



COMMUNITY GRANTS POLICY

TITLE	COMMUNITY GRANTS POLICY
RESPONSIBLE PERSON	MANAGER COMMUNITY RELATIONS
APPROVED BY COUNCIL	11/04/2017
RESOLUTION NO	55/2017
AMENDED ON	09/07/2025
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1. PURPOSE

The purpose of this policy is to provide a basis for Council to allocate funds under Section 77 of the Local Government Act 1993 in an equitable and effective manner. Council acknowledges that the provision of grants is an important role for local government, and is an essential way in which Council can directly support the local community.

The Community Grants Policy is guided by Council's Purpose, Vision and Values statement and is consistent with the Objectives detailed in Council's Strategic Plan 2019 – 2029, specifically:

Objective 3 – To Ensure a Liveable and Inclusive Community

- Advocate for effective regional service delivery that meets current and future population and demographic projections.
- Recognise and celebrate the rich history and heritage values of our region.
- Encourage and support the local arts, cultural activities, programs and events.

Objective 4 – Increased Community Confidence in Council

- Ensure decision making is consistent and based on relevant and complete information, and is in the best interest of sustainability and whole of community interest.
- Engage effectively with the community and other stakeholders, ensuring communication is timely, involving and consistent.
- Encourage the building of community capacity to deliver local solutions to local issues.

It is a requirement of the Act that the details of any grant or benefit provided are included in Council's Annual Report.

2. SCOPE

Council makes available the following grant programs to the community:

- Community Grants Program
- Quick Response Community Assistance Program
- Individual Achievement Program

3. COVERAGE

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

POLICY

Council's Grant Programs provide financial assistance for projects and activities that involve, engage and provide benefit to community groups and individuals within the Sorell Municipality.

The Grant Programs are open throughout the year and will be awarded in line with the annual budget allocation as approved by Council.

Applications will be assessed using a matrix to evaluate applications for the Community Grants Program. This matrix aligns with Council's strategic aims and ensures a fair and transparent evaluation process. All applications will undergo a competitive assessment process based on the criteria. As a result, grant applications are not guaranteed.

Funds **must** be expended on the project as described in the successful application. Any significant changes to the project must be approved by Council. Any unexpended funds must be returned to Council.

What will not be considered under the Community Grants Program:

- × Community Grants cannot be used to pay wages.
- × More than one Community Grants application from any community group per year.
- × Any project retrospectively.
- × Individual or personal work or initiatives.
- × For profit initiatives or activities.
- × Paying for operating costs and expenses of a group or organisation.
- × Trophies or prize money.
- × Projects run solely for fundraising purposes, without broader community benefit.
- × Projects which are commercial and have the potential to make significant profit, or where other funding sources are considered to be more appropriate.
- × Projects which may commit Council to ongoing support.
- × Schools cannot apply in their own right; however an application can be considered if it is submitted by the School's Parent Association (P&F or P&C). It must be for a one off event, project or activity that is not the core responsibility of the school and is open to or involves the wider community.

4. FUNDING CATEGORIES

COMMUNITY GRANTS PROGRAM

This grant program aims to support groups for amounts of up to \$2,000.00 (GST free) for one off activities or projects that benefit the Sorell Municipality.

These may include, but are not limited to:

- Community Events and Program - Supports projects that build social connection, inclusion, wellbeing, and community resilience.
- Environment and Sustainability - Supports environmental stewardship, biodiversity protection, and community-based sustainability initiatives.
- Heritage and History - Preserves and promotes the area's historical and cultural heritage.
- Youth Programs - Supports initiatives that benefit young people through engagement, development, and leadership.
- Sport and Recreation - Encourages physical activity, healthy lifestyles, and active participation in local clubs and facilities.
- Arts, Culture and Heritage - Promotes creativity and local identity through cultural activities.

- Asset, Equipment & Infrastructure - Supports community groups with the purchase of essential equipment or small-scale facility improvements.

Applicants for Community Grants must:

- Be located in and/or directly benefit residents within the Sorell Municipality.
- Be submitted by an authorised person of the organisation or entity.
- Demonstrate clear community benefit.
- Demonstrate alignment with Council's strategic aims.
- Be incorporated or Auspiced by an incorporated organisation. Evidence of agreement from the auspicer must be provided.
- Be not-for-profit organisations/groups.
- Have appropriate public liability insurance.
- Be able to demonstrate sound financial management.
- Have land-owner approval for the activity.
- Have fully acquitted any previous Council Community Grants.

QUICK RESPONSE COMMUNITY ASSISTANCE PROGRAM

The Quick Response Community Assistance Program supports local community development and health and wellbeing activities, through arts and culture, community participation, heritage and history, sports and recreation. This program aims to provide assistance to organisations with the costs associated with running their activities, to the maximum amount of \$500.00 (GST free) per year.

Applicants for Quick Response Community Assistance must:

- Be located in and/or directly benefit residents within the Sorell Municipality.
- Be submitted by an authorised person of the organisation or entity.
- Demonstrate clear community benefit.
- Demonstrate alignment with Council's strategic aims.
- Be incorporated or Auspiced by an incorporated organisation. Evidence of agreement from the auspicer must be provided.
- Be not-for-profit organisations/groups.
- Have appropriate public liability insurance.
- Be able to demonstrate sound financial management.
- Have land-owner approval for the activity.
- Have fully acquitted any previous Council Community Grants.

INDIVIDUAL ACHIEVEMENT PROGRAM

The Individual Achievement Program aims to encourage and celebrate individuals who have achieved outstanding results in their chosen field by providing funds to residents of the Sorell Municipality who have qualified or been selected by a peak body to represent their state or nation, to a maximum amount of \$250.00 (GST free) per application. Applications must be accompanied by written confirmation of selection from the governing body.

These may include, but are not limited to:

- Environment
- Arts and Culture
- Academic excellence

- Heritage and History
- Self-funded Elite Sport Representation
- Recreation

5. APPLICATION PROCESS

Opening Dates: The Community Grant Programs are open throughout the whole year and will be awarded in line with the annual budget allocation as approved by Council.

Submission: Applications must be submitted online through Council's Community Grants Application Forms - [Community Grants – Sorell Council](#)

Documentation: Applicants should provide a detailed project plan, budget, and required supporting materials.

Consultation: Applicants are encouraged to discuss their proposals with Council's Community Development Officer before submission.

Processing: The following process will occur for all streams of Community Grants:

- Applications will receive acknowledgement of receipt of application.
- All applications will be reviewed by Council's Community Grants Assessment Panel.
- Dependent on if further information/clarification has been required from the applicant, notification of the outcome will be advised within:
 - 6-8 weeks for Community Grants
 - 2-4 weeks for Quick Response Grants
 - 2-4 weeks for Individual Achievement Program
- Funds will be made available by EFT to the applicants nominated bank details in the next available payment run.

6. ELIGIBILITY CRITERIA

Community Grants and Quick Response Community Assistance Program

Applicants for Community Grants and Quick Response Grants must meet the following eligibility criteria in order to have their request for financial assistance considered:

- Be located in and/or directly benefit residents within the Sorell Municipality.
- Be submitted by an authorised person of the organisation or entity.
- Demonstrate clear community benefit.
- Demonstrate alignment with Council's strategic aims.
- Be incorporated or Auspiced by an incorporated organisation. Evidence of agreement from the auspisor must be provided.
- Be not-for-profit organisations/groups.
- Have appropriate public liability insurance.
- Be able to demonstrate sound financial management.
- Have land-owner approval for the activity.
- Have fully acquitted any previous Council Community Grants.

There is a limit of one Community Grants Program application per financial year for groups. However, one Community Grant application and One Quick Response application per group per year is allowed.

Multiple grant applications for groups will be considered under the Quick Response Community Assistance Program provided that combined applications do not exceed the total limit of \$500 for the financial year.

Individual Achievement Program

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

- Reside in the Sorell Municipality.
- Written confirmation of the applicant's selection or an invitation to represent an area of interest from the event organiser or peak/governing body is required.
- Provide Council with a report and photos of the activity / project after the event. Failure to do so may jeopardise any further requests for assistance.
- Agree to Council promoting their selection, results and Council's support on Council's website and other promotional materials.

There is a limit of one application for each activity representation per financial year for individuals.

7. ASSESSMENT

Applications will be assessed by the Community Grants Assessment Panel (CGAP) who are a Special Committee of Council delegated with the authority to assess and determine grant applications in accordance with Council's Community Grants Guidelines, Policy and annual budget.

Applications that meet eligibility criteria will be evaluated by CGAP using an assessment matrix. This assessment matrix aligns with Council's strategic aims and ensures a fair and transparent evaluation process. All applications will undergo a competitive assessment process based on the criteria. As a result, grant applications are not guaranteed.

Applications must achieve a weighted score of at least 50/50% for approval.

8. FUNDING CONDITIONS

Conditions apply to funding provided under the Community Grants Program.

Community Grants and Quick Response Community Assistance Grants

Use of Funds: Grants funds **must** be expended on the project as described in the approved application. Any significant changes to the project must be approved by Council. Any unexpended funds must be returned to Council.

Reporting: Recipients are required to submit a final report, including financial acquittal, within twelve months, and no later than 30 July of the financial year.

The acquittal report needs to include:

- A brief summary of the outcomes of the project, that is, how successful the project has been and how Council's contribution has been acknowledged in promotional material, media releases, at launches etc.
- Where possible digital photos of the project with permission to reproduce these photos in Council reports.
- A reconciliation of expenditure together with a copy of all receipts that demonstrate proper expenditure of the grant.

Acknowledgment: Council support must be acknowledged in all promotional materials related to the project, on your website, newsletters, social media and other promotional materials.

Individual Achievement Program

Reporting: Provide Council with a report including photos after the event.

Acknowledgment: Agree to Council promoting individuals' selection on our website, in newsletters and social media and other promotional materials.

Application Limits: There is a limit of one application for each activity representation per financial year for individuals.