



BOULIA SHIRE COUNCIL

COMMUNITY GRANTS

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Keyword classification:	Community Grants
Summary:	Details of Council's social obligations, and is therefore committed to making resources available to community organisations for the purpose of providing or undertaking projects which are in the interests of the community both socially and economically.
Adoption date:	22 nd September 2023
Resolution:	2023/9.16
Due for revision:	Every three years or as impacted by legislation
Revision date:	22 nd September 2026
Date revoked:	n/a
Related documents:	Form 25 InKind Assistance Request
Responsible Section:	Community Services
Responsible Officer:	Manager Community Services
Legislation:	Local Government Act 2009

BACKGROUND

The Boulia Shire Council recognises its social obligations, and is therefore committed to making resources available to community organisations for the purpose of providing or undertaking projects which are in the interests of the community. This Policy establishes the circumstances under which Council may allocate grants/and in kind support to community organisations and the processes for the management of those grants.

DEFINITION

Community Organisation:

An entity that carries on activities for a public purpose, or a non-profit making organisation.

OBJECTIVES AND PRINCIPLES

This Policy is intended to provide a structure and process for allocating grants to community organisations, which is open, transparent, legal, equitable, and furthers the aims and objectives of the Council.

Grants shall be provided in an equitable manner that will not benefit one group of the community and exclude another. Grants will be provided to achieve an identified benefit to the community either for social or economic reasons and Council shall ensure, through the selection process, that the benefits are obtained.

The process for awarding grants shall be open and accountable.

SCOPE

This policy applies to:

- Direct cash grants to community clubs and organisations (max \$1000 - where no other Council support is required ie. venue/equip etc)
- Assets or in-kind support given to community clubs and organisations (max \$5000)
- Concessions (e.g. rates remitted) for community organisations. E.g. churches

This policy does not apply to individuals or to commercial organisations.

POLICY

In allocating grants, donating assets, or providing in-kind support or concessions to community clubs and organisations, Council will implement the following process:

- Each financial year Council will determine an appropriate budget to be allocated for the purpose of assisting community clubs or organisations. This can be either in kind assistance or by way of a concessional grants with an allocation which may be designated for each community club or organisation for which a limit for individual grants may be set.
- On the 1st July each year, an organisation who runs an annual event must submit to Council their request for assistance and the estimated value of the assistance that is required. Council is able to provide prices for venue hire and/or equipment to enable an estimate to be calculated. There will be a time limit of 4 weeks to submit the application. Inaugural or adhoc requests will be reviewed as received and approval to be determined by funding available.
- Councillors and staff may promote and encourage organisations to apply, however they should not indicate if an application is likely to succeed as per the confidentiality policy.
- The CEO is authorised to manage the application assessment and approval process in accordance with budgetary guidelines. Should grants outside the scope of the budget be received, Council approval shall be sought.

In assessing applications, the CEO should be satisfied that the following conditions and criteria are met:

- The application is eligible under this policy,
- The grant will be used for a purpose that is in the public and community interest.

In addition to meeting the required conditions, applications must also address the following selection criteria:

- An outline or description of the project;
- Estimated number of people that will benefit/attend;
- Type and amount of assistance sought;
- Benefit to the community or sector;
- How the proposal fits with Council Corporate Plan;
- Details of funding sought from other parties;
- Date funding is required;
- Additional information: Inaugural event, special event?

When approving a grant, the CEO shall comply with the Local Government Act 2009, and make the following considerations in regard to the principles of sound financial management:

- The risks to which Councils' operations or assets are exposed;
- Internal control measures for managing identified risks;
- The interests of all people living in the area;
- The efficient, effective and proper management of Council facilities;
- Future planning requirements.

ADDITIONAL PROCESSES

The Council may, under separate Policy guidelines, decide to grant a particular type of concession (e.g. a remission of rates, waiving of fees) to a specified category of community organisations. This concession would then apply to all community organisations in that category.

Organisations need to write to Council asking for concession, in-kind or donation.

ACCOUNTABILITY

As a condition of each grant, the community organisation shall submit appropriate documentation confirming that the grant/donation has been used for the purpose intended. This may include copies of invoices supported by an explanation if necessary.

Where asset donations, in-kind support or fee concessions and waivers are granted, such expenses shall be accounted for in Councils' Finance System or through manual accounting methods.

Where applicable, the required documentation should be submitted as soon as practicable after the completion of the project.

Assistance (Provision made in yearly budget)

- Community Groups that have received cash funding from Council must submit a detailed annual statement certified by two members of the committee executive as being correct, showing the receipts and payments associated with the activity that Council has funded.
- This outcome report should be received no later than 6 weeks after the event for which the assistance was given.
- Council's contribution/sponsorship should be acknowledged in promotions before, during and after the event.

CONTROLS

All expenditure will be subject to the normal accounting controls of Council and its finance department.

No person may give an indication of the likely success of an application until the decision has been made by the CEO or Council where required.

The CEO shall report on the state of all grant applications and acquittals to Council on an annual basis.

If a grant request is denied by the CEO, the CEO is to inform and consult with Councillors on the grant being denied.

Ongoing assistance as deemed by the CEO is available for community organisations annually in accordance with Council budget.

Bus hire for clubs

Council shall waive fees for bus hire and provide one (1) tank of fuel for each hire with any additional fuel being the responsibility of the club. The bus to be returned with a full tank.

APPENDIX 2

Application for Grants and Donations			
Name & Address of Organisation			
ABN Number (if applicable)		GST Registered	Y / N (Please circle)
Contact Person			
Contact Number			
Name of Event/ Project			
Benefit of event/project to Boulia Shire <ul style="list-style-type: none"> • Please detail the benefits that are expected for residents of Boulia Shire if assistance is provided • This information will be used by Council to determine if your event/project meets the Council's policy on providing assistance to Community Organisations • Please attach additional information if required 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
Details of how Council's assistance will be acknowledged (eg advertising, promotional material)	<hr/> <hr/> <hr/> <hr/>		
Type of Assistance Required – Eg: Waiver of fees, donation of money (detail amount requested), use of Council equipment or employees.	<hr/> <hr/> <hr/> <hr/>		
Office Use Only			
Approved / Not Approved			
Council Resolution Date			
<i>Closing date for submission</i>			