

POLICY NO: CF/DG/1

FORMER POLICY NO:

FINANCIAL ASSISTANCE (CAPITAL) TO ORGANISATIONS AND CLUBS

DIVISION	BUSINESS UNIT	RESPONSIBILITY AREA
Corporate Services	Community Funding	Donations and Grants

OBJECTIVE:

To assist clubs and organisations in improving community based facilities.

POLICY:

1. This policy relates to financial assistance by the Council to incorporated organisations and clubs occupying land owned by, or vested in the Council.
 - a) Financial assistance will not be given to clubs and organisations occupying Crown Land not vested in the Council or private property. This policy shall only apply where works of a capital nature over \$5,000.00 are being undertaken.
 - b) Organisations and clubs are not to expect as a right any financial assistance from the Council, as requests will only be considered in respect to the overall priorities of other projects within the Shire and will also be subject to the availability of finance.
 - c) The Council reserves the right to either fund within its budgeted works program or oversee any project applied for under this policy.
 - d) Funds will only be provided for capital works on the subject land and ownership of all infrastructure ultimately vests in the Council on behalf of the Community.
 2. Funding Contributions
 - a) Funding requests where a cash contribution from the applicant or grant from other sources has been secured will receive a higher priority than requests with no co-contribution.
 - b) Eligible organisations must demonstrate, at the time of submission that other contributions will be available for the project.
 3. Pre-requisites of Financial Assistance
 - a) The group should be actively operating and meeting on a regular basis.
 - b) Applications must include a current profit and loss (income and expenditure) statement, or at the least, recent bank statements where a profit and loss statement is not available.
 - c) Applications must be made in full with supporting documentation and must be received by the due date. Incomplete applications or applications not received by the advertised deadline, will not be considered.
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- d) Funding will not be provided for retrospective works.
- e) Funds will only be released after documentary proof of expenditure is submitted and, where applicable, until the organisation's GST status has been determined.

4. Prioritising Applications

The Council will determine its total financial commitment to community funding for the upcoming financial year, as part of its budget preparation and may exclude projects on the basis that it cannot be accommodated in the budget. The Council reserves the right to refuse to make available funding for projects under the following circumstances:

- a) When the Council believes that the proposal for funding is not a high priority.
- b) When the Council considers that its financial commitments for the upcoming financial year preclude it from making funding available.
- c) When the proposal will lead to an unacceptable ongoing financial commitment by the Council.
- d) When the ongoing management of the capital items is unclear or places an unacceptable burden on Council staff and resources.
- e) When the legal and / or financial status of the organisation or clubs is in doubt.
- f) Where the applicant cannot demonstrate that it can provide adequate expertise to prepare appropriate plans and/or to specify accurately materials and services required for the project, where applicable.
- g) Funding requests for cosmetic improvements or works to be done earlier than that required by the Council's forward works plan will not be considered unless there is a funding contribution.
- h) Applications from groups that operate a facility with sale of alcohol are likely to receive increased scrutiny over other applications.

5. General Conditions

- a) Applicants need to be aware of, and comply with, the funding requirements of third party funding bodies (eg: State and Federal Government) and ensure that the Council is also made aware of those requirements.
- b) Organisations and clubs will be notified of the result of their application immediately following the adoption of the Council's annual budget.

ADOPTED: FEBRUARY 2002

LAST REVIEWED: 11 SEPTEMBER 2018
