



# COMMUNITY GRANT GUIDELINES

TITLE	COMMUNITY GRANTS GUIDELINES
RESPONSIBLE PERSON	MANAGER COMMUNITY RELATIONS
REVIEWED	OCTOBER 2023

## 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 whole year and will be awarded in line with the annual budget allocation as approved by Council.

Applications will complement Council's strategic aims (Strategic Plan available on Council's website) and be assessed for eligibility and merit against the criteria under the program for which they are applying.

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.

## THE PROGRAMS

### Community Grants Program

This grant program aims to support groups and organisations for one off activities or projects that benefit the Sorell Municipality. These may include, but are not limited to:

- Community events and programs;
- Asset Purchase, which will enhance the functions of the group/organisation within the Sorell community; or
- Projects in the local community.

*Eligible community groups are able to apply for up to \$2,000.00*

### 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.

*Eligible community groups are able to apply for up to \$500.00 and multiple grant applications will be considered provided that combined applications do not exceed the total of \$500.00 for the financial year.*

### Individual Achievement Program

Sorell Council through its 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.

These may include, but are not limited to:

- Environment
- Arts and Culture
- Academic excellence
- Heritage and History
- Self-funded Elite Sport Representation
- Recreation

*Eligible individuals are able to apply for up to \$250.00 per activity representation*

## PROCEDURE

1. *Community Grants Program* - Applications will be assessed by relevant staff with regard to the grant eligibility criteria. Information is submitted to Councillors for assessment on a monthly basis. Successful grant recipients will be notified once the report has been formally endorsed by Council. All successful applicants are required to submit an evaluation report to Council within 12 months from the grant being awarded. Notification of the outcome will be advised within 8 weeks dependent on if further information/clarification has been required from the applicant.
2. *Quick Response Community Assistance Program* – Each application will be considered by the Director of People and Performance or their delegate. Notification of the outcome will be advised within 4 weeks dependent on if further information/clarification has been required from the applicant.
3. *Individual Achievement Program* - Each application will be considered by the Manager Community Relations or their delegate. Notification of the outcome will be advised within 4 weeks dependent on if further information/clarification has been required from the applicant.

## COMMUNITY GRANT PROGRAM GUIDELINES

To be eligible for Council's **Community Grants Program** and **Quick Response Community Assistance Program**, community organisations and groups applying must be located in and/or directly benefit residents within the Sorell Municipality.

These groups may include:

- Education, arts and cultural bodies.
- Sporting and recreation clubs.
- Community development, environmental and health organisations.
- Volunteer networks and self-help groups.

Community groups and organisations:

- Must be incorporated or Auspiced by an incorporated organisation. Evidence of agreement from the auspisor must be provided.
- Must be not-for-profit organisations/groups.
- Must demonstrate financial viability.
- Must be able to demonstrate sound financial management.
- Must have fully acquitted any previous Council grants.
- Agree to promoting Council's support on you website, newsletters, social media and other promotional materials.

### What may be funded

- Projects and events which clearly demonstrate a benefit to residents within the community.
- Asset and Equipment Purchase, which will enhance the functions of the group/organisation within the community.
- Minor capital works projects with an aim of encouraging wider use of/improving access to community facilities (subject to obtaining the relevant approvals and permits).

### What will not be funded

- Community Grants cannot be used to pay wages.
- More than one 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 will commit Council to ongoing support.

To be eligible for the **Individual Achievement Program**, individuals applying must reside in the Sorell Municipality.

Activity representation may include, but are not limited to:

- Environment
- Arts and Culture
- Academic excellence
- Heritage and History
- Self-funded Elite Sport Representation
- Recreation