

# Kyogle Council

## Community Assistance Policy



### Document Control

For controlled copies of this Document the copy number is shown below and initialled in RED by the issuing officer. (Uncontrolled copies are not numbered.)

Controlled Copy No:	Issued by:	Date:
---------------------	------------	-------

### ***COPYRIGHT OF KYOGLE COUNCIL***

*No part of this document may be reproduced without the prior permission in writing of the General Manager.*

## CONTENTS

1	INTRODUCTION.....	3
2	VALIDITY .....	3
3	DEFINITIONS .....	3
4	LEGAL POSITION .....	3
5	GENERAL PROVISIONS OF FINANCIAL ASSISTANCE.....	4
	5.1 ..... Type of Assistance .....	4
	5.2 ..... Proportional Distribution .....	4
	5.3 ..... Council Determination .....	4
	5.4 ..... Conditions .....	4
	5.5 ..... Principles .....	4
6	COMMUNITY ASSISTANCE - ONGOING DONATIONS.....	5
	6.1 ..... Applications .....	5
	6.2 ..... Disclosure in Delivery Program and Operational Plan .....	5
	6.3 ..... Period of Financial Assistance .....	5
	6.4 ..... Eligibility for Other Financial Assistance .....	5
7	COMMUNITY ASSISTANCE - ONE-OFF DONATIONS .....	5
	7.1 ..... One-Off Donations .....	5
	7.2 ..... Public Notice Inviting Applications for Assistance .....	6
	7.3 ..... Maximum Assistance .....	6
	7.4 ..... Eligibility .....	6
8	External Grant Funding Assistance .....	6
	8.1 ..... Request for Support .....	6
9	Assessment Criteria .....	7
10	COMMUNITY ASSISTANCE FUNDING APPLICATION FORM .....	9

## 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, July 2015 and June 2017.

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

Community Assistance includes ongoing and one-off donations and support for external grant funding applications.

## 2 VALIDITY

This policy derives its validity from Council resolution No **140817/10**.

## 3 DEFINITIONS

- **"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.

## 4 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 operational 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. Part 4 of the Graffiti Control Act 2008 deals with graffiti removal work.

## **5 GENERAL PROVISIONS OF FINANCIAL ASSISTANCE**

Council will consider the provision of funding as part of the Delivery Program and Operational Plan each year.

### **5.1 Type of Assistance**

Assistance may be in the form of direct monetary or in-kind contribution.

### **5.2 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.

### **5.3 Council Determination**

Council makes the final determination regarding the allocation of available funds under this Policy.

Staff will consider applications received under the Community Assistance Fund and make recommendations to Council for determination. The Councillor Workshop process will provide a forum for discussing staff assessed applications prior to adoption at a formal meeting of Council.

The General Manager will determine operational (in-kind) support.

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

### **5.4 Conditions**

Council, in approving the provision of assistance, may impose conditions on the persons or organisation receiving the funds.

A formal acquittal of funds is required for all provisions of financial assistance.

### **5.5 Principles**

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, additional Council 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.
6. The use of funds for improvements to communal use facilities, e.g. halls, clubhouses, facilities, playing fields, and the purchase of new equipment, etc. along with specific events or activities that improve the social aspect of disadvantaged groups in the community (such as aged or disabled) will be given priority.

## **6 COMMUNITY ASSISTANCE - ONGOING DONATIONS**

### **6.1 Applications**

Council may advertise for expressions of interest from applicable organisations to receive ongoing financial assistance, dependent upon community priorities and available budget.

When called for, applications must be made in writing to Council as part of the preparation for the annual Delivery Program and Operational Plan.

Existing recipients must re-apply annually.

### **6.2 Disclosure in Delivery Program and Operational Plan**

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

### **6.3 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.

### **6.4 Eligibility for Other Financial Assistance**

Individuals and organisations receiving ongoing/regular assistance are still eligible to apply for one-off financial assistance.

## **7 COMMUNITY ASSISTANCE - ONE-OFF DONATIONS**

### **7.1 One-Off Donations**

One-Off Donations can be accessed by eligible organisations and individuals who 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

## **7.2 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 not distributed.

## **7.3 Maximum Assistance**

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

- Matched Funding - Council will provide up to \$5,000 for projects that provide a social or economic benefit to the community and come with matched funding from the applicant.
- Organisations – Council will provide up to \$1,000 for projects that provide a social or economic benefit to the community
- Individuals - Council will provide up to \$500 for projects that provide a social or economic benefit to the community and/or assist individuals to participate in the community and/or achieve their goals.

## **7.4 Eligibility**

State and Federal Government agencies and businesses are ineligible. 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. along with specific events or activities that improve the social aspect of disadvantaged groups in the community (such as aged or disabled) 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 External Grant Funding Assistance**

### **8.1 Request for Support**

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

- Type of grant funding sought
- Grant funding criteria/requirements
- Details of the Project to be carried out including timelines
- A copy of the grant funding application

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

The General Manager or delegate, is responsible for approving support for external funding applications.

## **9 Assessment Criteria**

1. Project aligns with the Community Strategic Plan priorities or other community or economic development priorities.
2. Project has an implementation plan with detailed budget.
3. The individual, organisation or auspicating group has a proven record/ capacity/ or 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.
5. Project has identified dollar for dollar funding
6. Project has commitment of in-kind support, as shown with accompanying letters of support.
7. Project has established partnerships with other relevant local groups to manage and/or implement the project.
8. Project has identified the impact on the local economy and how it will benefit local businesses.
9. The project has identified that it will generate local employment opportunities – either directly or indirectly.
10. The project has the support of local business, as shown with accompanying letters of support.

11. The project has assessed the social benefit to the community.
12. The project has assessed the environmental impact.



**10 COMMUNITY ASSISTANCE FUNDING APPLICATION FORM**

DONATIONS TO ORGANISATIONS /INDIVIDUALS (please circle)

APPLICANT NAME: .....

ORGANISATION (IF APPLICABLE): .....

ADDRESS: .....

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

Email:.....

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

VALUE OF ASSISTANCE: \$..... (max funding, organisations \$1,000 /individuals \$500 –  
Note: up to \$5,000 is available for projects with matched funding)

PURPOSE FOR WHICH ASSISTANCE IS SOUGHT: (250 words or less)

.....  
.....

IS THE PROJECT IDENTIFIED IN THE COMMUNITY STRATEGIC PLAN

.....  
.....

BACKGROUND/ACHIEVEMENTS OF INDIVIDUAL(S), ETC.

.....  
.....

START DATE / /                      END DATE / /

ROLE OF ASSOCIATION IN THE COMMUNITY (IF APPLICABLE):

.....  
.....

WILL FUNDS/ASSISTANCE BENEFIT THE COMMUNITY? (250 words or less)

.....  
.....

PROPOSED CONTRIBUTION BY APPLICANT (IF APPLICABLE)

.....

IS YOUR ORGANISATION INCORPORATED OR AUSPICED BY AN INCORPORATED BODY?

.....

.....

PLEASE ATTACH ANY SUPPORTING DOCUMENTS/ENDORSEMENTS

Note: all successful applicants will be required to lodge an acquittal form (including receipts of purchases) with Council's Finance Manager within 4 weeks of completion of the project/activity.