



COMMUNITY GRANTS POLICY

TITLE	COMMUNITY GRANTS POLICY
RESPONSIBLE PERSON	MANAGER COMMUNITY RELATIONS
APPROVED BY COUNCIL	11/04/2017
RESOLUTION NO	55/2017
AMENDED ON	02/10/2023
RESOLUTION NO	193/2023
REVIEW DATE	02/10/2026

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.

4. 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 for eligibility and merit against the criteria under the program for which they are applying.

All applications undergo a competitive assessment process and as a result, the grant will not be 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.

5. FUNDING CATEGORIES AND PROCESS

COMMUNITY GRANTS PROGRAM

This grant program aims to support groups for amounts of up to \$2,000.00 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 groups and organisations can submit their application at any time throughout the year. Application forms are available from the Council Office, Council Website or relevant Council Officer. All applicants will be assessed against the eligibility criteria and advised of the outcome of their application within 4 - 6 weeks.

Council Officers will collate applications and provide this information to Councillors for evaluation on a monthly basis. Successful grant recipients will be notified once the report has been formally endorsed by Council.

All successful grant recipients are required to submit an evaluation report to Council no later than 30th July of the financial year following the receipt of their grant being awarded, the report should 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, paper or 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

An evaluation report form will be provided at the time of grant approval. Recipients of the Community Grants Program must have fully acquitted any previous Council grants, as grants will not be approved if there is an acquittal outstanding.

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 per year.

Eligible groups and organisations can submit their application at any time throughout the year. Application forms are available from the Council Office, Council Website or relevant Council Officer. All applicants will be assessed against the eligibility criteria and advised of the outcome of their application within 2 - 4 weeks.

Each application will be considered by the Director or People and Performance or their delegate.

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, to a maximum amount of \$250.00 per application.

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 can submit their application at any time throughout the year. Application forms are available from the Council Office, Council Website or relevant Council Officer. All applicants will be assessed against the eligibility criteria and advised of the outcome of their application within 3 - 4 weeks.

Each application will be considered by the Manager Community Relations or their delegate.

6. ELIGIBILITY CRITERIA

Council will provide a grant if they are satisfied that the grant will be used for a purpose that is in the interest of the Sorell Municipality and the grant recipient satisfies the following grant and eligibility criteria.

Community Grants Program

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

- Organisations must be not-for-profit or sponsored by an incorporated organisation (auspiced).
- Must be based in the Sorell Municipality and undertake a project in the area.
- Agree to provide Council with an evaluation report and photos of the activity / project after the event. Failure to do so may jeopardise any further requests for assistance.
- Demonstrate the benefits to the community.
- Agree to Council promoting their support on Council's website and other promotional materials.

There is a limit of one Community Grants Program application per financial year for groups.

Quick Response Community Assistance Program

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

- Organisations must be not-for-profit or sponsored by an incorporated organisation (auspiced).
- Must be based in the Sorell Municipality and undertake a project in the area.
- Agree to 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.
- Demonstrate the benefits to the community.
- Agree to Council promoting their support on Council's website and other promotional materials.

Multiple grant applications for groups will be considered 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 Sorell Municipality.
- For sporting applications, written confirmation of the applicant's selections is required from the recognised state or national sporting organisation and must be a recognised AIS sport.
- For all other applications, written confirmation of the applicant's selection or an invitation to represent an area of interest from the event organiser or peak 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 Councils 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.