

# COMMUNITY GRANTS POLICY



## 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.
- Support groups or not-for-profit organisations requesting one off financial assistance for activities.
- Organisers of 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 terms below are 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 unpaid 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 that 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.

## **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 where timing or criteria of the Community Grants Program do not apply. Funds may be awarded to assist an individual to attend a competition, conference, community gathering, development application fees (excluding advertising) or an event.

Applications can be submitted at any time, and must be made using the Derwent Valley Council Quick Response Grant Application Form available via the website or Customer Service desk. Applicants are required to provide supporting documentation with their application.

The responsible Council Officer assesses Quick Response Grants for eligibility and merit before they are examined 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.

#### **5.1.2 Representation grants**

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:

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

Applications can be submitted at any time, and must be made using the Derwent Valley Council Amount of Assistance Grant Application Form available via the website or Customer Service desk. Applicants are required to provide supporting documentation with their application.

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

The responsible Council Officer assesses Amount of Assistance Grants for eligibility and merit before they are examined 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 per year.

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. There is limited funding available for Community Grants and the total amount available in each round will be published on Council's website.

All grant enquiries and application/acquittal submissions should be to Council's general enquiry email address, or in hardcopy via Council's postal address or Customer Service Desk.

Application rounds will be advertised up to twice a year and must be made using the Derwent Valley Council Community Grants Application Form available via the website or Customer Service desk. Applicants are encouraged to provide supporting documentation with their application.

There is a limit of one (1) grant allocation per organisation/group for each financial year. Successful recipients will be unable to apply for another Community Grant until the acquittal form is completed and returned to Council for the current funding agreement.

Funding may be given to eligible applicants for:

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

Ineligible applicants include:

- Commercial businesses and for-profit organisations
- State-run organisations
- Schools
- Special Committees of Council

Ineligible requests 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 for which funding has been provided or is requested through other grant bodies/rounds
- Top-up funding for a previous grant or any other council funding
- Funding for prize money, prizes or trophies
- Assistance will not be given for money already spent.

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## **Assessment Criteria**

Applications will be assessed on the following criteria:

- Alignment of event/activity/project with Council plans/strategies
- Benefit to the people or environment of the Derwent Valley Municipality
- Evidence of community need
- Opportunities for community partnerships
- Ability of the applicant to successfully and responsibly deliver the project.

## **Process**

Application round and closing date are publicly advertised.

All grant enquiries and application/acquittal submissions directed to Council's general enquiry email address, or delivered in hardcopy to Council's postal address or Customer Service Desk.

Applications are made via the specified Derwent Valley Council Grants Application Form available via the website or Customer Service desk.

Following closing date, applications are pre-assessed by a committee of Council staff.

All application material plus the Council staff recommendation are provided to the Grants Committee of Council for consideration.

Selection is made by a majority vote of the Grants Committee. A report is put to Council for endorsement of this selection.

All applicants advised of the outcome in writing following the decision of Council. All decisions of Council are final. No negotiations will be entered into.

Council reserves the right to publish the names of all successful grant recipients and projects/activities.

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.

## **Successful Applicant Obligations**

If Council approves a grant, the recipient will be required to:

- Enter into a formal funding agreement with Council
- Expend the grant monies only in the manner outlined in your application, unless otherwise formally negotiated
- Keep complete financial records of all relevant expenditure
- Inform Council of any significant issues or change in the project as soon as possible

- 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.

#### **5.1.4 In-kind support**

Council provides in-kind assistance to community groups where resources allow to run events/activities/projects that are open to participation by the general community.

Applications for in-kind support must be provided in writing prior to the event. Where the value of the in-kind assistance exceeds \$1000, a minimum of 6 weeks' notice is required to obtain Council approval. Groups are required to clearly set out all services or considerations they are seeking from Council (e.g. supply of chairs, waiving of fees).

The assistance will be given either at the discretion of the General Manager (for support under \$1000 value) or by a decision of Council (for support over \$1000 value) and is dependent upon the availability of resources. Groups receiving in-kind support are encouraged to acknowledge Council's contribution, which may be subject to additional stipulations.

#### **5.1.5 Event Grants**

Council may run a competitive Event Grant round to assess ad-hoc event support and funding requests collectively and distribute fund based on merit.

Event Grants aim to support community organisations and groups to deliver stand-alone (one-off) events in the Derwent Valley Council area that:

- enhance community identity;
- encourage accessibility and community participation in the event and its related activities;
- support and enhance the cultural life of the Derwent Valley;
- acknowledge and celebrate cultural diversity;
- deliver economic benefits through increased visitation and promotion.

Applications for the Event Grant must demonstrate:

- that the activity is a stand-alone (one-off) community event available to the public and accessible to all people of all abilities
- that the activity aligns with at least one of the identified DVC Strategic Plan strategies
- that the activity has outcomes that are delivered in the Derwent Valley Council local government area
- value for money for the level of funding request and positive community impact
- that the activity is well planned, that suitably skilled people are involved and that the applicant and the activity are financially viable.

Applications for Event Grants are ineligible if the request for support:

- is commercial, has the potential to make significant profit or be self-sustaining through other funding mechanisms such as ticket sales or commercial sponsorship.
- is part of a larger festival or event, which has already received a grant or sponsorship from the Derwent Valley Council
- is for delivery of ongoing regular events such as a weekly sporting activity or monthly exhibition.
- is part of ongoing administration or operational costs of the applicant.

The grant cannot be used to fund:

- activities or programs that are already delivered or planned to be delivered by DVC.
- events or activities which have already commenced or been delivered.
- the purchase of equipment that is not specific to the delivery of the activity and would otherwise support the operations of the applicant.
- Activities that are primarily for the delivery of sporting or recreation programs.
- Costs already incurred prior to the grant being awarded.

Event Grants provide up to 50/50 matched funding (including cash and in-kind contribution from Council) to eligible applicants. Multi-year funding is not available. Activities can only be funded once per financial year. Events must be delivered within 12 months of receiving the funding.

The grant request should be commensurate with the scale of the proposed activity considering expected audience numbers and participants involved.

Event Grants will be formally assessed by the Grants Committee in the same manner as how the Community Grants are assessed.

If the application is successful, the recipient will be required to:

- Enter into a formal funding agreement with Council.
- Expend the grant monies only in the manner outlined in your application, unless otherwise formally negotiated.
- Keep complete financial records of all relevant expenditure.
- Inform Council of any significant issues or change in the project as soon as possible.
- 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.
- Provide any additional reporting requested by Council as part of the funding agreement.

If successful, the supported event cannot receive additional funding through other Derwent Valley Council grants. Successful recipients will be unable to apply for another DVC Grant until any overdue acquittals from existing funding agreements have been completed.



### **5.1.6 Ad Hoc Funding Requests**

There may be occasions where community groups request funding for projects or initiatives that fall outside the scope and timing of the advertised Community Grants and Event Grants application rounds.

Such requests will be assessed by Council staff who will put a recommendation to Council.

In assessing these ad hoc funding requests, Council will consider budget implications, alignment with Council's strategic plan, and reasons why the request should be considered as an exception outside of planned grant rounds.

### **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.

## **6. RELATED DOCUMENTS**

Council Policies  
Council Fees and Charges Register  
Council Budget