteria that organisations must meet to be eligible for funding.

## 2. SCOPE

This policy relates to all expenditure by Council in the form of grants or donations to community organisations, in-kind support to community organisations (such as free venue hire, use of Council equipment), and provides guidelines for both Council and community groups.

This policy affects all community organisations that operate within the McKinlay Shire and is inclusive of those external organisations that provide a service, event or activity within the Shire to Shire residents or in the region which will provide benefit to Shire residents.

## 3. DEFINITIONS

To assist in interpretation, the following shall apply:

**Community Organisation** shall mean an entity that carries on activities for a public purpose; or an entity whose primary objective is not directed at making a profit (non-profit).

**Community Benefit Assistance Scheme** is an annual funding program allocated each financial, or more if funding is available. Funding is available for equipment, infrastructure and volunteers which is

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essential to the core activities of the applicant. This program is also allocated on a dollar-for-dollar basis whereby groups must match the financial contribution received.

**Donations** shall mean gifts given in cash or in-kind which are unconditional, voluntary transfers of money or property.

**In-kind Support** shall mean the provision of support in the form of staff time, Council equipment and facility hire.

**Not for Profit Organisation** shall mean an organisation that does not operate for the profit or gain of its individual members. Any profit made by the organisation goes back into the operation of the organisation to help pursue its goals.

**Sponsorship** shall mean a formal reciprocal arrangement between individuals, groups or companies, which can include both cash and in-kind contributions in return for the right to associate the sponsor's name, product or service with the sponsored organisation's product or service.

**Fee Waiver** shall mean a formal reciprocal arrangement between individuals, groups or companies, which involves a reduction in fees set by Council's Fees & Charges Schedule. A fee waiver may be approved in return for the right to associate the sponsor's name, product or service with the sponsored organisation's product or service.

#### **4. POLICY CONTENT**

Council's financial and in-kind assistance is provided to assist community-based groups and organisations in providing programs, activities, events and projects that enrich the lives of McKinlay Shire residents.

Council provides assistance in the following categories:

1. Community Benefit Assistance Scheme
2. Community Sponsorship
3. Donations

Each category provides for differing levels of assistance for varied purposes.

##### **Community Benefit Assistance Scheme**

Council's Community Benefit Assistance Scheme is available on an annual basis, with funding allocated and advertised throughout the course of a financial year. The funding is to be distributed on a dollar-for-dollar basis where groups must match the contribution requested.

Funding is available to not-for-profit organisations situated within the McKinlay Shire. The main purpose of the program is to provide financial assistance to local community organisations for:

- (a) Infrastructure – Eligible groups can apply for a grant up to \$5,000 (excluding GST) for the renewal, development or upgrade of infrastructure utilised by the community organisation. Funds will be allocated on a dollar-for-dollar contribution for which the organisation can include volunteer wages, donated materials and use of equipment donated. Costs must be directly associated with the project which funding is being sought for.
- (b) Equipment – Eligible not for profit organisations are able to apply for a grant up to \$3,000 (excluding GST) for the purchase of equipment relevant to the community organisations

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operations and activities. The funds will be allocated on a dollar-for-dollar basis which must be a cash contribution.

- (c) Support for Volunteers – Eligible not for profit organisations are able to apply for a grant up to \$1,000 (excluding GST) for volunteer training relevant to the community organisations operations and activities. The funds will be allocated on a dollar-for-dollar basis which must be a cash contribution.

Funding available is capped in accordance with Council's budget allocation for each financial year.

No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.

Guidelines, including eligibility, assessment and allocation procedures, and application forms are supplied by Council to all interested organisations. It is mandatory for applicants to discuss their project with Community Services Team Leader prior to submitting an application.

Advertising of the funding round will be via email distribution, Council's website and social media sites.

Any support provided under this category will require recognition of Council's contribution.

#### *Eligibility Criteria*

In order to be considered eligible to apply for a Community Benefit Assistance Scheme, the group or organisation must meet the following criteria:

- (a) Be a not for profit group or organisation based in the McKinlay Shire; and
- (b) Have no outstanding grant acquittals or payments owed to Council; and
- (c) The infrastructure or equipment for which the group or organisation is seeking funding must not be clearly the responsibility of Local, State or Federal Governments and must be relevant to the groups core operations and activities.

#### *Procedure for approval by Council*

All applicants must consult with Community Services Staff prior to submitting an application.

Applications will be assessed by Community Services staff and a Councillor (when available). Successful applications will be based on meeting the eligibility criteria and selection criteria.

The total Council allocated budget for the financial year will also be taken into consideration.

A summary of applications and the panel recommendations shall be presented to Council for ratification at either a Special or Ordinary meeting of Council.

Upon ratification, applicants will be notified of the outcome. If successful, a Funding Agreement will be put in place between the community organisation and the Council.

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## **Community Sponsorship**

Council's Community Sponsorship program is available for not-for-profit local community groups, organisations and external organisations providing for an event or activity of benefit to the McKinlay Shire residents. It is mandatory for applicants to discuss their project with Community Services Team Leader prior to submitting an application.

Groups/organisations are eligible for one sponsorship contribution per financial year from Council. Groups/organisations wishing to seek a Fee Waiver or reduction in hire fees must submit an application for sponsorship to Council for ratification. If successful, Council will provide the financial contribution as a cash sponsorship and then the group is required to complete the appropriate booking procedure for the venue and/or plant & equipment requested.

The sponsorship provided may be either financial and/or in-kind support up to \$5000. Sponsorship for prize money for events is ineligible. Groups/organisations wishing to obtain Council sponsorship for an amount greater than \$5,000.00 must submit their application for consideration prior to the commencement of the financial year for which the organisation requires the sponsorship. Submitting an application for a Sponsorship/Fee Waiver request does not guarantee approval.

Any support provided under this category will require recognition of Council's contribution in advertising and/or media channels.

### *Eligibility Criteria*

In order to apply for sponsorship/fee waiver the group or organisation must meet the following criteria:

- (a) Be a not-for-profit group or organisation based in the McKinlay Shire; or
- (b) Be a not-for-profit group or organisation based outside the McKinlay Shire providing a particular activity or event which will have significant positive impact on Shire residents; and
- (c) Have no outstanding payments owed to Council.

### *Procedure for Sponsorship Approval*

#### Sponsorship Requests

All Sponsorship Requests, Fee Waivers and/or reduction in hire fees will be presented to Council for consideration. Approvals will be based on the eligibility criteria being met, merit of the event or activity, the demonstrated positive community impact and availability of budgeted funds.

### *Guidelines and Applications*

It is mandatory for applicants to discuss their project with Community Services Team Leader prior to submitting an application.

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Guidelines including eligibility, selection criteria, assessment procedures and application forms are supplied by Council to all interested organisations and will vary in accordance with the amount of assistance requested.

Formal requests for sponsorship should be submitted to Council at least four weeks prior to an event or activity.

### **Community Donations**

Council donations are made to an organisation for a specific purpose or cause. Such donations may include but are not limited to:

- (a) Natural Disasters
- (b) Non-Profit organisations that provide a recognised contribution to the Shire.

Donations may take the form of monetary donations and/or in-kind donations.

With the exception of specific allocations made by Council in its budget to community groups that may be regional in nature but who make a positive contribution to the quality of life within the McKinlay Shire, donations will only be given up to and including \$1,500.00. This amount is to be reviewed annually.

Donation requests will be accepted throughout the year, and forms are available from Council's website or administration office.

The level of assistance available to the community is limited by Council's budgetary allocation which is set each financial year.

No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.

#### *Eligibility Criteria*

In order to apply for a donation the group/organisation must meet the following criteria:

- (a) Be a Non-Profit group or organisation
- (b) Have a current ABN or complete a Statement by a Supplier Form.

#### *Procedure for approval*

All Donation requests above \$500 will be presented to Council for consideration.

## **5. RELEVANT LEGISLATION**

*Local Government Act 2009*

*Local Government Regulation 2012*

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## **6. RELATED POLICIES**

Community Engagement Policy

## **7. RELATED FORMS**

Community Benefit Assistance Scheme Guidelines  
Community Benefit Assistance Scheme Application Form  
Community Benefit Assistance Scheme Funding Agreement  
Community Benefit Assistance Scheme Acquittal Form  
Community Sponsorship Guidelines  
Community Sponsorship Application Form  
Community Donations Guidelines  
Community Donations Request Form

## **8. CONTACT OFFICER**

Community Services Team Leader  
Director Corporate and Community Services

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