



Community Financial Assistance Policy

Responsible Officer	Chief Executive Officer
Relevant Delegations	Manager Corporate Services
Legislation and References	Section 44, Local Government Act 1999

1 Overview

The purpose of this policy is to:

- Encourage community groups to partner with Council in delivering on a key objective 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 budget for specific donations, sponsorships and contributions to community, charitable and sporting organisations or events.

These include, but are not limited to:

Rotary Art Show - May each year	Sponsorship, Acquisitive Prize for Art Sponsorship for Sculpture Prize for Art
Christmas Celebrations	Riverton Saddleworth Tarlee Clare
Section 41 donations	Riverton Recreation Ground Auburn Recreation Park Clare Town Hall
Free use of the Clare Town Hall	Rotary Art Show Clare Christmas Event Other usages as applied for through the year and approved by Chief Executive Officer delegated authority.
Donations to Peak Bodies	14 towns (Refer to Item 5 In this Policy)
Community Asset Grant Scheme (refer evaluation criteria)	A minimum of 20 Grants

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- 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

- 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.

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 of 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.

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.
- 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.
- The maximum value of an allocation to any applicant under this Policy will be limited to \$5,000 either in cash, in-kind or other services, e.g.: waiving of venue hire.

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.

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

Eligible Organisations

- Not for profit organisations only
- Incorporated organisations
- Committees of Council (Section 41s)

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
- 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
- Projects for private organisations
- Previously purchased items

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 14 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	Clare Community Development Committee
Manoora Community Committee	Marrabel & Districts Community Association
Mintaro Progress Association	Rhynie Improvement Scheme
Riverton Community Management Committee	Richardson Park Committee
Saddleworth & District Community Association	Stanley Flat Soldiers Memorial Hall Inc
Stockport Community Association	Tarlee Hall & Community Services
Waterloo Soldiers Memorial Hall Committee	Watervale Community Association Inc

6. Standing Events

Each year Council will provide the allocations for Council managed events :

Australia Day
International Relations – Bizen/Japan, Clare/Ireland

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7. Community Loans

7.1 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.

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;

7.2 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;

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- 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.

7.3 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 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.

8. 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
- Any other contribution within the intention of this Policy.

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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.

9. 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

10 Review

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

The public may inspect a copy of this Policy without charge at the Council offices during office hours and may obtain a copy for a fee fixed by Council

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

11 References

Local Government Act 1999

12 Document History

Owner	Issue Date	Details of amendments
CGVC	20 August 2018	Adopted by Council
CGVC		

SIGNED:
CEO

Date: ____/____/____

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