



# Community Grants Policy

As at 5 December 2006

<b>POLICY NAME</b>	Community Grants Policy
<b>COUNCIL ADOPTION</b>	5 December 2006
<b>REF</b>	Minute 256/06
<b>RELEVANT LEGISLATION</b>	Section 356 (2) Local Government Act 1993
<b>RELATED POLICIES/DOCUMENTS</b>	<ul style="list-style-type: none"><li>• Department of Local Government Circular to Councils 06-32 dated 18 May 2006</li><li>• Strathfield Council Heritage Assistance Policy</li><li>• Strathfield Council Sponsorship Policy</li><li>• Strathfield Council Financial Assistance Policy</li></ul>

## 1. Introduction

### 1.1 Title and Commencement

This policy is titled *Community Grants Policy*. This policy was adopted by Council on 5 December 2006. It replaces the previous policy titled *Financial Assistance Policy* that was first adopted by Council on 2 November 2004.

### 1.2 Purpose of the Policy

The purpose of the policy is to provide guidelines for the Strathfield Council Community Grants Program.

Each financial year, Strathfield Municipal Council makes funds available under its Community Grants Program for local non-profit community groups for community services, community development, community arts, social welfare and other community purposes. Grants are allocated to one-off projects or services.

Financial assistance programs, including community grants, are provided in accordance with Section 356 (2) of the Local Government Act 1993 (NSW).

### 1.3 Objectives and Coverage of the Policy

The objective of Council's Community Grants Program is to:

- Encourage the development of services, facilities and events, which meet and enhance identified community needs and objectives of the Strathfield Municipality.
- Promote the active participation of local residents in community initiatives and the development of their skills, knowledge and opportunities.
- Provide assistance taking into account the need for equality of access to services and the need to target particular groups that are under-served.
- Provide assistance to the community to develop initiatives and services, which are consistent with Council objectives and programs but not directly operated by Council.
- Ensure the focus of services is to bring people into a network of supportive relationships.

## **2. Policy Statement**

### **2.1 Eligibility**

Council will only consider the applications from community groups and organisations that are non-profit groups or organisations that are either based within Strathfield Council area or provide services and activities within the area. Individuals are not eligible for the Community Grants program.

### **2.2 Advertisement Of Grants**

Applications for Council Grants are to be advertised in September in local newspapers and through services networks.

### **2.3 Requirements**

Applications should be lodged using Council's application form and be fully completed. The requirements for Community Grants include:

- Applications must specify the amount of grant or donation sought.
- The services of the proposed project must be directed primarily towards the residents of Strathfield.
- The proposed project should not duplicate other existing adequate services in Strathfield.
- Unless specifically targeted, an application should demonstrate that the applicant's services are available in the community without discrimination on the basis of race, gender or religion.
- An application must include a copy of the organisation's latest audited financial statement. Where an organisation is not subject to audit requirements, a statement of income and expenditure over the twelve months must be provided.
- An organisation applying for the first time should attach a copy of its Constitution or Statement of Aims and Objectives.
- Applications should be for a specific purpose and should not be intended to cover a shortfall in the organisations operational budget.
- An organisation with substantial unallocated resources will not be considered a priority for funding.
- Grants will be limited to \$500 total.
- The grants provided by Council are to be expended on projects outlined in the application's ad should not lead to organisations or groups becoming dependent on Council for further allocation of fund.
- Successful applicants should given appropriate acknowledgement of Council's support for the project/service.

### **2.4 Non Eligibility**

Grants will not be made available for:

- Individual person
- Recurrent salary costs or contributions to salary costs of existing staff or the organisation
- To an organisation with substantial unallocated resources
- Commercial enterprises
- Political purposes / Lobby groups

## **2.5 Assessment Of Applications**

Applicants are encouraged to discuss projects with relevant Council staff prior to submitting written applications.

A report with recommendations for funding will be prepared by the Community Services Coordinator for presentation at a meeting of Council. Organisations will be notified by mail of the outcome of their application.

## **2.6 Checklist Of Documents To Be Forwarded With This Application**

For first time applicants, a copy of their organisation's Constitution or Statement of Aims and Objectives.

A copy of the organisation's latest audited financial statement (or Statement of Income and Expenditure where an organisation is not subject to audit requirements).

## **2.7 Assessment Process**

- Assessment of financial assistance requests must be in accordance with Council policy and guidelines.
- Council reserves to refuse requests or applications that are not in accordance with Council policy and guidelines.
- Council will not consider bulk mail requests.
- After consideration of an application and current program objectives, Council can propose an alternative form of assistance to meet the stated objectives of the application.
- Applications for funding must be expended within the same financial year that the funds were granted.
- Council will not consider funding arrangements, which extend beyond the current financial year ie approval for funding on an annual basis over 3 to 4 years.
- Approval of financial assistance requests requires Council resolution as s.377 (1) of the Local Government Act states that only Council can make a decision under section 356 to contribute money or otherwise grant financial assistance to persons. This power can not be delegated by Council.
- Council should include financial assistance programs in the Management Plan.
- Council's Annual report should contain a list of financial assistance grants approved by Strathfield Council in the previous financial year.

## **2.8 Accountability**

Approved financial assistance grants requires lodgement of evidence to Council that funds have been expended for the purpose the funds were approved. Variation to stated objectives requires approval.

## **2.9 Privacy**

Strathfield Council collects information for the purposes stated on this Policy. Information including application forms and attachments will be stored on the relevant Council file and may be accessible by requests for information under the Local Government Act 1993 and Freedom of Information Act 1989. Council records are disposed in accordance with the *General Disposal Authority for Local Government Records* (GDA 10)