

<b>TITLE:</b>	Community Grants Policy		
<b>DIVISION:</b>			
<b>ADOPTED BY:</b>	Council		
<b>DATE OF ADOPTION:</b>	16 October 2014	<b>DATE OF REVIEW:</b>	1 October 2018
<b>MOTION NUMBER:</b>	221/14		
<b>POLICY NUMBER:</b>	CP000005		
<b>AUTHORISED:</b>	Chief Executive Officer		

## THIS POLICY APPLIES TO:

All employees of the Barkly Regional Council and Elected Members

## PREAMBLE

The aim of all policy is for Councillors to provide strategic input into the effective operational framework of the organisation under S.11 of the Local Government Act

## SUMMARY

This Policy outlines the objectives of the Council's community Grants Program and identifies eligible parties, eligible projects and the assessment criteria.

## OBJECTIVES

The objective of this Policy is to clearly establish the goals of the Community Grants Program and the Council's requirements in relation to how grants are to be administered for the guidance of potential applicants and Council staff.

## BACKGROUND

Barkly Regional Council operates a Community Grants program aimed at supporting community based projects, events and organisations that contribute to community outcomes which are consistent with the Council's own goals. Grants are considered and allocated on the basis of identified community need, Council priorities and the anticipated benefit to the community. Program funding is subject to the availability of funds at the time the Council adopts its budget.

## POLICY STATEMENT

### Community Grants Program Objectives

The program provides financial assistance to:

- Support projects, activities or events of benefit to the Barkly Region;
- Initiate or develop services and resources to address the needs of particular community groups;
- Encourage public participation in community and cultural activities and build a greater sense of community and connectedness;

- Enrich the diversity of recreational, cultural, social and environmental opportunity to the residents of the Barkly Region.

## **Application Process**

Applicants must submit a formal application form describing the project and how the grant is to be used. The application should describe the need to be addressed, the proposed outcome, details of any third parties involved with the project/activity, a budget for the project/activity, a copy of the last audited financial report (if any) of the organisation, and a statement of outlining the intended benefit to the Barkly Region community and how the Barkly Regional Council will be acknowledged.

The Grants applications should be submitted on the prescribed application form and lodged via email where possible.

## **Eligibility**

### Applicants

To be eligible an applicant must be an incorporated not for profit organisation or, in the case of an unincorporated community group, have an auspicing body that is incorporated.

Applicants need to have registered office and operational representation based within the Barkly Region.

### Projects

- Proposed projects or events must generally occur within the financial year in which funds are made available
- Activity must occur within the Barkly Region;
- Applications must be received by the published closing date;
- Applications must be submitted on the prescribed form and, where possible lodged via email.

The following projects/activities are not eligible for funding:

- Support for individual pursuits;
- Applications for recurrent funds or projects requiring recurrent funding;
- Assistance with ongoing/core functions of an organisation;
- Events and activities held outside of the Barkly Region;
- Commercial or competitive events;
- Capital funds or improvements on private property;
- School based projects that do not involve the wider community;
- Applications where an applicant has not fully acquitted any previous Barkly Regional Council grant.

### Funding Requirements

Successful applicants will be required to submit a tax invoice to Council and enter a formal agreement with Barkly Regional Council that details the commitment of both parties.

### **Acquittal**

- Successful applicants will be required to submit a project report and statement of financial acquittal within **3 months** of the project's completion.
- An audited financial report or other documentary evidence acceptable to Council may be required in the case of any grant over \$1,000.
- Grants must only be used for the purpose stated in the letter of approval. The purpose, amount or time for expenditure of a grant may not be changed

## Assessment

The Grants assessment procedure is as follows:

- Council staff will undertake an initial eligibility appraisal, ensuring that all information is provided and that the application meets the Community Grants Program's established objectives. Grant applicants may be required to submit additional information by way of a presentation;
- A Report with recommendations will then be prepared for Council consideration.

## Assessment Criteria

The following assessment criteria apply:

- Community benefit and involvement;
- Innovation and developmental focus;
- The capacity/need of the project to attract funds from other sources;
- Acknowledgment of Barkly Regional Council support;
- The organisation's capacity for administering the project;
- The project's viability in terms of support from any other relevant authorities.

## Acknowledgment

Successful applicants will be required to acknowledge the support of Barkly Regional Council through the use of the Barkly Regional Council's logo on all printed materials, in media advertisements, press releases and on signage at events.

For some events, appropriate acknowledgment may involve invitations being issued to the Council President or relevant Barkly Regional Council Councillors.

## LEGISLATION, TERMINOLOGY AND REFERENCES

### IMPLEMENTATION AND DELEGATION

The CEO has delegated authority to implement this policy.

### EVALUATION AND REVIEW

This Policy is to be reviewed every four (4) years, and may be reviewed at other times at the discretion of Chief Executive Officer.