

# Community Grants Policy

<b>Policy Number</b>	KASC-STAT-016
<b>Responsible Manager</b>	Chief Executive Officer
<b>Legislation</b>	<u>Local Government Act 2009</u> <u>Local Government Regulation 2012</u>
<b>Approval Date</b>	17 August 2021

## 1. Definitions and Terms

1.1 In this policy:

<b>Council</b>	Means Kowanyama Aboriginal Shire Council
<b>Applicant</b>	Means an Individual or Community Entity applying for funding.
<b>Resident</b>	Means a person currently residing in the Kowanyama Aboriginal Shire Council Local Government Area
<b>In-kind</b>	Is the provision of a Council service without cash payment

## 2. Acronyms and Abbreviations

2.1 Acronyms:

<b>KASC:</b>	Means Kowanyama Aboriginal Shire Council
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## 3. Purpose of this Policy

- 3.1 In line with Council's Corporate Plan part of the Council's role is to promote the social, cultural, sporting, recreation, leadership, capacity development and environment of Kowanyama community members.
- 3.2 Council can support this by assisting organisations and individuals through both monetary and in-kind grants.

## 4. Application of this Policy

- 4.1 This policy applies to all expenditure and in-kind activities associated with individuals and community organisations. This includes requests for waiving fees contained in Council's Fees and Charges.

## 5. Eligible Applicants

- 5.1 To be eligible, an applicant must be:
- An organisation that undertakes activities for a public purpose; or
  - An organisation whose primary objective is not directed at making a profit; or

c) An individual.

5.2 To be eligible, an applicant must not:

- a) Have a debt with Council, or
- b) Have breached an agreed current payment plan with Council; or
- c) Be a registered political party; or
- d) Have exceeded the maximum funding an applicant can access per financial year.

## **6. Eligible Activities**

6.1 Eligible Activities must be:

- a) A project or activity taking place within the Kowanyama Aboriginal Shire Council local government boundary, or
- b) A project or activity benefiting Kowanyama Aboriginal Shire Council residents, and
- c) Aligned to with Council's vision, values, and plans (as stated in Council's Corporate Plan and Operational Plan).

## **7. Ineligible Activities**

7.1 To ensure maximum benefit to the whole community, the following items will not be funded under the Community Grants scheme:

- a) prizes - (excluding trophies which are allowable expenditure)
- b) alcohol
- c) supporter uniforms
- d) a project or activity that has already occurred
- e) where necessary permits and approvals have not been obtained or will not be obtained by the commencement date of the activity
- f) activities that duplicate existing services or programs
- g) activities of a purely political purpose.

7.2 Accommodation charges are eligible however any agreed accommodation will need to be booked and paid by the applicant (on receipt of grant monies). Council will not make any booking directly with the accommodation providers.

## **8. Submission of Community Grants Applications**

8.1 Individuals and/or Community Entities applying for funding are required to submit a fully completed application form. Applications should be submitted to the delegated grants officer.

8.2 Council officers may assist applicants in writing their application.

## **9. Application Limits**

9.1 Applications can include cash and/or in-kind assistance (e.g., use of Council facilities or assets through waiver of fees) for the purposes of the project/activity.

9.2 In all instances, there must be a budgeted allocation to cover the application amount.

- 9.3 The application amount can be a combination of cash or in-kind support; however, the maximum application amounts are as below (unless in exceptional circumstances):

<b>Individual</b>	\$500 – Per calendar year
<b>Community Entity</b>	\$5,000 - Per calendar year.

## 10. Annual Council Expenditure

- 10.1 The total annual Council budget allocation for Community Grants is \$20,000. Once that budget has been used there are no other available funds until the next financial year.

## 11. Assessment Criteria

- 11.1 The grant assessment and selection process aim to fairly select projects that best meet the objectives of Councils Corporate and Operational Plans. Applications will be assessed by the following criteria:
- It is from an eligible applicant (as per section 4)
  - It is for an eligible activity (as per section 5)
  - The project aligns with Council's vision, values, and plans (as stated in Council's Corporate Plan and Operational Plan):
  - The community need for the project or activity
  - The short and long-term community benefits resulting from the project or activity
  - A realistic and sound budget with the demonstrated ability to financially manage the grant
  - Support of the project by community leaders and groups.
  - Agreement to acknowledge Council support and assistance of the project or activity including details of acknowledgement. i.e., "sponsored by Kowanyama Aboriginal Shire Council"
  - Agreement to provide Council with evidence of the completion of the activity (including photos and a project report).

## 12. Applications Deadline

- 12.1 All Community Grant applications will be considered by Council at the monthly Ordinary Council meeting and must be received by the first Tuesday of each month.
- 12.2 Emergency Community Grants may be authorised on agreement of either the mayor (or Deputy Mayor) and the Chief Executive Officer. The Applicant must detail:
- Why the application is considered as an emergency
  - What steps they will take in the future to ensure all future requests are submitted by the due dates.

## 13. Assessment Panel

- 13.1 A panel of three employees, chaired by the delegated grants officer, will be formed to assess the applications
- 13.2 The delegated grants officer will submit a report on the application and the preliminary assessment for presentation at Executive Team meeting and Council meeting.

## **14. Approval and Payment**

- 14.1 Applicants will be notified in writing within 2 working days of the Council meeting
- 14.2 Payments are made to the bank account nominated on the application from 3 working days of the Council meeting
- 14.3 Emergency payments may be authorised on agreement of both the mayor (or Deputy Mayor) and the Chief Executive Officer
- 14.4 A remittance advice will be sent to the applicant when the payment is made
- 14.5 A single payment of approved grant amounts will be paid into the nominated bank account provided on the application form
- 14.6 Payments will not be made to third parties.

## **15. Acquittals**

- 15.1 If successful, the applicant must complete and sign an acquittal declaration within 30 days of project completion.
- 15.2 If an acquittal declaration is not provided, any future applications for Community Grants will be deemed ineligible.

## **16. Reporting**

- 16.1 The delegated grants officer will provide monthly reporting to Council detailing expenditure against Community grants.
- 16.2 In accordance with section 189 of the Local Government Regulation 2012, all grants to community organisations shall be reported in the Annual Report.

## **17. Unexpended Balances at Financial Year End**

- 17.1 Community Grant balances held as unexpended at financial year end are to be carried- forward to the next financial year, to be expended in accordance with the Procedure.

## **18. Policy Review**

- 18.1 The policy is to be reviewed in accordance with the Policy Framework Policy – KASC-ADMIN-001.
- 18.2 Kowanyama Aboriginal Shire Council reserves the right to vary, replace, or terminate this policy from time to time.

## **19. Approval**

- 19.1 This policy was duly authorised by Council on 17 August 2021 as the Kowanyama Aboriginal Shire Council's Community Grants Policy and shall hereby supersede any previous policies of the same intent.