



POLICY TITLE: GRANTS TO COMMUNITY ORGANISATIONS
POLICY NUMBER: 034
INFOPERT REF: 86920
DATE OF ADOPTION: 26 June 2007
TIME PERIOD OF REVIEW: 1 Year
DATE OF NEXT REVIEW: July 2023

1. OBJECTIVES

The purpose of this Policy is to set out the principles used by Council in 2022/23 for granting funds or in-kind contributions to community organisations, in accordance with the provisions of the *Local Government Regulation 2012*.

2. POLICY STATEMENT

The policy states the following matters—

- a) the types of grants to community organisations Council considers to be appropriate;
- b) that Council may give a grant to a community organisation only if Council is satisfied—
 - (i) the grant will be used for a purpose that is in the public interest; a
- c) the criteria a community organisation must meet to be eligible for a grant from Council; and
- d) the procedure Council must follow when approving a grant to a community organisation.

3. PROCEDURE

Grants should be provided in an equitable manner. That is, they should not benefit one group of the community and exclude another. The arrangements for making grants should be made on a whole of area basis.

Grants should be provided to achieve an identified benefit to the community generally. The Council should ensure that the benefits are obtained.

The process for awarding grants should be open and accountable.

The policy is intended to provide a structure for making grants to community organisations, which is open, transparent, legal, equitable, and furthers the aims and objectives of the Council.

This policy covers:

- Eligibility Criteria
- Direct cash grants to community organisations
- Assets given to community organisations
- Concessions (e.g. rates remitted) for community organisations
- In-kind contributions

Eligibility Criteria

In order to be considered for a Grant to Community Organisations, the group or organisation must meet the following criteria:

- a) Be a not for profit group or organisation based in Richmond Shire Council
- b) Have no outstanding grants acquittals, licence agreements or payments owed to Council
- c) The purpose for which the group or organisation is seeking funding must not be clearly the responsibility of Local, State or Federal Governments and must be relevant to the groups core operations and activities.
- d) Must be aligned with Council's objectives and operational plan.

At budget time an amount will be decided upon which will be made available for making grants to community organisations.

- The council will appoint a panel.
- Advertisements will be placed in local media advertising the availability and requesting applications, by a specified date, addressing the selection criteria.
- After the closing date, the panel will consider all the applications and assess them against the criteria. In this process the panel may request additional information from the applicants and may conduct interviews.
- The Panel will make recommendations of the grants to be awarded.
- Council will consider the recommendations and decide what grants are to be awarded.

Council may decide to grant a particular type of concession (e.g. a remission of rates) to a specified category of community organisation. This concession would then apply to all community organisations in that category.

The Council may resolve in an emergency to give a grant to a particular community organisation, provided the grant does not exceed \$5,000.

The Council will require, as a condition of each grant, that the organisation submit a report confirming that the grant has been used for the purpose intended. This may be a copy of the accounts of the organisation supported by an explanation, if necessary. A requirement for special audit reports should be avoided unless the council has reason to suspect that the reports submitted are misleading or incorrect.

Acquittal reports should be submitted by the anniversary of the closing date for applications.

4. RELEVANT LEGISLATION

Section 195 Local Government Regulation 2012.

5. IMPLEMENTATION

This Policy will commence from the Approval Date (see Section 6). This Policy replaces all other acceptable requests Policies and Procedures of Richmond Shire Council (whether written or not).

This Policy will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff at the Depot and via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g. audit recommendations), or when legislative requirements change.

6. APPROVAL

Last reviewed and adopted at the Council Meeting held on 29th July 2022.