



COMMUNITY GRANTS POLICY

This Policy aims to ensure that assistance for community based activities is provided by Council through the processes listed here in this policy and the policy guidelines

Category	Regional & Community Development	Policy number: PRD008
Related forms, policies and procedures	Community Grants, Application and Guidelines	
Key words	Sponsorship, grants, donations, sport, projects, in-kind support, community assistance	
Relevant legislation	<ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local Government Regulation 2012</i> • <i>Associations Incorporation Act 1981</i> • <i>Corporations Act 2001 (Cwth)</i> (with not-for-profit objectives) • <i>Financial Accountability Act 2009</i> • <i>Financial and Performance Management Standard 2009</i> • <i>Public Records Act 2002</i> • <i>Information Privacy Act 2009</i> • <i>Right to Information Act 2009</i> 	
References and resources	N/A	

Review due by	Community Development	Date: 13 February 2022
Approved by	Council Resolution CC0057	Date: 13 February 2020

1. Purpose

This policy is to satisfy the requirements of Section 195 of the Local Government Regulation 2012 (as amended) for Council to have an adopted Community Grants Policy. The Community Grants policy ensures a consistent, coordinated transparent approach to the way Council provides assistance. It provides a framework for decision-making in regards to how the organisation approaches support, and is underpinned by detailed guidelines to assist Council officers administer effective assistance programs including appropriate reporting and approval procedures. It ensures that Council takes into account probity issues including—

- Transparency of process;
- Accountability and monitoring; and
- Obtaining value for money.

This Policy also ensures applicants are provided optimal opportunity to seek assistance through the most appropriate channels, and are able to maximize success through completion of appropriate application forms.

2. Scope

This Policy applies to all financial and in-kind assistance by or on behalf of CCRC and seeks to encourage and support beneficial community-led projects and events that have the potential to build the Cassowary Coast Region community's cultural, sporting, learning and environmental awareness capacity, enhance the Region's livability and community prosperity.

3. Definitions and principles

The principles that form this Policy include—

- (a) Provide a framework for the equitable and effective allocation of Council-managed funds and in-kind support for community-led projects
- (b) Ensure community awareness of the Policy is widely promoted in accessible formats.
- (c) Establish transparent decision-making processes that are commensurate with the level of support being sought
- (d) Provide for regular reporting to the Council and the community over the levels of support being provided to the community.

4. Procedure

4.1 Policy statement

Cassowary Coast Regional Council (CCRC) provides a variety of assistance to community organisations and individuals.

Assistance can be financial (cash) or in-kind (e.g. discounted fees or no charge services).

Council has a responsibility to ensure that all assistance provided is managed through a transparent process, that the community is aware of the right channels through which to make requests, and that all agreements are managed effectively.

This Policy aims to—

- Encourage and support beneficial community-led cultural, sporting, educational and environmental awareness projects that increase or showcase the Region's livability and community prosperity;
- Increase transparency around the level of assistance provided;
- Provide clear communication of a process for applying for assistance; and
- Apply a more consistent approach in responding to all assistance requests.

This Policy aims to ensure that assistance for the relevant activities is only provided from CCRC through the channels and processes listed here in this policy and the policy guidelines.

4.2 Responsibility

This Policy applies to all Councillors, Council employees and applicants. This Policy is supported by the following documents—

- a) *Applying for Community Sponsorship, Grants or Donation Guidelines*

The supporting documentation must be considered in the application of the Policy as part of any application for community assistance and will form the principal basis for the assessment of any such applications.

4.3 Limitations

Financial and/or in-kind assistance will not be provided to—

- Events and activities that do not have appropriate approvals (i.e. street trading, road closure, development or other consent).
- Political or religious activities
- Programs that do not reflect community standards
- Programs which personally benefit individual employees or Councillors or their family/friends.
- Agreements which imply Council endorsement of contentious community issues
- Persons or organisations who are in breach of regulations or ordinances administered by Council.

4.4 Council commitment

Council is committed to ensuring that the Policy —

- (a) Is for projects that have due regard to and are acceptable to Council's long term asset management priorities and capacity

- (b) Provides for clear, easily assessable instructions, application forms and closing dates
- (c) Is accessible to all eligible organisations in the Cassowary Coast Region
- (d) Provides identifiable Council and community returns on investment both with regard to the grant monies and in-kind support provided to organisations and any associated cost of administration
- (e) Objectives are reviewed within 3 years
- (f) Maximum levels of financial and in-kind support are set annually as part of the Council Annual Budget deliberations and adoption processes

4.5 Delegated decision powers to determine applications by Council staff

The Council may decide an application or aspects of an application through staff decisions where an adopted Council delegation exists for such decisions to be made and where the matter has not been requested to be brought to a formal Council Meeting for resolution.

Notwithstanding any delegated decision making powers that may exist, the Chief Executive Officer or a Director can, at any time, request that an application for community support assistance be determined by the Council. In such instances a report will be prepared for Council to consider at a formal Council Meeting.

To be clear, a working group or committee established by the Council to assist in the assessment of any community support assistance applications and which may be required to make recommendations to the Council – either to the elected Council, the Chief Executive Officer or another delegated officer – does not have any delegation to determine an application or correspond to any applicant unless formally delegated to do so by the Council.

Working group or committee membership may consist of Councillors, Council officers and community members nominated to the Panel after each Local Government Election or when the Policy is reviewed by Council.

Donations (monetary), due to the nature of the requests and timeframes (usually emergent), if \$500 or under can be decided by the Chief Executive Officer or a delegated staff member.

Community Services sponsorships are to be considered a grant request therefore assessed by an Internal Advisory Group and must be accompanied by a properly completed Community Grant application form from an eligible community organisation or individual.

Major and Minor events requiring in-kind support from Council must be accompanied by a properly completed Community Grant application form and must be approved by Council's Chief Executive Officer or delegate.

Internal Advisory Group consideration can refer to Council’s Administrative Committees including:

- Executive Leadership Team (ELT)
- Executive Management Team (EMT)
- Or others approved by Council’s Chief Executive Officer

Table 1: Indicative Council decision making arrangements for community support assistance applications

Community support category/type	Internal advisory group consideration	Formal committee assessment	Council resolution	Approved Staff delegated decision
Sponsorship				
a) Major event				✓
b) Minor event (In-Kind only)				✓
c) Community Services	✓			
Grants				
a) RADF (Rounds x 2)		✓	✓	
b) RADF Quick Response		✓		✓
c) Community Assistance Scheme Annual Grants		✓	✓	
d) Youth Assistance				✓
Donations				
a) Christmas Appeal				✓
b) Donations				✓
c) Letters of Support	✓			✓