

**FINANCIAL ASSISTANCE (CAPITAL) TO ORGANISATIONS AND CLUBS**

<b>DIVISION</b>	<b>BUSINESS UNIT</b>	<b>RESPONSIBILITY AREA</b>
Corporate Services	Community Funding	Donations and Grants

**OBJECTIVE:**

To assist clubs and organisations in improving community based facilities.

**POLICY:**

This policy relates to financial assistance by the Council to incorporated organisations and clubs occupying land owned by, or vested in the Council. 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 are being undertaken.

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.

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.

1. Funding Contributions

- a) As the proposed facility will benefit the community as well as the group concerned, the Council may assist in three way, equal shares, comprising of the organisation, the Council and another funding body. Under this arrangement the Council's contribution is limited to 33.33% of the total project cost and may include the provision of materials, staff time, and loans of plant and equipment so long as the combination of the dollar value of the in kind support plus financial contribution does not exceed 33.33% of the total project cost;
- b) In other circumstances the Council may consider a contribution larger than the above. It will be the responsibility of the group concerned to prove to the Council that a larger contribution is justified and reasonable and/or that third party funding as in (a) above was not available; and
- c) Eligible organisations must demonstrate, at the time of submission of applications, that their contribution will be available for the project under consideration, and that any in kind contribution is demonstrably a substitute for a component in the project budget, with some evidence that the support will be forthcoming.

2. Pre-requisites of Financial Assistance

- a) Requests for financial assistance should be received before the closing date (as advertised in local newspapers each February);
- b) Funding will not be provided for retrospective works;
- c) Organisations should also make application to the appropriate State or Federal fund for assistance (if applicable);

- d) The organisation or club must demonstrate to the Council that there is sufficient expertise within the organisation, or available to it, to provide appropriate plans and specify accurately materials and services required to complete the project; and
- e) Funds will only be released after documentary proof of expenditure is submitted.

3. 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.

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.

Organisations and clubs will be notified of the result of their application immediately following the adoption of the Council's annual budget'.

**LAST REVIEWED: 24 FEBRUARY 2009**