

## COMMUNITY GRANTS POLICY

Approved By: Council  
 Doc Controller: General Manager  
 File: 126

Document Code: DVC-POL-006  
 Version: 1  
 Approved Date: 24/01/2019  
 Next Review Date: 24/01/2021

### 1. PURPOSE

The purpose of this policy is to provide a framework for Council to allocate funds under Section 77 of the *Local Government Act 1993* in an equitable and accountable manner.

### 2. SCOPE

This policy applies to requests for assistance from;

- not-for-profit registered welfare or community service groups working within the Derwent Valley.
- all requests for (one off) financial assistance to support groups or not-for-profit organisations for activities.
- one off events or projects that benefit the Derwent Valley community.
- Individual members of the Derwent Valley community representing the Derwent Valley, at a State or National level.

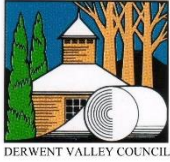
### 3. LEGISLATION

*Local Government Act 1993*

### 4. DEFINITIONS

For the purpose of this policy the below term is applicable:

Term	Meaning
Acquittal of a Grant	The process by which a recipient demonstrates in writing to the Council that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.
Community Organisation	An entity that carries on activities for a public purpose; or an entity whose primary objective is not directed at making a profit.
Grant	a sum of money given to organisations or individuals for a specified purpose.
In-Kind Contribution	The provision of paid and volunteer labour, administrative support, hire-free facilities or donations of materials, equipment or services.
not-for-profit organisation	A not-for-profit organisation is one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A not-for-profit organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people.



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### 5. POLICY

The Community Grants Program has been developed to provide financial assistance to encourage, engage and support individuals or groups within the community to make a positive contribution to the municipality's economic, social wellbeing and environmental sustainability.

#### **Funding Allocations**

In preparing its annual budget, the Council will determine the budget allocations for Council's Grants Programs.

#### **5.1 Funding Categories**

##### **5.1.1 Quick Response Grants**

This grant aims to assist individuals or groups up to the value of \$500.00 for one-off activities or projects that directly benefit the community. Funds may be awarded to assist an individual to attend a competition, conference, community gathering, development applications fees (excluding advertising) or an event.

Applications can be submitted at any time, and must be made via the Derwent Valley Council application form. Applicants are required to provide supporting documentation with their application.

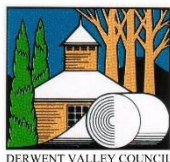
Quick Response Grants are assessed for eligibility and merit before they are determined jointly by the Mayor and General Manager for final approval. There are no formal acquittal requirements. However, successful applicants are encouraged to acknowledge Council's contribution.

Applications can be made at any time throughout the year and grants are awarded until the budget allocation is spent. There is a limit of one application per individual or group per year.

All grants will be included as a line item in the Derwent Valley Council Annual Report.

##### **5.1.2 Amount of Assistance for persons representing the Derwent Valley, Tasmania/Australia**

Individuals or teams of the Derwent Valley municipality who represent within or for Tasmania in national or international events of amateur status are eligible for a donation upon request as follows:



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Assistance will be provided within the following limits:

Level of Representation	Value
Intrastate representation	\$200.00
Interstate representation	\$300.00
Overseas representation (Commonwealth, Olympic Games or World Championship representation)	\$500.00

Evidence of selection will be required prior to the allocation of funds

Where possible, all payments will be made to the individual participants rather than the sporting or recreational organisations to ensure the proper recognition of the Council's assistance to the municipal resident.

### 5.1.3 Community Grants Program

This program provides grants for community organisations and groups located in and/or directly benefiting residents within the Derwent Valley Municipality.

Community grants can be used for;

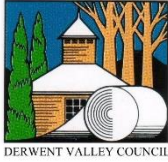
- Community events,
- Cultural events
- Environmental initiatives
- Asset Purchase, which will enhance the functions of the group/organisation within the Derwent Valley community,
- Projects in the local community,
- Encouraging wider use of/improving access to community facilities

Community Grants are advertised up to twice a year and funding is provided for projects or events occurring in the following 12 months.

Community Grants are advertised twice annually pending budget allocation each year. All applications must be received by the Derwent Valley Council no later than 5pm of the round closing date.

All applicants will be advised of the outcome of their application in writing following the closing date of each round. All enquiries regarding applications should be to general enquiries email address.

There is a limit of one (1) application per organisation/group for each financial year. Organisations/Groups that have been successful in receiving a grant will be unable to apply for another Community Grant until the acquittal form is completed and returned for the current funding agreement.



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Community Grant applications are assessed by the Community Grants Committee and the successful applicants be determined by a majority vote of the sub-committee with the sub-committee is to report their agreed funding allocations to Council.

### Guidelines

- Ensure your application is eligible
- Answer all the applicable questions
- Give a clear description of the grant proposal
- Remain focused about your key points when writing the application. Unsuccessful applicants usually provide too much, or not enough detail about how the project will be implemented and managed
- Give clear information about your organisation. DO NOT assume the group will be known to the Committee
- Ensure the application is signed. Unsigned applications will not be considered
- Ensure the budget is detailed and accurate
- Include copies of written quotes for services or materials
- Late applications will not be accepted

Assistance may be given to eligible applicants for:

- Material costs for minor capital works.
- Equipment costs for establishing new projects.

Ineligible applications include but are not limited to –

- The purchase of land
- The development, upgrading or renovating of government owned or privately owned facilities
- Events, programs or services run solely for commercial profit
- Payment of debt
- Political activities
- Work to meet council development approval conditions or requirements
- Items included in another grants application or to top-up funding for a previous grant or any other council grant or funding
- Funding for prize money, prizes or trophies

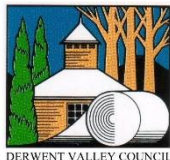
Assistance will not be given for money already spent.

### Application Process

Applications forms are available from the Council offices or via Councils website.

### Assessment Criteria

Applications will be assessed upon the following criteria –



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- The alignment of the event/activity/project with Council plans;
- The benefit to the people or environment of the Derwent Valley Municipality;
- The attempt to meet an unmet community need;
- The opportunities the project offers for community partnerships;
- The ability of the applicant to successfully complete the project.

There is limited funding available for Community Grants

### Successful Applications

Your Obligations –

If Council approves the grant, you are required to:-

- Enter into a formal funding agreement with Council
- Expend the grant monies only in the manner outlined in your application
- Publicly acknowledge the grant received from the Derwent Valley Council in any programs, correspondence or promotion associated with the project
- Invite the Mayor and Councillors to attend any relevant function or event associated with the funded project
- Complete an acquittal form including a financial summary and project report within 6 weeks of your project completion date as specified in your application.

#### 5.1.4 In-Kind support/sponsorship

Council provides in-kind assistance to community groups that run special events which are open to participation by the general community.

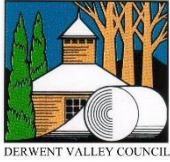
Applications for in-kind support are to be provided in writing prior to the event. Groups are required to clearly set out what services or consideration they are seeking from Council e.g. supply of chairs or waiving of fees. The assistance will be given at the discretion of the General Manager dependent upon the availability of resources. Groups receiving in-kind support are encouraged to acknowledge Council's contribution.

#### 5.2 Reporting

As per the requirements under the *Local Government Act 1993* details of any grant, donation or benefit provided will be included in the Council's Annual Report.

#### 5.3 Review

This policy will be reviewed at least once every 4 years or as deemed necessary by the General Manager.



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### 6. RELATED DOCUMENTS

Council Policies

Council Fees and Charges Register

Council Budget