



Paroo Shire Council

Council Policy	
Policy Name:	Community Grants Procedure
Policy Number:	GRP-042a
Version:	2.0 <i>Please note that once printed, this is no longer a controlled document. All care should be taken to ensure that you are operating from the current version.</i>
Commencement and Review:	This policy will commence from 30/06/2017 and will be reviewed 2 years from the commencement date.
Document Owner:	Manager of Community Services
Approval Date:	20/06/2017
Meeting Resolution:	<i>M17/135</i>

1 Statement of Intent

The intent of the Paroo Shire Council (Council) Community Grants Procedure is to establish the framework within which Council will provide financial and non-financial assistance to community-based organisations within the Paroo Shire.

2 Commencement and Review of Policy

This Policy will commence from 30/06/2017. It replaces all other Community Grants Procedures (whether written or not).

This Policy will be reviewed two (2) years from the commencement date or earlier if deemed necessary through changes to legislation or business practice. Minor amendments that do not impact upon the intent of the Policy may be made in consultation with and approved by the Chief Executive Officer (CEO).

3 Application of Policy

This policy applies to all Council employees and Councilors conducting business on behalf of Council.

4 Definitions

Grant	a sum of money or in-kind payment of goods or services given by a government or other organization for a particular purpose.
Community Organisation	Community based organisations are non-profit groups that work at a local level to improve life for residents.

5 Council Community Grants Procedure

5.1 Objective

The objective of the Community Grants Procedure is to establish the framework within which Council will provide financial and non-financial assistance to community-based organisations within the Paroo Shire.

Council supports the growth and development of the Shire's community organisation network and facilities to improve community well being. Community organisations operate a diverse range of facilities, programs and services for shire residents and visitors. Such organisations may be located on land owned or controlled by Council, land held in trust by the community or land owned in freehold for community purposes.

The Community Grants Procedure outlines the grants, donations, fee waivers and in-kind assistance programs available to eligible community organisations and the process for applying for this assistance from Council.

Funding and assistance made available by Council is aimed at building community capacity and/or providing supplementary funding to assist with social, cultural, recreational and environmental outcomes that contribute to the development of inclusive and sustainable practices of community groups throughout the Paroo Shire.

5.2 Community Grants Policy GP-042

Council's policy sets out the circumstances under which Council may make grants to community organisations. By establishing a set of criteria, such policy ensures that grants to community organisations are in the public interest and only provided to those that meet pre-established criteria.

Grants should be provided to achieve an identified benefit to the community generally. Council should ensure that the benefits are obtained.

Council budgets annually for donations to community organisations. A schedule of these donations is presented to the annual budget meeting for approval and included in budget documentation. The Community Grants list is a '**fixed list**' where eligible groups can be removed or added to the list from year-to-year.

In order for an organisation to be eligible for payment of a donation, the following criteria apply:

- In the opinion of Council, the organisation provides a community benefit as a result of its activities;
- The recipient organisation must provide to Council, prior to payment of the donation, a statement of how the expenditure benefits their group and the community;
- Community organisations must be incorporated and not-for profit;
- Grants are limited by the approved allocation adopted at annual Budget. No further payments are permitted unless approved by Council;
- The project or service does not duplicate an existing service or facility in the region or if so, the need for duplication is sufficiently demonstrated
- The event or project is one which Council can legally support pursuant to the Local Government Act 2009 or other statute;
- Funds are available within the allocations provided for in the budget for that year.

The following guidelines are established to assist Council in assessing all applications:

- Ability to provide copy of audited financial statements approved at AGM;
- Proof of incorporation and insurance cover;
- Participant costs and events must not be totally free with the expectation that

- Council will subsidise activities and/or functions;
- Evidence of membership and active participation by either club members or the community generally;
- Ability to provide outcome report to demonstrate benefit of grant and accountable expenditure of funds;
- Each approved organisation is required to send Council a valid tax invoice.

Unless applicants are able to demonstrate how they meet the above guidelines, approval for funding may be jeopardised.

RESPONSIBILITIES

Council Responsibilities

Council is responsible for:

- Adopting the Community Grants Policy and the Community Grants Procedure
- Explaining the policy and procedure to local community organisations
- Implementing the policy and procedure
- Complying with the policy and procedure
- Considering proposals for assistance from the community
- Administering available funds, .

Applicants Responsibilities

Community organisations applying for financial assistance are responsible for:

- Reading and understanding the policy and procedure
- Complying with the policy and procedure
- Adhering to any acquittal process.

5.3 Acknowledgement of Assistance

Recipients of Council grants and donations are asked to acknowledge the Paroo Shire Council as a project sponsor. Acknowledgment could be shown:

- In any relevant publicity;
- On the organisation's website;
- At appropriate functions; or
- In relevant documents such as newsletters and annual reports.

5.4 Conflict of Interest

If a panel member, or Councillor, is connected to a particular organisation or group or, in particular, is an executive of an organisation or group, they must declare a conflict of interest and remove themselves from any discussion or voting surrounding that organisation's application.

5.5 Approved Funding

Community organisations with approved annual funding need not re-apply.


A list of fixed donations made to local charitable, sporting, non-profit or other organisations that contribute to the overall benefit of the community will be advised after the annual budget is adopted.

6 Breach of Policy

A breach of this policy may result in community organisations not receiving sufficient funding to support their ongoing activities and events in the community.

7 Relevant Links

- GP-042 community Grants Policy

Endorsed	Date: 20/06/2017
Name:	Oliver Simon
Title:	Chief Executive Officer, Paroo Shire Council
Signature:	

Version Control

Date	Version	Meeting Resolution	Amendments / Comments
15/11/2015	1.0	M16/114	Bi-Annual review
20/06/2017	2.0	M17/135	Bi-Annual review
	3.0		Bi-Annual review

