

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	25/03/2003	329	25/03/2003
2	11/10/2005	0404(a)	11/10/2005
3	11/05/2010	0142	11/05/2010
4	08/07/2014	0224	08/07/2014
5	08/12/2015	15/392	08/01/2016
6	28/11/2017	17/316	05/01/2018
7	14/08/2018	18/258	21/09/2018
8	23/08/2022	22/210	23/09/2022

2 Policy Objective

To provide a framework and procedures for the application and determination of Council's Community Grant Program.

To facilitate support of individuals or organisations in the Griffith City Council Local Government Area.

3 Policy Statement

3.1 Purpose of the Community Grant Program

The spirit of the Community Grant Program is to support organisations/groups/individuals whose applications address the priorities as articulated in Council's Community Strategic Plan.

The purpose of the Program is to:

- provide seed funding for new initiatives which will benefit the community;
- facilitate Cultural and Arts events/activities/services;
- assist fund research into local service requirements;
- provide financial assistance to enhance social wellbeing;
- provide assistance to elite sports persons, artists, musicians, students selected to represent NSW or Australia at significant events.

The policy brings available Council funds in line with best practice and ensures that grants awarded are done so transparently and are strategic in nature.

Funding Stream	What the Program Funds	Assessment Process
1. Community Grants	Small scale community engagement /community capacity building projects that have a direct benefit to the Griffith Local Government Area. Refer to 3.5 Terms and Conditions and 3.6 Eligibility Criteria. Applications capped at \$2,500.	Eligible applications will be considered as per the Eligibility Criteria, available Council grant funding and endorsed by report to Council.
2. Quick Turnaround Grants	For requests that arise during the year outside of the normal Community Grants timeframe subject to available funding and applications meeting Eligibility Criteria. Refer to 3.5 Terms and Conditions and 3.6 Eligibility Criteria. Applications capped at \$2,500.	Eligible applications will be considered as per the Eligibility Criteria, available Council grant funding and endorsed by a report to Council.
3. Individual Grants	Individuals who have lived in Griffith for a minimum of 2 years and selected to represent NSW or Australia at significant events. Applications must include proof of selection to significant events and approximate budget. Individuals are only eligible to apply once per financial year. Applications capped at \$500 for State representation (NSW) at a national event, and \$750 for National representation (Australia) at an international event. Please note full amounts of funds requested may not necessarily be granted. Refer to 3.7 Eligibility Criteria.	Applicants (for other than sporting achievement) will be assessed for their suitability by Community Development staff with final approval of Senior Management Team. Individual Sporting achievements to be approved on the recommendation of Griffith City Sports Council.

3.2 Scope

This policy applies to requests for grant monies or in-kind support made by: not-for-profit organisations; charitable organisations; Section 355 Committees of Council; individuals and groups under auspice of any of the above bodies. **See Definitions**

3.3 References

Section 356 of the Local Government Act 1993 (as amended)
Griffith City Council Community Strategic Plan

3.4 Delegation of Function

Funding Stream 1 Community Grants – to be assessed in accordance with Eligibility Criteria (3.6), considered by Councillors at a Council Workshop and endorsed by Councillors at a Council Meeting.

Funding Stream 2 Quick Turnaround Grants – to be assessed in accordance with the Eligibility Criteria (3.6) and endorsed by Councillors at a Council Meeting.

Funding Stream 3 Individual Grants – to be assessed by Community Development staff in accordance with the Eligibility Criteria (3.7) and approval to be given by Senior Management Team.

3.5 Terms and Conditions (Funding Streams 1 and 2 Community Grants and Quick Turnaround Grants)

- 3.5.1 The spirit of the Community Grant Program is to efficiently support organisations or individuals whose applications address the priorities of the community as articulated in Council's Community Strategic Plan.
- 3.5.2 Council will advertise for Stream 1 Community Grants applications at least once (depending on level of subscription per grant round) in each financial year by way of notice on Council's website or any other means that Council considers appropriate.
- 3.5.3 Applicants for Streams 1 and 2 must meet the Eligibility Criteria (3.6) and must submit an online application on the form(s) prescribed with the required supporting materials by the closing date advertised. Applications will not be accepted after the closing date.
- 3.5.4 Organisations, groups or individuals may only apply for assistance once in any financial year.
- 3.5.5 Projects funded by the Community Grant Program and acquittals must be completed within 12 months of grant funding being awarded. Evidence of acquittals of any previous Community Grant funding must be provided before further applications are approved. An Acquittal form will be available all year on Council's website. Photo evidence must support the acquittal.
- 3.5.6 Council reserves the right to award more/less funds or apply special conditions to the grant. Council is not responsible for under estimation or over expenditure of costs.
- 3.5.7 Assistance will not be granted for expenses or purchases incurred prior to receiving grant monies.

- 3.5.8 Applications shall be considered on their merits, taking into account the circumstances of each case, the availability of funds in Council's budget, the extent to which Council has previously provided funds, the provisions of this Policy and the relevant provisions of the Local Government Act 1993 (as amended). Not all applications may be awarded funding.
- 3.5.9 Funds provided are to be used for the approved purpose. Amendments to the purpose must be consistent with the Eligibility Criteria (3.6) and be submitted in writing with quotations and are subject to approval by Council. Council retains the right to withdraw funding or request funding to be returned if the grant terms and conditions have been breached.
- 3.5.10 Applicants must identify Griffith City Council as a sponsor on all advertising and press releases for the particular service, activity or project, in accordance with Council Policy CC-CP-701 Sponsorship and Acknowledgement of Assistance.
- 3.5.11 Applicants must agree to evaluate and formally acquit grant funds in accordance with documentation provided with the application form. Council's acquittal requirements must be completed within 12 months of funding being provided for the project/activity/service. Receipts for goods or services purchased and where possible, photographs or other evidence must be supplied.

3.6 Eligibility Criteria – Streams 1 Community Grants & 2 Quick Turnaround Grants

Eligible Applications

- ✓ Applicants must be based in, affiliated with and/or service clients within the Griffith City Council Local Government Area
- ✓ Projects must align with Council's Community Strategic Plan
- ✓ Applicants to be either Not-for-profit incorporated body registered with NSW Office of Fair Trade; have Charity status with ATO; Section 355 Committees of Council; individuals and groups under auspice of any of the above bodies
- ✓ Applicants must provide a copy of the most recent annual report and a current liability insurance certificate of the applicant or auspice organisation
- ✓ Applicants must provide a budget for the proposed project
- ✓ Applicants must including quotes for expense items over \$500

- ✓ The project must identify with one or more of the following.
 - Community capacity building - developing and strengthening the skills, abilities, processes and resources that communities need to survive, adapt, and thrive
 - Reconciliation and/or social inclusion
 - Accessibility for people with disability
 - Capacity building of disadvantaged groups and/at risk demographics
 - Promotes environmental sustainability
 - Promotes neighbourhood/community safety
 - Community development research/pilot program/new initiative
 - Social Wellbeing - feel a sense of belonging and social inclusion in your community
- ✓ Applicants who have previously applied through Griffith City Council's Community Grant Program must have acquitted previous grants through the Community Grant Program.

Ineligible Applications

- X Applications for capital works/expenditure
- X Applications which don't include insurances and financial reports
- X Applications for profit organisations including small business
- X Applications that duplicate existing projects/services/activities within Griffith LGA
- X Ongoing or re-occurring grants
- X Applications for projects or events for fundraising purposes only
- X Organisations who have not acquitted previous funding under this policy
- X Federally or State Government funded projects/programs
- X Funding of ongoing administrative or operational costs
- X Applications which solely award scholarships, grants, gifts or donations.

3.7 Eligibility Criteria – Stream 3 Individual Achievement Applicants

- 3.7.1 The Individual Achievement Applicants Program is to enable activities, services and projects to be delivered in support of local people selected to represent NSW or Australia at significant events. Emphasis is on funding eligible applicants as a means to develop community capacity. This stream is open all year.

- 3.7.2 Applicants must be or have been a resident of the Griffith City Council Local Government Area for at least two (2) years.
- 3.7.3 Applications are eligible from individuals selected to represent NSW or Australia. Supporting evidence including letter(s) of support with applicant name and event details must be provided from relevant associations/organisations and event organisers/hosts. Events/activities that are not recognised by relevant peak associations/organisations may not be considered.
- 3.7.4 Applicants must provide an approximate budget outlining costs associated with participation. Funds provided may only support the costs of accommodation, travel or event registration for the applicant. Costs of family members or accompanying adults are not covered. Applicants that require assistance of certified Carers may be considered. Fundraising or financial support from other sources (not corporate sponsorship) is encouraged.

4 Definitions

Auspice: An organisation that partners an individual or unincorporated group to administer the grant monies and is responsible for the project completion and acquittal.

Incorporated body: A legal process that makes a group into a single entity that has certain rights and legal protection which separates individuals (members) from the entity.

In-kind: Payments of goods or services without monetary transactions. This includes volunteer time and free use of local resources and facilities. In-kind contributions can be given a monetary value and be included as project income.

5 Exceptions

Nil

6 Legislation

Section 356 of the Local Government Act 1993 (as amended)

7 Related Documents

Sponsorship and Acknowledgement of Assistance Policy (Council reference: CC-CP-701)
Community Grant Program On-line Application Form – General
Community Grant Program On-line Application Form – Individual Achievement



Community Grant Program On-line Evaluation & Acquittal Form

8 Directorate

Economic and Organisational Development