



Community Financial Assistance Policy

Responsible Officer	Chief Executive Officer
Relevant Delegations	Director Corporate Services
Legislation and References	Local Government Act 1999

1 Overview

The purpose of this policy is to:

- Encourage community groups to partner with Council in delivering on key objectives from the Strategic Plan.
- Process requests from Community Organisations for financial assistance including donations, contributions, grants, interest free loans, interest loans and in-kind assistance received during the year that are not specifically referenced in the annual budget.
- Set out the evaluation criteria to be followed in relation to the provision of this financial assistance.

2 Background

- Council will make provision in its Annual Business Plan and Annual Budget for specific donations, sponsorships and contributions to community, charitable and sporting organisations or events.

These include, but are not limited to:

- Christmas Celebrations
- Section 41 donations.
- Free use of the Clare Town Hall as applied for throughout the year and approved by the CEO under delegated authority.
- Donations to Peak Bodies (refer Item 5)
- Community Asset Grant Scheme (refer to criteria)
- One off donations to community and or sporting organisations to be granted through the annual budget process
- Council will make provision in its annual budget for donation, sponsorship and contribution requests received throughout the year through the **Donations Upon Request** budget allocation.
- There is also an amount allocated for in kind, traffic control, waste, clean up after, etc. for Community Event costs

Community Donations Upon Request
Community Events Council Costs

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- Preference will ordinarily be given to local applicants or requests that have a direct and tangible benefit to the local community.

3 Procedure

All requests for donations, sponsorships and contributions must be received in writing at least:

- 7 days prior to the activity or project (for Community Organisations / Charitable Organisations / Special Needs Groups)
- 30 days prior to the event (for Special/Local Events).

The Chief Executive Officer under delegated authority, subject to the consideration of this Policy and provision in the current Council budget, to approve requests for donations, sponsorships and contributions as follows:

- Community Organisations / Charitable Organisations / Special Needs Groups for activities or projects of direct benefit to the local community– up to \$3,000.
- Special / Local Events
For special community events that have a direct benefit to the local community - up to \$5,000
These events are classified as "Local Events" being events that are private, small in attendance, primarily local visitors eg: street parties, country markets, Christmas functions, organised and managed locally.
Please refer to the Events- Financial Support Policy on the Council website

Requests for donations outside these criteria shall be referred to Council for decision.

- Sporting, recreational and community organisations are encouraged to use Council's Community Asset Scheme to seek financial support for a project, rather than asking Council for a donation.
- Requests from individuals to attend and/or participate in sporting or recreational events will not be supported.
- Requests from sporting or recreational organisations will not be supported outside the yearly budgetary process.
- Only one donation, sponsorship or contribution allocation will be granted in any financial year for a particular project or activity. For the purposes of this policy a Community Asset Grant will be considered a donation.

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- It shall be a condition of provision of a donation, sponsorship or contribution that Council's allocation is formally acknowledged in any publicity promoting the activity of the project.
- An allocation may take the form of an in-kind service, e.g. street closure, reduction or waiving a venue hire or other charges.

4 Community Asset Grant

The Community Asset Grant Scheme aims to support the Clare & Gilbert Valleys Council strategic objectives by providing assistance to community groups with limited financial assistance.

The Council is committed to encouraging community and Council groups in the Council area to conduct projects that are of benefit to the community. The Asset Grant Scheme is a way of empowering communities to apply for funding to progress and improve their local area through planned assistance and equitable distribution of limited funding from Council.

Each year Council will allocate funding for the Community Asset Grant Scheme in its Annual Business Plan and Annual Budget. Eligible organisations are invited to apply for grants when the guidelines for grants are issued each year.

A mixture of large and small grants will be made available to applicants. Small grants are to a maximum of \$3,000 available for projects to a maximum value of \$4,500. Large grants are to a maximum of \$10,000, available for projects greater than \$4,500 in value, where a minimum of 1/3 of the value of a project worth \$4,500 or more is paid by the applicant.

Applications for Community Asset Grants under this Policy will be considered by a committee made up of Council Members and Administration. That committee will put recommendations forward to Council for consideration and approval.

These applications are competitive and therefore applications that answer all applicable questions and include supporting documentation are more likely to be successful.

Ineligible Projects

- Volunteer groups who are associated with Council run facilities e.g. Libraries
- Community groups who have previously failed to provide an acquittal /evaluation to Council from previous grant rounds
- Projects that have commenced prior to or have been finalised prior to application
- Projects that do not lead to asset development

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- Deficit funding - for organisations which are experiencing a shortfall in cash or revenue or anticipated revenue
- Recurring operating costs
- Proposals where alternative sources of funding are available
- Upgrading of Government or privately owned assets
- Projects for other Government bodies and Projects for private organisations
- Previously purchased items
- Committees of Council (Section 41s)

Eligible Organisations

- Not for profit organisations only
- Incorporated organisations

At Completion

- A financial acquittal will be required from all successful applicants and must be in the format of the acquittal form which will be supplied and include supporting source documents and photographic evidence.
- Organisation will be required to produce evidence of acknowledgement of Council's contribution (e.g. The Mayor was asked to open, a plaque was placed at the site, mention was made in a newsletter article etc)
- All Council funding needs to be expended, any unspent portions are to be returned to Council at the completion of the project

5. Peak Body Associations

There are 13 communities across the Council area that are represented by an Incorporated Association that provides support for local amenities and initiatives. Council recognises the contribution made by these organisations and provides an annual contribution each year as part of the preparation of its Annual Business Plan and Budget to the following groups:

Auburn Community Development Committee	Marrabel & Districts Community Association
Manoora Community Committee	Rhynie Improvement Scheme (in hiatus)
Mintaro Progress Association	Richardson Park Committee
Riverton Community Management Committee	Stanley Flat Soldiers Memorial Hall Inc
Saddleworth & District Community Association	Tarlee Hall & Community Services

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Stockport Community Association	Watervale Community Association Inc
Waterloo Soldiers Memorial Hall Committee	

6. Standing Events

Each year Council will provide the allocations for Council managed events in the Annual Business Plan and Annual Budget.

Australia Day
NAIDOC
Volunteer Recognition

7. International Relations

Council may provide an allocation towards the Bizen, Japan Sister City relationship as appropriate in the Annual Business Plan and Annual Budget.

8. Community Loans

8.1 Application for Loan

Incorporated not-for-profit community organisations may make written application to Council to borrow funds or for Council to act as guarantor for community projects.

Applications to Council for the guarantee or provision of a loan from local organisations will be considered by Council where:

- The applicant has submitted copies of audited financial statements of the previous three fiscal years or such lesser period that the organisation has been in operation.
- The applicant can demonstrate, to the satisfaction of Council, that in all probability it will be able to meet instalment payments as and when they become due.
- The applicant is a community organisation, sporting club or such other venture which does not have a profit-earning motive satisfactory to the Council; and
- In instances where the work, undertaking or facility will not be undertaken on Council property, the organisation can provide sufficient security to enable the Council to satisfactorily recover any amounts due.

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The applicant must provide the following information:

- Purpose of the loan or guarantee;
- Reason for the need for the loan or guarantee;
- Amount and term of loan or guarantee;
- Previous loan history;
- A demonstrated ability to meet repayments;

8.2 Loans Conditions

Successful applicants will be required, during the term of the loan or guarantee:

- To have and maintain appropriate insurance policies, to the satisfaction of the Council, covering all aspects of the work, undertaking or facility during the term of the guarantee;
- To keep Council informed by letters addressed to the Chief Executive Officer, of the address of the registered office, if any, and the names and addresses of the organisation's office bearers;
- To provide to Council a copy of the annual audited financial statement and copies of the annual non-financial reports, each year within 60 days of the organisations AGM;
- To keep Council informed of any issue or risk that may arise during the loan period that will influence the ability of the organisation to meet payments as and when they fall due.

Where the loan is for a project on Council owned or Council controlled land, there must be a current lease over the land for a period exceeding the term of the loan. Any current lease agreement will acknowledge that in the event of default, the Council may terminate the lease.

Council may at its discretion, charge any late fees or penalty interest if repayments by community groups are not made when due.

Interest will be charged on loans consistent with that available through the Local Government Finance Authority (regardless of whether the loan is funded by the Authority or not). Council will not provide interest free loans under any circumstance.

8.3 Acquittal of Loan or Cessation of Guarantee

Within 60 days of the final loan payment to Council or where the Guarantee facility is no longer required, the organisation must undertake an evaluation

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of the project or activity that was funded or supported by Council and provide the following information to the Council:

- Summary of project success;
- Comparison of planned outcomes to actual achievements;
- Finance summary;
- Evidence of Council acknowledgement;
- Any other reasonable information that is requested by Council.

Any organisation that does not meet these requirements may be ineligible for consideration for any future assistance.

9. Budget

Council will determine a Budget for Community Financial Assistance purposes during the preparation of its Annual Business Plan and Budget each year to identify allocations for:

- Council organised and funded events
- Community organised, Council supported events
- Applications from eligible organisations
- Town Peak Body Contributions
- Community Asset Grants
- Standing Events
- International Relations
- Any other contribution within the intention of this Policy.

Any organisation / event that will be seeking financial assistance for the next financial year must submit their request in writing by **31 December** each year to enable consideration during the budget deliberations.

10. Responsibilities and Accountabilities

Chief Executive Officer

- To assess requests against this Policy and Council's current budget allocation for donations and sponsorships
- To approve payment of donations and sponsorships in accordance with the limitations contained in this Policy
- To report decisions, approved and not approved, made pursuant to this Policy to the next available Council meeting

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11. Review

This policy will be reviewed every four years, or as required.

The policy is also available on Council's website www.claregilbertvalleys.sa.gov.au

12. References

Local Government Act 1999

13 Document History

Owner	Issue Date	Details of amendments
CGVC	20 August 2018	Adopted by Council
CGVC	21 June 2021	Reviewed by Council
CGVC	16 August 2023	Reviewed by Council and removed section 41 Committees eligibility for Community Asset Grants
CGVC	20 March 2024	Reviewed by Council

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