

Kyogle Council

Community Funding Support Policy



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1. Validity

This Policy derives its validity from Council Resolution xxxxx.

2. Policy Objectives

This policy aims to set procedures and protocols for assessing requests from regional and local groups for support of funding applications.

4. Council Responsibilities and Risk

Council is in a position to provide valuable assistance to community groups seeking support for funding to undertake worthwhile projects.

However, if funds or the projects themselves are not properly managed, Council may also be faced with risks such as being responsible for a third party's debt or that party's failure to complete its share of the project or to provide a promised "in kind" contribution or a failure to meet the requirements of relevant legislation.

At worst case, Council may be an unwilling party to litigation that can arise out of a serious breach of OH&S or public safety (i.e. Risk Management) by a third party working with Council or on Council land.

The usual consequence of such failures is that Council's budgets can be seriously compromised.

5. Guidelines for requests for support

Requests for support must be in writing and should provide the following information:

Type of grant funding sought

Grant funding criteria/requirements

Details of the Project to be carried out

A copy of the grant funding application

Details of the Project to be carried out including timelines

Requests should be submitted with sufficient time for assessment prior to lodgement of the application (approximately 10 working days)

Applicants should generally be:

- a not-for-profit organisation
- an incorporated group or organisation or be auspiced by an organisation that will take legal and financial responsibility for the administration of funds.
- able to demonstrate effective management skills and be financially accountable

- able to demonstrate that suitably qualified and experienced people are involved in the project
- locally based and/or target residents from within the Local Government Area
- able to provide a Certificate of Currency for appropriate Public Liability Insurance
- not duplicating or overlapping with existing similar activities

Applications that are unlikely to be supported include the following:

- Applications for Individuals
- Applications for organisations that operate for commercial purposes
- Projects or events that are run for commercial purposes
- Activities that are the primary responsibility of other funding agencies
- Proposals which may lead to a dependence upon Council funds

6. Conflicting requests

In some cases, Council may receive requests for support that conflict or that are competing against each other for the same pool of grant funding and it may not be appropriate to support both projects. In these cases, Council will assess each application against the following criteria in order to determine which project to support:

- Align with or support the Council's strategic goals
- Respond to demonstrated needs and concerns of the community
- Demonstrate wide community support
- Demonstrate partnership and collaboration across the community
- Provide either in-kind or additional financial support
- Build knowledge, awareness and skill within the community
- Encourage greater participation in community life within the LGA
- Deliver economic benefits to the LGA through increased visitation and promotion
- Promote new initiatives that are of benefit to the LGA

7. Determination of requests

Where Council support is in the form of a written letter of support and the level of risk to Council is considered to be low, the General Manager may determine the request for support.

Where the Council support includes expenditure by Council that is not specifically budgeted for and/or the level of risk is considered to be high, the request is to be considered by Council at its next available meeting.