

## POLICY NO CB06 COMMUNITY GRANTS / ASSISTANCE POLICY

<b>DEPARTMENT:</b>	Community Services
<b>RESPONSIBLE OFFICER:</b>	Manager Community Services
<b>LINK TO STRATEGIC PLAN:</b>	Foster a range of community facilities and programs which strengthen the capacity, wellbeing and cultural identity of our community
<b>STATUTORY AUTHORITY:</b>	N/A
<b>OBJECTIVE:</b>	The Break O'Day Council will annually consider the Community Grant program to provide financial and in-kind assistance to support individuals, community groups and organisations for activities within the Break O'Day area, and for residents who have been selected in a representative capacity in their chosen field.
<b>POLICY INFORMATION:</b>	Adopted 16 July 2012 – Minute No 07/12.13.3.186 Amended 23 April 2014 – Minute No 04/14.13.9.102 Amended 19 March 2018 – Minute No 03/18.14.3.68

### POLICY

Separate allocations will be made for Events, Community projects, Cultural activities, Achievement, and projects that encourage Active Participation.

This Policy consists of:

1. Procedures
2. Eligibility

#### 1. PROCEDURE

- 1.1 Where Council has determined that funding may be available, the Community Grants/Assistance program will be advertised inviting individuals, groups or organisations to make application by completing a *Grant/Assistance Request Application Form* (available from the Council Office or website).
- 1.2 All requestors for Council assistance will be required to complete a *Grant/Assistance Request Application Form*, except those individuals living in the municipality who have been selected to represent Tasmania or Australia in sporting, academic or cultural endeavours.
- 1.3 Individuals applying for assistance with costs associated with State or National selection must submit a letter along with supporting documentation from the organisation they are representing.
- 1.4 Council officers collate all requests for assistance and provide Council with a report including all original paperwork tendered by the applicant, for consideration and determination.

1.5 Council will determine the outcome of all requests received.

## **2. ELIGIBILITY**

2.1 Any resident who has been selected on merit to participate or compete in any event or project of state, national, or international significance may request an *Achievement Grant*.

2.2 Any community group or organisation, whose project/service can clearly demonstrate a benefit to residents, is eligible to apply for assistance.

2.3 Council may assign a lower priority to:

- Requests from organisations/clubs with the ability to raise funds from conducting sales or fundraising activities on licensed clubroom premises.
- Requests from individuals, organisations or clubs that have received assistance from Council within the past three (3) years (with the exception of major annual events and applicants for Achievement Grants).

2.4 Project requests for grant/assistance from charity organisations/clubs with the ability to raise funds from statewide association or national “button days” etc. will not be considered unless a local program/auxiliary is maintained.

2.5 Projects for recreational facilities will not be eligible for funding under this program.

2.6 Requests for grants for events must be accompanied by a post event Clean-up Plan.

2.7 Where applications are made for a financial assistance grant of \$1,000 or more, the applicant, where available, is to provide a statement of account which has been confirmed to be a true and accurate copy of the financial affairs of the organisation and must be signed by the Chair or Public Officer of that organisation before a grant will be considered.

2.8 Previous Council Community Grant recipients must provide acquittal details before they become eligible for any further assistance from Council.

2.9 Applications for an Active Participation Grant must demonstrate that they meet the following additional criteria, in line with the philosophy of the Premier’s Physical Activity Council *Get Moving Tasmania* program:

- a. Projects that demonstrate collaboration and partnerships;
- b. Projects that demonstrate creativity and innovation;
- c. Projects that demonstrate sustainability;
- d. Projects that encourage and facilitate physical activity within the community, by attempting to achieve one or more of the following:
  - i. Increase physical activity levels
  - ii. Increase awareness of the importance of physical activity
  - iii. Increase accessibility and opportunities for physical activity;
- e. Projects that involve the community in the development, initiation or implementation of the initiative.

## **3. MONITORING AND REVIEW**

This Policy will be reviewed every three (3) years in line with the Council’s Policy Framework or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager.