

Clarence City Council

Community Grants Policy

1. Purpose
2. Strategic Framework
3. Funding Categories
4. General Eligibility Criteria
5. Implementation Procedures

1. Purpose

The purpose of this policy is to provide a basis for Council to allocate funds under Section 77 of the Tasmanian *Local Government Act 1993* in an equitable and effective manner. Council acknowledges that the provision of grants is an important role for local government, and is an essential way in which Council can directly support the local community.

The Community Grants program is developed with a philosophy of partnership whereby Council recognises the vital role that individuals, community groups and organisations play in contributing to the creation of a vibrant and sustainable city. In return, Council provides a range of grants to encourage and support individuals and groups in the community to engage in activities that advance the quality of life in Clarence.

Council will apply appropriate management practices to ensure that there is a balance between responsibly administering public funds, and supporting the community in a practical and effective manner.

2. Strategic Framework

The Community Grants policy is strongly related to Council's vision and mission statements. The policy also relates to Clarence 2050 and Clarence's Strategic Plan 2010 – 2015.

It operates in the context of the following related Council policies, Plans and activities, for example:

- > Social Plans including the Youth Plan, Cultural Arts Plan, and Positive Ageing Plan;
- > Community Participation Policy;
- > Festivals and Public Events;
- > Economic Development Plan; and
- > Marketing Strategy

3. Funding Categories

Council has the following grants available to the community:

3.1 Quick Response Grants

This grant aims to support individuals or groups for amounts of up to \$150 for one-off activities or projects that benefit the Clarence community or a local resident. Funds may be awarded to assist an individual to attend a competition, conference, community gathering, or event, or as a small contribution to a community activity. Teams applying on behalf of several individuals can apply for up to \$300 (equivalent to two individuals).

Applications can be submitted at any time, and are made via a two page application form. Quick Response Grants are assessed for eligibility and merit by the Community Grants Officer, and shortlisted applications are submitted to the Mayor for final selection and 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 budget allocation is spent. There is a limit of one application per individual or group per year with consideration given to an additional application if merited.

3.2 Community Support Grants

This grant aims to support groups for amounts of up to \$1,500 for one-off activities or projects that benefit the Clarence community. These may include (but are not limited to) events, community projects or purchasing of equipment for community groups. Applicants in this category must be incorporated bodies, or groups with an auspicing agent. Applications are made via a 4 page application form by the specified dates, and are assessed for eligibility and merit by the Community Grants Officer with the assistance of Council Officers having expertise relevant to the applications. Shortlisted applications are submitted to Council for final approval. Recipients of Community Support Grants are required to sign a funding agreement prior to receiving grant monies, and are to complete an acquittal form at the end of the grant period.

This category is awarded bi-annually, with funding provided for projects or events occurring in the following 6 to 12 months.

3.3 Partnership Grants

This grant aims to invest in the development of the Clarence community by offering amounts of up to \$15,000 as a one-off payment, or as recurrent funding (up to \$5,000 p.a. over a maximum of 3 years) for projects or activities that benefit the Clarence community. The Partnership Grants supports projects that align closely with Council's identified plans and endorsed activities, and have the potential to build community capacity. Applicants in this category must be incorporated bodies, or groups with an auspicing agent, and must be based in Clarence. The application process includes a face to face meeting with the Community Grants Officer, a written expression of interest, and a formal application. Formal applications are made via a 6 page application form. Applications are assessed by a grants panel consisting of two (2) Clarence Aldermen, two (2) independent representatives with expertise in the field, the Community Grants Officer and relevant Council Officers as required. Recommended applications are submitted to Council for final approval. Recipients of Partnership Grants are required to sign a funding agreement prior to receiving grant monies, and are to complete an acquittal form at the end of the grant period.

This category is awarded annually for the current or recurrent financial years.

3.4 Funding of Grants

The funding amounts for each grant category are reviewed yearly in conjunction with the adoption of Council's Annual Plan.

3.5 *In-kind support / Sponsorship*

Council offers the provision of in-kind assistance to community groups which are engaged in the provision of a special event which is open to participation by the general community. There is not a formal application process for this support, and 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.

4. General Eligibility Criteria

Council will only provide a grant if it is satisfied that the grant will be used for a purpose that is in the interest of the Clarence community and the grant recipient satisfies the following grant and eligibility criteria.

Not for profit organisations (NPO) and individuals are eligible to apply for a grant under Council's relevant grant categories.

An individual applying for a grant must be a resident of Clarence.

An NPO applying for a Community grant must operate within Clarence or be able to demonstrate that the project will benefit residents of the Clarence region. An NPO applying for a Partnership Grant must be based in Clarence.

NPOs must:

- (if incorporated) have appropriate insurance and work place health and safety policies
- have met all acquittal conditions of previous Council grants and have no debt to Council
- be financially viable

If an NPO is not incorporated it can apply for a grant provided that its application is auspiced and administered by an incorporated entity. An auspicing entity may auspice one or more unincorporated NPOs. Auspicing entities must accept responsibility for the management of advanced funds and acquittal requirements as well as all insurance risk of the funded project.

5. Implementation Procedures and Review

The Community Grants Program Procedures are in place in order to carry out the intent of this policy, and to assist Council in designing, managing and implementing the grants program in the best possible manner. The procedures are to ensure that the Community Grants program remains effective, transparent, sustainable, equitable and ethical at all times.

The policy, guidelines and procedures are to be reviewed at least every 5 years.