



COMMUNITY GRANTS POLICY

TITLE:	COMMUNITY GRANTS POLICY
RESPONSIBLE OFFICER:	MANAGER HUMAN RESOURCES, CUSTOMER & COMMUNITY SERVICES
APPROVED BY COUNCIL:	11 APRIL 2017
RESOLUTION NO	55/2017
REVIEW DATE	APRIL 2020
AMENDED ON	
RESOLUTION NUMBER:	

1. PURPOSE

Under the Local Government Act 1993, Section 77(1) Grants & Benefits - a council may make a grant or provide a pecuniary benefit or a non-pecuniary benefit that is not a legal entitlement to any person, other than a councillor, for any purpose it considers appropriate.

The details of any grant or benefit provided are to be included in the annual report of the council.

2. SCOPE

This policy applies to Community Grant applicants, Youth Grant applicants, Individual Sporting Sponsorship and Special Grants.

3. COVERAGE

This policy applies to Community Groups, Organisations and individuals who operate/reside within the Sorell Municipality.

4. POLICY

Sorell Council makes available various opportunities including an annual Community Grant Program and Financial Assistance for individual or team selection and providing financial support to eligible community groups, organisations, teams or individuals within the Sorell Municipality.

The Community Grant Program includes funds for Community Assistance, Youth and Special Grants. Each grant program is governed by a set of specific guidelines and allocations are approved by Council. Community Groups and organisations making application must:

1. Must be Incorporated or auspiced by an incorporated organisation;
2. Must be non-for-profit organisations/groups;
3. Must demonstrate financially viable;
4. Must be able to demonstrate sound financial management;
5. Must have fully acquitted any previous Council grants; and
6. Grants will not be approved for if there is an acquittal outstanding.

Council make available funds each year to provide financial assistance to residents of the Municipality who attain selection at State, National or International level. This is an acknowledgement of the achievement of the individual and the significant cost of such selection. It provides Council with an opportunity to demonstrate a sense of pride in the achievements of members of the community who achieve representation at these levels.

The available pool of funds for each grant is subject to budget allocations approved by Council each financial year.

5. THE PROGRAMS

Youth Assistance Programs

If your project aims to support youth it should demonstrate effective consultation with young people and should be designed to address the identified needs of a broad range of young people as well as responding to community issues and concerns. Activities should address the needs of young people and provide them with an opportunity that they may not otherwise experience. Programs or activities must be open to as many young people as possible.

- **Eligible community groups are able to apply for up to \$1500.00**

Community Assistance Program

This program provides grants for community organisations and groups located in and/or directly benefiting residents within the Sorell Municipality.

Community Assistance grants can be used for:

- Community events;

- Asset Purchase, which will enhance the functions of the group/organisation within the Sorell community;
- Projects in the local community; and
- Encouraging wider use of/improving access to community facilities.

Council is happy to consider part-funding a project/asset if other funding/fundraising has been secured.

- **Eligible community groups are able to apply for up to \$1500.00**

Special Grants Program

Council may at times make available grant funding that is not included in the annual Community Grants Program. These grants will be made available for specific events or community projects as decided by Council.

6. APPLICATION PROCESS

Community Grants Program

- Council will advertise available grants in the month prior to the grant round opening.
- Eligible groups and organisations will be invited to submit an application by completing a Grant Application Form for the individual program for which they are applying. Forms are available from the Council Office, Council Website or relevant Council Officer.
- Council Officers collate applications and provide this information to Councillors for evaluation. A report of the Councillor decision will then be submitted for approval at a Council Meeting.
- All grant recipients are required to submit an acquittal report to Council no later than 30th July. The acquittal must include copies of receipts. An acquittal form will be provided at the time of grant approval.

Financial Assistance for Individual or Team Selection

Applicants must meet the following criteria in order to have their request for financial assistance considered –

- Reside in Sorell Municipality;
- Application must be in writing and addressed to the Mayor;
- Written evidence of their selection from the organising/governing body;
- Letter of request must be written by the applicant, not a third party;
- Provide Council with a report of their progress after the event – failure to do so may jeopardise any further requests for assistance; and

- Agree to Council promoting their selection, results and Councils support on Council's website and other promotional materials.

The following conditions will apply –

- The maximum amount per individual is \$150.00;
- The maximum amount per team is \$300.00, regardless of the number of members in the team – a team consists of two or more people;
- Applicants may only apply for financial assistance once in each financial year;
- Applications will not be considered after the event;
- Applications must be submitted at least one month prior to event;
- Each application will be considered by the Mayor and the Manager or their delegate;
- The Manager or delegate will respond in writing to each applicant informing them of the decision; and
- The Manager will include a report in the Council Agenda.