Community Assistance, Grants and Sponsorship

Policy

AUGUST 2024

CENTRAL COAST COUNCIL

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PURPOSE

The purpose of the Community Assistance, Grants and Sponsorship Policy (the Policy) is to outline the specific conditions associated with Council providing and managing funding opportunities offered to support community organisations and individuals to conduct activities, build capacity, host events, and to build strong partnerships with the Council.

SCOPE

This policy applies to the whole of Council in the provision and representation of any person, group, or body approaching the Council for financial assistance. Financial assistance is taken to mean the provision of any financial benefit; including but not limited to:

- A grant of funds:
    - Community Grants
    - Community Support Grants
    - Event Funding Program
    - Individual Development Grants

The following are outside the scope of this policy:

- Procurement of goods and services from incorporated organisations, other businesses, or individuals.
- Concessions for Council rates and charges (e.g. pension rates).
- Fees and Charges adopted by the Council identifying any one group as a discount beneficiary, and
- Statutory contributions.

DEFINITIONS

Acquittal – the process by which a recipient demonstrates to the Council in writing that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.

Business – a person, partnership or organisation that is not a community organisation and is engaged in a profit-seeking enterprise or activity.

Charity – to be recognised as a charity, an organisation must be; not-for-profit; have only charitable purposes that are for the public benefit; not have a disqualifying purpose; and not be an individual, a political party or a government entity.

Community Organisation – an entity that carries on activities for a public purpose; or an entity whose primary objective is not directed at making a profit.

Council – the Central Coast Council

Donation – a cash and/or non-cash contribution to an organisation that may be associated with a particular activity/event/program, purpose or project but does not carry with it any specific requirements for use. In addition, the contribution does not seek benefits in exchange.

Grant – a sum of money given to organisations or individuals for a specified purpose.

In-Kind Contribution – the provision of paid and volunteer labour, administrative support, discounted facility hire or donations of materials, equipment, or services.

Sponsorship – providing a contribution in money or 'in kind' support for an activity, usually in return for a certain specified benefit.

POLICY

The Community Assistance, Grant and Sponsorship Policy was developed with a philosophy of partnership, where the Council recognises the vital role that individuals, community groups, charities, and organisations play in contributing to a vibrant Central Coast.

The Policy will provide financial and in-kind assistance for projects and activities that involve, engage, and provide benefits to community groups and individuals within the municipality.

REQUIREMENTS

The grant programs will be awarded in line with the annual budget allocation approved by the Council.

Applications will be assessed for eligibility and merit against the criteria under the program for which they are applying. The relevant guidelines for each grant or donation will define eligibility, assessment and acquittal criteria under which Council funding will be considered.

All applications undergo a competitive or merit based assessment process, and as a result, assistance is not guaranteed.

Funds must be expended for the purpose as described in the successful application. Any significant changes must be approved by the Council. Organisations and individuals are expected to apply responsible management of any financial assistance received, which may include acquittal of funds received. Any unexpended funds must be returned to the Council.

The total amount of assistance provided to any grant application in each financial year is not to exceed the budgeted financial assistance amount unless determined by the Council.

Once the budgeted amount allocated for each criterion has been disbursed, no further allocations will be made available in that financial year—even if the applicant meets all eligibility requirements—without approval from the Council.

All applications under the Policy must meet the following requirements:

- The activity/program/event must contribute to and align with the Council's strategic objectives and outcomes outlined in the relevant Annual Plan.
- The activity/program/event is accessible to all persons within the municipality or to a significant group of persons within the area. (Charging a fee to participate does not preclude the event being accessible to all persons).
- Requests must be submitted within the timeframe prescribed by the Council.
- The funding provided will not include GST.

An application will not be considered for assessment unless:

- Clear and detailed information on the proposed project/activity/event is provided.

Council will only consider applications from organisations or individuals outside the Central Coast municipal area where it can be demonstrated that the project, activity, or initiative will benefit the Central Coast community.

Applications determined as successful/unsuccessful in accordance with the guidelines will be advised in writing.

FUNDING CATEGORIES

Community Small Grants Program

This grant program aims to support community groups, and organisations to deliver activities, initiatives or projects that benefit the Central Coast municipality.

Individual Development Grants

The Individual Development Grants is designed to support Central Coast individuals who are performing, competing, presenting, or representing Tasmania at state, national, or international competitions, conferences, or events.

Community Support Grants

Community Support is designed to support community groups, charities or not for profit organisations by discounting the cost to hire Council venues and facilities.

Event Funding Program

The Event Funding Grants program provides grants to support the delivery of events in the Central Coast.

REPORTING

A report will be submitted to the next scheduled Council meeting providing information on the organisation, purpose, and level of financial or in-kind assistance granted.

RELEVANT LEGISLATION

Local Government Act 1993

REVIEW

The Policy will be reviewed every two years to ensure its continuing suitability, adequacy, effectiveness, and relevance.