

COMMUNITY GRANTS FUND POLICY



Responsible Department: Development &
Economic Growth

Responsible Section: Economic Development

Responsible Officer: Economic Development Manager

Objectives

- To provide guidelines, conditions and information on Council's provision of financial assistance under section 356 of the *Local Government Act 1993*;
- To address strategic objectives identified within the Narrabri Shire Strategic Plans;
- To provide clear guidance on the criteria by which Community Grants applications will be assessed and determined;
- To provide funding to encourage and enable broad community participation in cultural, sporting, educational, environmental and community service activities.

Introduction

Section 356 (1) of the *Local Government Act, 1993* states that "A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions".

The Council Community Grants Fund will provide an amount annually, as determined by Council for community focussed projects, events and programs that directly benefit the Narrabri Shire community and address the key themes identified within Council's Strategic Plans.

Policy

Council Community Grants Fund

Eligibility Requirements

- Applicants must be not-for-profit organisations, community groups, registered sporting clubs or have charity status with the Australian Taxation Office;
- Applicants must be residents within the Narrabri Shire Local Government Area;
- Grant expenditure must be expended within the applied for financial year period unless otherwise determined by Council;
- Applications must be completed in full using the forms provided by Council;
- Applications for infrastructure works must lodge written quotations;

- A budget must be with all applications received
- Proposed projects must provide a direct benefit to Narrabri Shire residents;
- Proposed projects must address at least one of the key themes identified within Narrabri Shire Council's Strategic Plans;
- All Projects must occur within the Narrabri Shire Local Government Area;
- Grants will be offered on a dollar for dollar basis with applicants having to contribute in cash or in-kind.

Projects and Events not eligible for funding

- Applications from individuals, Government departments and agencies are not eligible for funding;
- Projects and events that are retrospective;
- Where the organisation has previously received funding and not provided acquittal documentation within the required timeframes;
- Where applicants are in a position to self-fund the project;
- Where a project will financially benefit a profit making organisation, individual or a Government department or agency;
- Where there are other available funding sources for the project.

Criteria for Assessment

Applicants must demonstrate the following

- That the project/event/program will address at least one of the themes in the Narrabri Shire Council's Strategic Plans. These themes are outlined in the Community Grants Fund application form;
- That the project/event/program benefits a significant number of Narrabri Shire residents.

Higher priority will be given to projects that demonstrate the following

- High level of contribution by the applicant to the project/event/program, by either cash or in-kind;
- Projects/events/programs that demonstrate a partnership between community groups and/or organisations;
- Projects/events/programs that have a high level of community support;
- Projects/events/programs that prove to be sustainable after the period of funding has ended;
- Projects/events/programs that show a benefit to a broad cross section of the Narrabri Shire community.

Assessment of Applications

An assessment panel will be formed to review and determine funding allocations based on the assessment criteria. The assessment panel will be made up of Council staff members. Following their assessment of the eligibility of the applicants and weighting of the projects, recommended allocations will be made to MANEX for review prior to determination by Council.

Obligations of successful applicants

- Provide written evidence of project partner contributions (in-kind or cash) witness by a Justice of Peace;
- Obtain a letter of authority from Council if your project is on land owned or managed by Council;
- Sign a grant agreement that sets out the terms and conditions associated with the grant;
- Acknowledge Council's contribution in any advertising for the project/event/program;
- Comply with all conditions outlined within the grant agreement;
- Provide evidence of appropriate insurance coverage;
- Provide acquittal documentation as outlined in the grant agreement;
- Seek prior approval to alter proposed objectives, timeframes, or budgets for the project.

References

- *Local Government Act (NSW) 1993.*

History

MINUTE NUMBER	MEETING DATE	DESCRIPTION OF CHANGE
114/2016	5 April 2016	Adopted
164/2017	15 August 2017	Reviewed