

	<b>POLICY</b>		
<b>TITLE</b>	<b>SMALL GRANTS POLICY</b>		
<b>RESPONSIBILITY</b>	xxx		
<b>DATE ADOPTED</b>	xx	<b>MINUTE</b>	xx
<b>REVISED</b>	xx	<b>REVIEW</b>	xx
<b>CM10 No.</b>	xx		
<b>ASSOCIATED LEGISLATION</b>	<i>Local Government Act 1993 (s.356 and s.377)</i>		
<b>ASSOCIATED POLICIES/PLANS</b>	Strathfield Council Delivery Program 2022-2026 and annual Operational Plans including budget		

## 1. Introduction

### 1.1 Title and Commencement

This policy is titled Strathfield Small Grants Fund. This policy was adopted by Council resolution (x/22) after public exhibition from xx to xx.

### 1.2 Purpose of Policy

The purpose of this policy is to provide access to small financial assistance grants for local residents or community organisations for projects or activities of community benefit, and where an alternative grant program is not available.

This policy aligns with Council's Delivery Program Principal Action 2.1.2.6 *"provide funding and support for community projects to build and improve community capacity and services"* Council's Operational Plan has allocated budget and actions for review and administration of local community grants programs.

### 1.3 Objectives of the policy

The objectives of this policy:

- to provide financial assistance to community organisations located in or servicing the Strathfield LGA to undertake initiatives of community benefit
- to provide financial assistance to individuals residing in the Strathfield LGA residents to participate or represent in an educative, sporting, artistic or environmental events at a representative level
- to outline the eligibility and approval requirements for the Small Grants Fund.

## **2. Policy Statement**

### **2.1 Background**

Council occasionally receives requests or considers providing financial assistance to community organisations or individuals at times or for purposes not covered by Council's existing grant programs.

Council annually allocates \$20,000 to the Small Grants Fund program to manage financial assistance grants.

Grants are limited to \$2,500 per annum to an organisation or individual.

### **2.2 Small Grants Fund categories**

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

- individuals or groups representing the State of NSW or Australia in their chosen field, including sporting, academic, cultural, artistic or environmental endeavours may request financial assistance to attend conferences, training or compete in their chosen field
- community organisations requiring financial assistance to provide a service or activity of benefit to the Strathfield community where no alternative grant program is available
- request for a donation or support a fundraising event for a registered charity or not for profit organisation

### **2.3 Eligibility**

The following individuals or groups are eligible to apply for financial assistance:

- residents of the Strathfield Local Government Area
- community groups, not for profit organisations, schools and/or registered charitable organisations that are located in or provide services to the Strathfield Local Government Area.

The following are not eligible:

- where the applicant has outstanding or non-acquitted grants
- commercial or profit-driven entities, including registered clubs
- State or Federal Government departments or agencies
- individuals who are not a resident of Strathfield Local Government Area
- requests for retrospective funding
- bulk mail requests.

Council will not consider projects or activities that:

- have previously been awarded grants for the same purpose in the last twelve months; or
- similar proposals that were not awarded funding by Council in the previous round of Community Grants.

## **2.4 Applications**

Applicants are required to provide the following information:

### Individuals

- Name, address and contact details of the individual applicant
- Amount requested
- Purpose of the grant i.e. description of the project or activity in which funding assistance is sought and how the funding will be spent
- Outline the key benefits to the residents of Strathfield LGA
- Bank account details

### Community organisations and/or charities

- Name and contact details of office bearer, or authorised contact person
- Description of organisation and key objectives of the organisation
- Relevant incorporation details and copy of incorporation documentation and/or documentation validating charitable organisation status
- Amount requested
- Purpose of the grant i.e. description of the project or activity in which funding assistance is sought and how the funding will be spent
- Outline the key benefits to the residents of Strathfield LGA
- Bank account details

## **2.5 Assessment, Approval and Acquittals**

The following principles apply to grant assessment, approvals and acquittals.

- Applications must meet eligibility requirements and provide completed information in accordance with policy requirements.
- Council may request additional information where required
- Council may refuse requests or applications that are non-conforming, eligible for alternative Council grant programs or where there is no available budget
- Council may also propose an alternative form of assistance to meet the stated objectives of a proposal
- Assessment of applications will consider available budget, eligibility and compliance with policy requirements
- Financial assistance grants should be expended within the current financial year
- Following completion of the activity or event, applicants should provide written confirmation that the financial assistance was used for the purposes it was granted

- Decisions to approve financial assistance are made by Council resolution

### 3. Version Control

Date	Type	Minute