



# Disbursement of Funds From Sale of Built Assets Policy

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

## 1 Overview

The purpose of this policy is to:

- Facilitate fair and equitable distribution of funds from the sale of CGVC built assets,
- Encourage community groups to partner with Council in delivering on key objectives from the Strategic Plan, to maximise positive impacts across CGVC communities
- Set out the application process and evaluation criteria to be followed in relation to the provision of such funds.

## 2 Background

Council will make provision in its Annual Business Plan and Annual Budget for the allocation of funds from the sale of CGVC built assets.

For the purposes of this policy, 'the local community' is described as volunteer-based groups, not for profit groups and organisations based in any geographic community located within the CGVC region.

The sale of an asset in a particular community does not infer the allocation of those funds to that specific geographic community and/or associated peak body.

However, preference will ordinarily be given to local applicants or requests that have a direct and tangible benefit to the local community.

## 3 Procedure

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

Applications for funds from the sale of built assets under this Policy will be considered by a panel made up of:

- The Mayor and one other elected member appointed by the Council
- A minimum of two community members independent of the applicants and their proposed projects. These members are to be nominated by the relevant local community, with final approval to be considered by elected Council members at an Ordinary Meeting.

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The panel will be supported by two relevant Council Administration staff in an advisory capacity.

That committee will put recommendations forward to Council for consideration and final approval.

Applications are to open within 12 months of the funds becoming available to Council.

The panel is to meet a maximum of once per year, with a maximum of one round of funding per year.

For activities or projects, or special events which fall outside of this policy, please refer to the following related policies on the Council website:

- Events - Financial Support Policy
- Community Financial Assistance Policy (includes the Community Asset Grant Scheme)

#### 4. Requests for funds 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 eligible projects.
- Requests from sporting or recreational organisations will not be supported outside the yearly budgetary process.
- Only one contribution allocation will be granted in any financial year for a particular project or activity. For the purposes of this policy this includes successful Community Asset Grants, Event Support Grants, and Community Financial Assistance requests.
- It shall be a condition of provision of a contribution that Council's allocation is formally acknowledged in any publicity promoting the activity of the project.

#### 5. Ineligible Projects

- 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
- 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

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- Projects for other Government bodies and Projects for private organisations
- Previously purchased items

## Eligible Organisations

- Not for profit organisations
- Incorporated organisations. Unincorporated organisations will require auspicing by an eligible organisation.
- Section 41 Committees

## 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.
- Organisations 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 received needs to be expended consistently with the application submission. Any unspent portions are to be accounted for and returned to Council at the completion of the project.

## 6. Budget

Council will determine a Budget for the disbursement of funds from the sale of CGVC built Assets .

## 7. Responsibilities and Accountabilities

Chief Executive Officer

- To approve payment in accordance with the limitations contained in this Policy
- To report panel recommendations made pursuant to this Policy to the next available Council meeting.

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## 8. 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](http://www.claregilbertvalleys.sa.gov.au)

## 9. References

Local Government Act 1999

## 10 Document History

Owner	Issue Date	Details of amendments
CGVC	18 March 2024	Adopted by Council

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