

<b>POLICY NAME:</b>	Miscellaneous Grants Policy
<b>COUNCIL ADOPTION:</b>	6 December 2006
<b>REF:</b>	Minute 256/06. File 735. SMC127301.
<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 Community Grants Policy</li><li>• Strathfield Council Heritage Assistance Policy</li><li>• Strathfield Council Sponsorship Policy</li></ul>

## INTRODUCTION

### 1. Title and Commencement

This policy is titled *Miscellaneous Grants Policy*. This policy was adopted by Council on 6 December 2006. It replaces the previous policy titled *Financial Assistance Policy* that was first adopted by Council on 2 November 2004.

### 2. Purpose of the Policy

The purpose of the policy is to outline guidelines for the administration of applications for financial assistance where request does not meet eligibility for Council's other grant programs eg Community Grants or Heritage Assistance Fund. As the nature of these grants is "ad-hoc", the grants are referred to as 'Miscellaneous Grants'.

### 3. Objectives and Coverage of the Policy

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

Strathfield Council operates an annual Community Grants program, which is provided to assist community groups or not for profit organisations in providing services to the community. This is the primary means of obtaining financial assistance from Strathfield Council for projects, which provide a demonstrated community benefit.

However, there are some requests for financial assistance, which fall outside of the guidelines of the Community Grants program and are dealt with on an ad-hoc basis. These are known as Miscellaneous Grants.

Council will consider requests for financial assistance (ie a miscellaneous grant), when the applicant is either not eligible for other grant programs or where it demonstrated that an application could not be lodged when other grants programs were available.

Community financial assistance programs are different from Sponsorship agreements. Council may be asked to 'sponsor' community activities but the request is often involves a financial

donation or use of Council facilities. Council must determine whether the request involves financial assistance or sponsorship, making reference to relevant Acts, guidelines and policy.

#### **4. Definitions**

'Financial assistance' involves allocation or donation of Council funds, facilities or services to individuals or community groups or non-profit organisations for the purpose of enhancing or improving community services or facilities.

'Sponsorship' involves a commercial arrangement in which a sponsor provides a contribution in money or kind to support an activity in return for a certain specified benefit, beyond recognition or acknowledgment. Sponsorship agreements are negotiated in accordance with Council's Sponsorship Policy.

### **POLICY PRINCIPLES**

#### **1. Eligibility**

Council can consider applications for financial assistance from individuals and groups/organisations, who reside or provide direct service within the Strathfield Municipality. The following categories are eligible to apply:

Residents living in the Strathfield Council area. Residents must provide proof of residency with their application.

Locally based groups and organisations, requiring assistance for projects and activities for the benefit of residents of Strathfield Municipality. Such organisations must be located in the Municipality of Strathfield or provide benefits for a significant proportion of the residents; and established as not-for-profit, community based and/or charitable organisations (ie not commercial or profit-driven entities, including registered clubs)

Council will not consider applications for a miscellaneous grant, if financial assistance has been approved in other categories of Council grant funding.

#### **2. Forms Of Financial Assistance**

Council may consider applications or proposals involving financial assistance in these categories:

- Representation by individuals or groups representing NSW or higher in their chosen field, including sporting, academic, cultural and artistic endeavours who require financial assistance to attend/compete in their chosen field.
- Special event servicing the local community, which is not provided in Council's events programs.
- Establishment of new service where no other source of funding exists
- Extend or improve an existing service
- Requests for use of Council facilities, which involve either waiving of charges or reduction of fees and charges at a level below the scheduled amounts in Council's Annual Management Plan Fees and Charges.

#### **3. Not Eligible**

Applicants are not eligible to apply if they:

- Are eligible to apply for a Strathfield Council Community Grant or have already been granted assistance from another Council assistance program.
- Are neither a resident of Strathfield nor direct provider of a service to the Strathfield Municipality
- Will gain a financial benefit from the grant

#### **4. Assessment Process**

1. Assessment of financial assistance requests must be in accordance with Council policy and guidelines.
2. Council reserves to refuse requests or applications that are not in accordance with Council policy and guidelines.
3. Council will not consider bulk mail requests.
4. 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.
5. Applications for funding must be expended within the same financial year that the funds were granted.
6. 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.
7. Council will consider the request in view of impact on Council services and total funds allocated for financial assistance programs.
8. 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.
9. Council should include financial assistance programs in the Management Plan.
10. Council's Annual report should contain a list of financial assistance grants approved by Strathfield Council in the previous financial year.

#### **5. 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.

#### **6. 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)

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