

Kyogle Council

Financial Assistance Policy



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1 INTRODUCTION

The Financial Assistance Policy was adopted by Kyogle Council in 1998 in order to provide financial assistance to community groups and individuals in accordance with Section 356 of the Local Government Act 1993. The Policy has been reviewed in October 2003, December 2005, December 2006, June 2009, and July 2015.

This Policy aims to provide guidelines as to how Kyogle Council will apply such provisions across the whole of the Kyogle Local Government Area.

The Funding Programs within the Policy are divided into two streams being:

- Community Assistance Funds - includes Ongoing and One-off Donations; and
- Economic Development Funding

2 VALIDITY

This policy derives its validity from – draft only

3 AIMS AND OBJECTIVES

The Policy aims to provide guidelines for Kyogle Council to determine an equitable basis for the provision of financial assistance to eligible organisations and individuals within the Kyogle Local Government Area.

4 DEFINITIONS

Unless otherwise stated, the following expressions used in this Policy have the meanings set out below:

"Local Organisations" - organisations with a membership base substantially drawn from within the Kyogle Council Local Government Area including, but not limited to, groups established for the purpose of community and social development, sports, the arts, preservation of history, music, drama and economic development that are incorporated organisations or auspiced by incorporated organisations.

"Local individuals" - persons participating on an individual basis whose permanent place of residence is within the Kyogle Council Local Government Area including, but not limited to, the areas of sports, the arts, music, drama and economic development.

5 LEGAL POSITION

Legislation governing the provision of financial assistance by Councils is contained in Section 356 of the *Local Government Act 1993*.

Local Government Act 1993

356 *Can a council financially assist others?*

(1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

(2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.

(3) However, public notice is not required if:

(a) the financial assistance is part of a specific program, and

(b) the program's details have been included in the council's draft management plan for the year in which the financial assistance is proposed to be given, and

(c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and

(d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.

(4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work.

Note. Sections 67A and 67B of the Act deal with graffiti removal work.

6 GENERAL PROVISIONS OF FINANCIAL ASSISTANCE

Council will consider the provision of funding under the various programs as part of the development of its Delivery Program and Operational Plan each year.

The provision of funds and assistance will be dissected into three categories, the first being the identification of specific Ongoing Donations, the second being a budget allocation for One-off Donations, and the third being a budget allocation for Economic Development Funding.

6.1 Type of Assistance

Assistance may be in the form of direct monetary contribution, the use of Council labour or assets or in the provision of materials or services.

6.2 Proportional Distribution

Council may, in determining the annual budget allocation, specify a proportion of the available funds to be made available to individuals versus organisations, sports vs. cultural assistance, local projects vs. LGA projects or any other qualification.

6.3 Council Determination

Council makes the final determination regarding the allocation of available funds under this Policy as part of the annual budget process

The Kyogle Community Funding Support Committee will consider applications received under the Community Assistance Fund components of this Policy and make recommendations to Council for determination. Councils Economic Development and Tourism Office will make recommendations to Council for determination of Economic Development Funds. Council will make the final decision on the allocation of funds in all cases.

All successful and unsuccessful applicants will be notified in writing of the outcome of their applications.

6.4 Conditions

Council, in approving the provision of assistance, may impose conditions on the persons or organisation receiving the funds. (For example: Report to Council on the use of the funds; take promotional material interstate or overseas; placement of a plaque, etc).

7 COMMUNITY ASSISTANCE FUND - ONGOING DONATIONS

7.1 Applications

Applications must be made in writing to Council as part of the preparation for the annual Delivery Program and Operational Plan process. Existing recipients will be advised to re-apply annually for this donation and Council may also advertise for expressions of interest from applicable organisations that may wish to receive ongoing financial assistance.

7.2 Assessment Criteria

All applications will be assessed based on merit during the preparation of the annual Delivery Program and Operational Plan

7.3 Disclosure in Delivery Program and Operational Plan

All individuals and organisations receiving On-going/Regular financial assistance will be listed in Council's Delivery Program and Operational Plan.

7.4 Period of Financial Assistance

Council may at any time, by resolution, withdraw or redirect on-going/regular financial assistance. Any withdrawals of financial assistance will be immediately communicated to the relevant party(ies) in writing.

7.5 Eligibility for Other Financial Assistance

Individuals and organisations receiving ongoing/regular assistance will still be eligible to apply for one-off financial assistance under the Community Assistance Fund and/or the Economic Development Funding Program.

8 COMMUNITY ASSISTANCE FUND - ONE-OFF DONATIONS

8.1 Community Assistance Fund

The Community Assistance Fund One-Off Donations can be accessed by eligible organisations and individuals who can demonstrate the greatest need and/or benefit to the wider community in the areas of:

- Welfare

- Community involvement/social interaction
- Sport and recreation
- The Arts
- Youth affairs
- Senior citizens affairs
- Cultural Assistance

8.2 Public Notice Inviting Applications for Assistance

Council will advertise up to two rounds of funding each financial year, in August and February, inviting applications for financial assistance from local organisations or individuals. The first round will seek to distribute the maximum amount of the available funds that were included in the One-off Donations annual budget, with the second round in February only required if all funds are no distributed.

8.3 Maximum Assistance

The maximum amount that will be provided per application are as follows:

- Organisations \$1,000
- Individuals \$ 500

8.4 Payment of Monetary Assistance

Applicants granted monetary assistance must produce receipts and or invoices to Council prior to the monetary assistance being paid.

8.5 Application Form

Applications are to be made on the Community Assistance Funding Application form (Attachment A) which is available from Council's office and on Council's website.

8.6 Assessment Criteria

As a minimum standard, assessment must be consistent with the Local Government Act.

1. Assessment of applications will be based on merit, alignment with Councils Community Strategic Plan, other Council's priorities and available funds.
2. Criteria and priorities will be reconsidered from time to time.
3. Applicants who have received assistance in the previous 12 months from Council will be ranked lower than applicants who have not received previous assistance.
4. Priority will be given to organisations that contribute to the projects from other sources, in cash or in kind.
5. Council will attempt to apply funds across the population and geography of the Kyogle Council Local Government Area.

8.7 Assessment of Eligibility for Organisations

State and Federal Government agencies and businesses are ineligible for funding under the Community Assistance Fund. This does not include community organisations such as Parents and Citizens (P&C) Groups and similar groups that are not funded by State and Federal Agencies.

The use of funds for improvements to communal use facilities, e.g. halls, clubhouses, facilities, playing fields, and the purchase of new equipment, etc. will be given priority.

Requests for assistance to finance ongoing running expenses such as salaries, utility accounts, etc. for organisations will be considered, but will be given a low priority.

8.8 Assessment for Individuals

The nature of the intended use of any funds/assistance given will be prioritised for such things as travel, the purchase of equipment, coaching, etc.

Applications from persons disadvantaged through disabilities, hardship, lack of facilities or opportunities for participation will be prioritised.

9 Economic Development Funding

Funding is available for community groups and not-for-profit organisations operating within the Kyogle Local Government Area and surrounds to implement community economic development projects of benefit to the local economy and the various communities within the Kyogle Local Government Area.

9.1 Maximum Assistance

An annual budget allocation for the Economic Development Funding Program is identified in Kyogle Council's Delivery Program and Operational Plan.

9.2 Timing of Assessing Assistance

Applications will be considered at a Meeting of Council on a case by case basis.

Any funds that are not allocated may be carried forward to the following financial year.

9.3 Payment of Monetary Expenses

Applicants granted monetary assistance must produce receipts detailing expenditure of granted funds.

9.4 Application Form

Applications are to be made on the Economic Development Funding Program Application Form available from the Economic Development and Tourism Officer and the Community

Projects Officer, as shown at Attachment B to this document and on Council's website. Applications may be submitted at any time.

9.5 Assessment Criteria

These funding criteria are used by the Economic Development and Tourism Officer to assess applications:

9.5.1 Essential

1. Project has been identified within the Community Strategic Plan process or other community or economic development strategy.
2. Project has an implementation plan with detailed budget.
3. The auspicing group or organisation has a track record/ the capacity/ or the ability to manage the project effectively.
4. The project is auspiced by Kyogle Council, a community group or not-for-profit organisation with public liability cover to a minimum value of \$10,000,000 and other relevant insurances.

9.5.2 Desirable

1. Project has identified other dollar for dollar funding opportunities to leverage Council funds.
2. Project has commitment of in-kind support, as shown with accompanying letters of support.
3. Project has established partnerships with other relevant local groups to manage and/or implement the project.
4. Project has identified the impact on the local economy and how it will benefit local businesses.
5. The project has identified that it will generate local employment opportunities – either directly or indirectly.
6. The project has the support of local business, as shown with accompanying letters of support.
7. The project has assessed the social benefit to the community.
8. The project has assessed the environmental impact.

9.6 Assessment of applications

Applications are submitted to Council's Economic Development and Tourism Officer who will assess an application and make a recommendation and prepare a report for the General Managers review prior to presentation to Council for its determination.

ATTACHMENT "A"- Community Assistance Funding Application Form

DONATIONS TO ORGANISATIONS /INDIVIDUALS (please circle)

APPLICANT NAME:

ORGANISATION (IF APPLICABLE):

ADDRESS:

TELEPHONE NO: (BUS) (A/H).....

ASSISTANCE SOUGHT: MONETARY/ LABOUR/ EQUIPMENT/ SERVICES/ MATERIALS/ OTHER:

VALUE OF ASSISTANCE: \$..... (please note max. organisations \$1,000 /individuals \$500)

DESCRIPTION OF THE PURPOSE FOR WHICH ASSISTANCE IS SOUGHT:

.....
.....

BACKGROUND/ACHIEVEMENTS OF INDIVIDUAL(S), ETC.

.....
.....

ROLE OF ASSOCIATION IN THE COMMUNITY (IF APPLICABLE):

.....
.....

HOW WILL FUNDS/ASSISTANCE BENEFIT THE COMMUNITY?

.....
.....

PROPOSED CONTRIBUTION BY APPLICANT

.....
.....

IS YOUR ORGANISATION INCORPORATE D OR AUSPICED BY AN INCORPORATED BODY?

.....
.....


ATTACHMENT "B" - Economic Development Funding Program Application Form

1. Contact Details

1.1 Who can we contact about this project?

 Home

 Work

 Email

1.2 Which group is overseeing this project (covering the insurance)?

Contact Person



2. Project Planning

2.1 What is the project that you are applying for funding for?

2.2 Which area of the Kyogle LGA will benefit from the project?

2.3 Is the project identified in the Community Strategic Plan or other planning process/document?

Yes / No

Which planning process identified your project was needed?

2.4 When will the project start? _____

2.5 When will the project be completed? _____

3. Project Impact

3.1 How will your project impact on the local economy?

3.2 How will your project benefit local business?

3.3 How will your project generate local employment opportunities?

3.4 Will your project impact the local environment:

- Disrupt animals? Yes / No
- Damage plants? Yes / No
- Cause air pollution? Yes / No
- Cause water contamination? Yes / No

3.5 Any other potential Impacts

3.6 Any other comments

4. Project Cost

4.1 How much money are you asking for from the Future's Funding Program (your project partners must be able to match this amount either with cash or in-kind)?

4.2 How will you finance this project?

Item	Expense	Cash/in-kind	Source of funds i.e. Future's Funding , Lions Club, Progress Association, State and Regional Development
Materials			
Labour			
Administration			
Training			
Travel			
Other – please detail			
Total Cost of Project			

5. Project Support

5.1 Please provide letters of support from:

- Local business
- those contributing cash or in-kind support to your project
- auspicing group accompanied by Certificate of Currency for \$10,000,000 minimum coverage for public liability insurance.