

Community Wellbeing Grants Policy

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Related Legislation:	Local Government Act 1993 (NSW)
Associated Policies/Documents:	Shoalhaven 2032 Community Strategic Plan Community Wellbeing Strategy Events Policy Refund of Development Application Fees and Other Fees for Charitable Organisations and Community Groups Fee Waivers and Subsidies Policy
Directorate:	City Performance
Responsible Owner:	Governance Coordinator
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1. Policy Purpose

The purpose of this policy is to detail the principles whereby Council provides financial assistance (grants, sponsorships and subsidies) in a consistent, equitable and transparent manner that meets the requirements of the Local Government Act, 1993 and other legislative provisions.

2. Objectives

The objectives of the policy are:

- To consider financial assistance by way of grant, sponsorship and subsidies to local service, cultural, sporting, charitable or non-profit organisations who
 - operate within or provide benefit to the residents of the Shoalhaven or
 - conduct quality cultural, sporting, community service and environmental programs and activities in the Shoalhaven
 - and who cannot attract sufficient funds from other sources;
- To address priorities within the Community Wellbeing Strategy;
- To consider funding to encourage and enable broad community participation in cultural, sporting and community service activities;
- To establish an application process including guidelines and procedures for use by organisations in applying for grants, sponsorships or subsidies (including 'in kind' support).

2.1. Policy Statement

Subject to budget allocations each year, Council is committed to provide funding annually to meet the objectives of this policy.

2.2. Scope

This policy applies to applications for financial assistance and 'in kind' support by way of grants, sponsorships and subsidies granted by Council to organisations. It does not deal with fee waivers that are dealt with under the Fee Waivers, Subsidies and Support Policy and the Fees – Waiving of Development Application and other Fees by Charitable Organisations and Community Groups Policy.

2.3. Categories

Applications should be submitted within one of the categories nominated below.

A) GENERAL GRANTS (CULTURE, & COMMUNITY)

These may include:

- community development projects that meet an identified community need, have been developed in consultation with the community and encourage community participation in the development of the project.
- community development, training, education and awareness activities.

- co-funding for large or new cultural and community projects.
- community, charity and not for profit activities on public open space/reserves.
- community, charity and not for profit organisations' use of Council owned and controlled facilities.

B) SPONSORSHIP OF LOCAL EVENTS

These may include festivals and special activities which enhance community spirit.

C) ENVIRONMENT

These may include heritage / environmental projects.

2.4. Criteria and Procedures for Applicants

Council's Application Form and Council's Wellbeing Grants webpage set out the full eligibility criteria.

Applications will be sought annually through advertising and on Council's website. Applications are to be made on the relevant form, and address all criteria outlined on the Application Form and Council's Wellbeing Grants webpage. All organisations are required to provide financial statements as part of the application process.

The Application for a Community Wellbeing Grant Form with required supporting information should be submitted to Council by 5.00pm on the advertised closing date for consideration within Council's Annual Wellbeing Grants Program. An application will only be considered as lodged once **all** required information has been submitted.

Applications to be considered under this policy will be assessed by a Grants Assessment Panel against the criteria and with reference to the annual Wellbeing Grants budget set by Council. The Grants Assessment Panel comprises staff representatives from Council and will be convened by Council's CEO or their delegate. Staff representatives will be selected from the appropriate functional areas of Council to reflect the applications received. All individuals involved in assessment and decision making must meet the requirements of Council's Code of Conduct, including the declaring of any interests at the commencement of each meeting and occasioned when considering applications.

Panel members will score applications against the criteria set out in the accompanying Assessment Panel Marking Criteria and the cumulative scores will be considered at a meeting of the Panel. Informal Minutes will be taken of the Panel's reasoning for its decisions. The Panel will recommend to Council those applications to receive financial assistance based on alignment with the Community Wellbeing Strategy and in compliance with the documentation and acquittal requirements of this Policy.

The elected Council will determine the funding to be provided from the Application process.

The following criteria apply to all Wellbeing Grant categories:

- What Community Wellbeing Strategy foundations does the project meet?
- Who and how many benefit from the project/event (target group)?
- To what degree is the group/or project self-financing?

- Has the need for the project/event been demonstrated?
- Has the need for funding or subsidy been demonstrated?
- Is the organisation able to make a contribution either in monetary funds or in kind, eg labour, materials, etc?
- What efforts have been made to seek funds from other sources?
- Does the application have a broad community focus?
- If the project/event has a regional focus what benefit will occur for Shoalhaven residents?
- The maximum amount considered per application will be no more than 10% of the available budget (the Wellbeing Grants budget is adopted by Council each year in the month of June).

Projects/Events NOT Eligible for Funding:

- where benefit is primarily to an individual
- projects occurring outside the Shoalhaven Local Government Area
- projects that are retrospective
- projects which do not align with Council's Community Wellbeing Strategy
- where applicants are in a position to self-fund the project (See definitions for more information on when Council will consider an applicant able to self-fund)
- where a more applicable funding source is available
- where applicants are government departments or agencies
- where application is for capital expenditure (Capital expenditures are funds used by a company to acquire, upgrade, and maintain physical assets such as property, plant, buildings, technology, or equipment, see definitions for examples)
- where a project will financially benefit a profit-making organisation, individual or a government department
- projects and facilities or services controlled through Council appointed Management Committees (where these projects, facilities or services are not under Council's direct care and control)
- where the proceeds or entry fee from a project or event are being donated to another organisation
- where there is no direct benefit to Shoalhaven City residents
- applications for fireworks (MIN24.150)

3. Definitions

Term	Meaning
Shoalhaven City Council (Council)	The organisation providing financial assistance to community groups in the Shoalhaven local government area
Community Groups (Organisations)	Any non-government group or organisation who provides a cultural, sporting, charitable or non-for-profit service to the Shoalhaven local government area
Financial Assistance	Grants, sponsorships and subsidies provided by Council under section 356 of the Local Government Act, 1993
Grants Assessment Panel	A panel made up of Council staff from different departments who bring relevant expertise to assessing applications
Retrospective applications	Applications which are made for a project(s) that have already occurred
Capital expenditure	<p>Capital expenditures are funds used to acquire, upgrade, and maintain physical assets such as property, plant, buildings, technology, or equipment. Examples of Capital Works expenditure include:</p> <ul style="list-style-type: none"> • Applications requesting funds for computer and electrical equipment, including software programs • Applications requesting funds to renovate a building, or acquire seating, air-conditioning etc.. • Applications requesting funds for equipment or tools for projects
Self-funded applications	<p>The Grants Assessment Panel will consider an organisation able to self-fund where the financial information (i.e. bank statements) submitted shows that the funds currently held by the organisation are able to cover the expenses budgeted for the project, event and or subsidy applied for.</p> <p>This outlines the importance of submitting a detailed budget which not only details the expenses budgeted for the project, event and or subsidy applied for, but all other expenses the organisation budgets for, and provides explanation as to why funds may be held by the organisation which are unable to be utilised for this project of event.</p>

4. Roles and Responsibilities

4.1. Provisions

The provision of all grants, sponsorships and subsidies is made pursuant to [Section 356](#) of the Local Government Act, 1993 subject to the constraints outlined in [Section 377](#) of the Act.

The granting of all financial assistance will be subject to a fresh written application being lodged with Council for each grant period.

- Applications should be submitted in one of the categories nominated above; however, Council may at its discretion determine to assess an application under a more appropriate category.
- Applications which do not meet the eligibility criteria shall be advised that the request is not eligible for consideration under this policy.
- Council reserves the right to assess any application (not fitting the criteria for assessment) on its merits according to Council's Policies and Procedures and Community Service Outcomes.
- Applications for financial assistance will generally not be considered where the application also meets the criteria for other grants/donations provided by Council through established Committees of the Council and/or Council's range of Grant Programs. In these cases, applications will be sent directly to the appropriate process for consideration.
- It is a condition of funding that a detailed acquittal of any prior funding allocated under this policy is provided to Council before any further request is considered. Recipients must provide an acquittal and/or evaluation report, where specified in the applicable category, by the end of the financial year in which the funding was provided (30 June). If acquittals/reports have not been received by the end of the financial year, the Council may choose not to consider applications submitted by that applicant in the next round of funding.
- Grants will be limited to funding from the Annual Budget directed by the Council. The maximum amount considered per application will be no more than 10% of the available budget.

4.2. Delegation

In accordance with Section 377 of the Local Government Act, 1993 the Chief Executive Officer may authorise payment of a grant, sponsorship or subsidy voted by Council, other than where it is a decision under Section 356(2) to contribute money or otherwise grant financial assistance to an individual. Payment to an individual must be authorised by a Council resolution and following a 28 day public exhibition period, if applicable.

The Chief Executive Officer (Director, City Performance) has delegated authority to approve any out of policy requests for grants of up to \$1000 in exceptional circumstances/requests which align with Council's strategic objectives, as set out in the Shoalhaven 2032 Community Strategic Plan and the [Community Wellbeing Strategy](#), and do not require a resolution under Section 356(2) of the Local Government Act.

4.3. Events Policy

All community events funded under this policy will be required to comply with Council's Events Policy.

4.4. Implementation

The Grants Assessment Panel will receive and assess applications for funding and report to Council. Council's City Performance Directorate will respond to written requests for financial assistance.

Details of the Policy will be available via Council's website at all times and an additional advertising will be undertaken in advance of the annual application

5. Related Legislation, Policies or Procedures

The Community Wellbeing Grants Policy will be applied in conjunction with the following related Legislation, Policies & Procedures:

- Local Government Act 1993 (NSW)
- Events Policy
- Refund of Development Application Fees and Other Fees for Charitable Organisations and Community Groups
- Fee Waivers and Subsidies Policy

6. Risk Assessment

Risk Category	Risk
Compliance	The provision of all grants, sponsorships and subsidies is made pursuant to Section 356 of the Local Government Act, 1993 subject to the constraints outlined in Section 377 of the Act. This policy exists to assist Council in fulfilling its requirements under these sections of the Local Government Act 1993 when providing financial assistance by way of grants, sponsorships and or subsidies.
Reputation	Council is required to consider and assess applications and grant funding in a manner based on sound financial management and equity (See section 8b Local Government Act 1993). Council will be subject to public scrutiny and criticism where this is not achieved. Applications made under this policy will provide assurance to the community on the process applied.

7. Monitoring and Review

This policy will be reviewed within each new Council Term, and other times when required.

8. Ownership and Approval

8.1. Public Policy

Responsibility	Role
Directorate	City Performance
Endorser	Director
Approver	Council