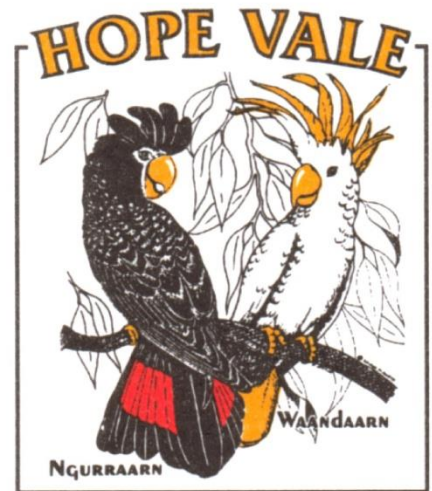


**HOPE VALE ABORIGINAL SHIRE COUNCIL**



**Community Grants Policy**

**Document Control**

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**Version History**

<b>Version Number</b>	<b>Date</b>	<b>Signature</b>	<b>Reason / Comments</b>
1	9 May 2012		Council Resolution
2	20 March 2013		Council Resolution
3	19 February 2014		Council Resolution
4	18 January 2017		Council Resolution
5	21 February 2018		Council Resolution

## COMMUNITY GRANTS POLICY 2017-2018

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### ORIGIN/AUTHORITY

*Local Government Act 2009*

*Section 195*

*Local Government Regulation 2012*

### PURPOSE

This is a policy to provide for the control of expenditure on community grants placed by Council in various media to comply with the requirements of *Section 195 Local Government Regulation 2012*.

Section 195 of the Local Government Regulation 2012 requires that the local government must prepare and adopt a policy about local government grants to community organisations (a community grants policy).

1. The community grant policy must state –
  - (i) The criteria for a community organisation to be eligible for a grant from the local government; and
  - (ii) the procedure for approving a grant to a community organisation; and
2. The criteria for a councillor to decide how to allocate the councillor's discretionary funds to particular community organisations that have applied for funds.

### OBJECTIVES

To establish:

- the purposes for which Council will provide grants, remissions and assistance (support) to community organisations;
- the types of support which Council may give;
- the criteria to be applied by the Council in giving such support;
- the requirements and obligations the Council will impose in respect of such support; and
- the reporting by the Council of support provided.

### APPLICATION

The policy applies to all applications for community grants.

Applications will be assessed on merit against eligibility and selection criteria. Such applications will be assessed in an open and equitable manner.

Only one application will be accepted from each group/organisation per year.

The level of assistance available to the community is limited by Council's budgetary allocation. No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.

## **DEFINITIONS**

<b>Community Organisation</b>	An entity that carries on activities for a public purpose; or an entity whose primary object is not directed at making a profit.
<b>Grant</b>	Is a form of financial assistance that funds an individual or organisation to develop a specific project. It may also include in-kind assistance such as the provision of Council facilities or services.
<b>Donation</b>	Is a provision of cash or other items of value with no return benefits expected. The person or organisation providing these may request a modest acknowledgement or that the provision be used for a particular purpose.

## **GUIDELINES AND PROCEDURES - GRANTS AND DONATIONS**

### **1. Eligibility**

To be eligible applicants must:

- 1.1 Be free from debt with Council.
- 1.2 Be community based and provide services and activities of benefit to the residents of the Hopevale Aboriginal Shire Council.
- 1.3 Ensure that all proposed projects generally occur within the financial year in which funded.
- 1.4 Be operating on a not-for-profit basis or providing a project for non-commercial gain.

### **2. Ineligible Applications**

The following applications will **not** be considered:

- 2.1 Proposals for projects held outside of the Shire, unless the applicant can demonstrate a direct community need.

### **3. Selection Criteria**

Applicants that meet the eligibility requirements will be assessed on their merits and consideration will be given to the following criteria:

- 3.1 Benefit to the Hope Vale community;
- 3.2 The ability of the organisation to raise funds by other means;
- 3.3 Community participation, and
- 3.4 Achievable aims and objectives.

#### **4. In-Kind Assistance**

- 4.1 Council will provide assistance to organisations by providing the use of Council plant on the provision that Council personnel are operating the plant;
- 4.2 All works in-kind will be subject to the availability of plant and plant operators;
- 4.3 The donation amount will be calculated in accordance with Council's current rates and charges for plant hire and wages, including travel time and stand down time.

#### **5. Administration**

- 5.1 The level of financial assistance allocated to the Grants and Donations budget will be determined each year within Council's budget process.
- 5.2 Requests for grants and donations of any kind must be approved by Council through a report provided by the Chief Financial Officer.

#### **6. Reporting**

- 6.1 A monthly report to be provided to Council by the Chief Financial Officer that outlines Grants and Donations for the financial year.

#### **7. Applications**

- 7.1 All applications are to be made in writing and forwarded to the Chief Executive Officer.

#### **8. Conditions of Use**

All community grants and donations awarded by Hope Vale Aboriginal Shire Council are subject to the following conditions:

- 8.1 The money should not be used for any other purpose than that for which it is awarded.
- 8.2 All organisations requesting assistance will be required to make a submission each year.

**9. Council's Rights**

- 9.1 Decisions made by the Hope Vale Aboriginal Shire Council with regard to the allocation and endorsement of any funds under this policy shall be final and no discussion will be entered into.

**10. Lodging Your Application**

- 10.1 All applications should be posted to:

Chief Executive Officer  
Hope Vale Aboriginal Shire Council  
c/- Post Office  
Hope Vale QLD 4895

**Adopted by Council on the 21 February 2018**

**Resolution Number:**

Shannon Gibbs  
Director of Finance

06/02/2018