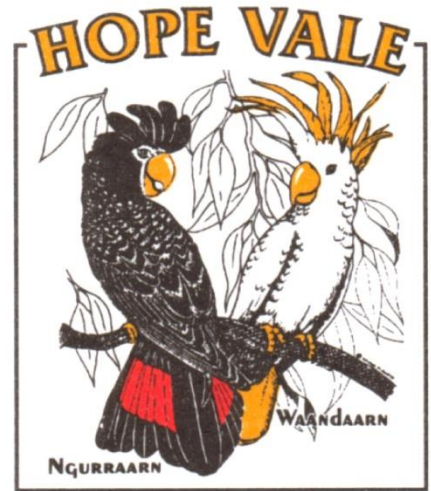


HOPE VALE ABORIGINAL SHIRE COUNCIL



Community Grants Policy

Document Control

Document Details:

Document Reference Number: 0008/016
Version Number: 8
Business Unit: Corporate
Scheduled Review Date: Ongoing

Version History

Version Number	Date	Signature	Reason / Comments
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
6	27 February 2019		Council Resolution
7	16 December 2019		Council Resolution
8	17 March 2021		Council Resolution

COMMUNITY GRANTS POLICY 2020-2021

ORIGIN/AUTHORITY

*Local Government Regulation 2012
Section 195*

PURPOSE

This is a policy to provide for the framework which guides the administration of council's grant program in a manner that is aligned to council's strategic priorities and complies with the requirements of the *Local Government Regulation 2012 Section 195*.

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

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 from community organisations 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.

This policy does not apply to:

- Sponsorship
- Donations

CONFLICT OF INTEREST PROVISIONS

All officer or Councillors are responsible for recognising and declaring any actual, potential or perceived conflicts of interest. This may include, but not limited to, personal connections with an applicant.

Anyone having a determined conflict of interest should not be involved in any discussions on any matter relation to the application.

DEFINITIONS

Community Organisation	An entity that carries on activities for a public purpose; or an entity whose primary object is not directed at making a profit.
Grant	Is a form of financial assistance that funds an individual or organisation for a specified project directed at achieving goals and objectives consistent with Council policy It may also include in-kind assistance such as the provision of Council facilities or services.
Donation	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.
Individuals	A singular entity, as distinguished from a group, who carries on activities for a community purpose and benefit.
Acquittal	The process by which the grant funding recipient demonstrates in writing to Council that it has expended the funds provided in accordance with the terms and conditions of the approved funding.
Community Benefit	It is recognised that grants funding may deliver social, economic, environmental and cultural benefits including: <ul style="list-style-type: none">• building stronger communities• improving community and economic capacity and building social capital• celebrating lifestyle, environment and culture

In-Kind Support

Includes paid and volunteer labour, administrative support, rent free accommodation or donations of materials, equipment of services.

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.
- 1.5 Have appropriate insurance and adhere to sound Workplace Health and Safety practices.
- 1.6 Meet the specific eligibility criteria of the funding program.

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.
- 2.2 The development of privately owned facilities.
- 2.3 Events, programs or services run solely for commercial profit.
- 2.4 Payment of Debt.
- 2.5 Activities that have already commenced prior to the grant application being submitted.
- 2.6 Applications from Government agencies or departments of local, state or federal government.
- 2.7 Applications from educational, religious or medical organisations
- 2.8 Applications from businesses.

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 Community benefit to the Hope Vale Shire area;
- 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. Acquittal Documents

- 6.1 All community grants funding must be acquitted and be provided to Council.

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

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 17 March 2021

Shannon Gibbs
Director of Finance