

POLICY NO: CF/DG/2

FORMER POLICY NO

**FINANCIAL ASSISTANCE (OPERATING) TO INCORPORATED
ORGANISATIONS AND CLUBS**

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

OBJECTIVE:

To assist incorporated clubs and organisations in meeting their objectives for the benefit of the residents of Plantagenet.

POLICY:

1. Applications for donations to a maximum of \$200.00 may be submitted at any time throughout the year. Such applications will be referred to the Chief Executive Officer for consideration under delegated authority, for which a budget allocation not exceeding \$3,000.00 will be made.
 2. The Council will aim to deal with other applications as part of its annual budget process. Such applications will be prioritised based on what the Council believes will provide the greatest overall benefit to the quality of life of the residents of the Shire of Plantagenet. Other applications received during the year may be considered by the Council and assessed on their merits.
 3. The Council may decide to reimburse all or part of an organisation's annual Property and Waste Rates in lieu of a donation, unless restricted by Council Policy A/PA/14 – Sporting and Community Organisations using Council and Vested Land – Rateability.
 4. Applications from incorporated organisations or clubs must meet the following criteria to be considered:
 - a) The group is to be based in the Shire of Plantagenet, or benefit residents within the Shire;
 - b) Applications should clearly identify the Shire of Plantagenet group(s) who will benefit from the funding;
 - c) The group should be actively operating and meeting on a regular basis. Applications should advise the number of active members;
 - d) Applications should include a copy of the audited financial statements of the organisation for the last financial year. If these are not available, the minimum requirement is the organisation's most recent profit and loss and balance sheet statement. Applicants should advise the funds held by the Group which could be accessed for the project (that is, the financial need for a Community Grant);
 - e) 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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- f) Applications must state the reason for funding and amount required. Applicants should also provide details of the group's own contribution to the project, where applicable;
 - g) Applications from groups that operate a facility with sale of alcohol are likely to receive increased scrutiny over other applications;
 - h) Applicants are requested to show that they are actively seeking assistance from other funding bodies. Applicants must also disclose if they are seeking grant funding from other donors for this application;
 - i) Where funding relates to a recurrent event, applicants should advise number of attendees at the previous event.
5. The following category limits be set to guide the community in its expectations and the administration in making a recommendation.

Expenditure Category	Cap (\$)
Regional event (event attracting people from a wider area)	\$5,000
Local event	\$1,000
Community group – Project	Up to one third of the project cost
Community group – Operating costs or other support	\$2,000
Community group – Equipment	\$1,000
Continuing Projects	Traditional level of support

- 6. Approved grants will not be disbursed until the organisation's GST status has been determined and proof of expenditure/purchase of approved grant has been provided, where applicable.
- 7. 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. Community grant expenditure should not exceed 1% of the previous financial year's total rates revenue. Expenditure on regional events will be excluded from this calculation and such expenditure will be charged to a separate Regional Events budget item.
- 8. Organisations and clubs will be notified of the result of their application immediately following the adoption of the Council's annual budget.

ADOPTED: NOVEMBER 2009

LAST REVIEWED: 24 MARCH 2020
