

SHIRE OF YORK: POLICY MANUAL



C 1.3 COMMUNITY FUNDING: DONATIONS, GRANTS AND SPONSORSHIP AND WAIVER OF FEES POLICY

Policy Objective:

The Shire of York Community Funding; Grants and Sponsorship Policy sets out the parameters for Council support of one-off community activities initiatives and projects initiated for that build the social, cultural, environmental and economic community benefit of the Shire.

and enjoyment via donations, grants, sponsorship and the potential waiver of fees for hire and use of Council facilities.

Policy Scope:

This policy applies to all grants, sponsorships and value in kind provisions to enhance social, cultural, economic and environmental outcomes, including individuals applying for funding to participate in external activities (e.g. sport, culture and art events). Council may approve grants and sponsorship outside this policy as it sees fit one-off community driven not-for-profit activities including events, developed for general community enjoyment. Note: this includes individuals applying for funding to participate in external activities (e.g. sports events, arts events).

It does not apply to:

- community driven not-for-profit activities and events which occur year-on-year (recurring) and are developed for community enjoyment or community well-being which may be Large scale events specifically funded via budgets or considered under the C 1.4; Sponsorship of Tourism Events Economic Development Tourism Events Funding Policy;
- support funding budgeted for social services provided by the community or external organisations on a significant and/or recurring basis;
- support for civic functions;
- community managed halls funded as part of the public halls budget.

Policy Statement:

Introduction

Grants and sponsorship can play an important role in community development and support active participation in civic life. They empower the community to address issues that matter to them and take the lead on projects to enhance community life.

Grants and sponsorship provides a mechanism for the Shire to support business and economic activity whether through incentives to catalyse or stimulate new or experimental

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SHIRE OF YORK: POLICY MANUAL

activity, partnering with organisations to deliver business development or assisting groups of businesses to work together for their collective benefit.

The Community Funding; Grants and Sponsorship program sets criteria consistent with relevant Shire strategies governing the Shire's cultural, community, economic and social objectives.

The community, business or individual develops a project idea, assesses its alignment to the Shire's strategic objectives and grant conditions and submits an application for support. If Council approves financial support for the project, a funding agreement sets the expected project outcomes and key performance indicators. This enables the grantee and the Shire to monitor and evaluate the project's success.

Members of the York community are involved in a range of activities which support community wellbeing in some way or other. The Council recognises this collective and individual effort and wishes to encourage it as much as possible by providing financial assistance.

The Council will often want to make one-off allocations of support for specific projects individuals and community groups might want to advance. The reality is that on an annual basis, appeals for support generally outweigh the available funding. The Council needs a clear mechanism for allocating funding across competing demands.

In all cases, there is a need for accountability for use of funds by the community. This acquittal process needs to be transparent but also needs to be commensurate with the scale of the funding provided.

Grants and Sponsorship are different from the purchases of services, where the Shire determines the type of project or service it requires and develops a contract to control how this is delivered. This process is covered by the Shire's procurement policy.

This policy sets out the parameters for Council assistance, processes and accountability requirements.

Principles

- (a) Projects developed by individuals and community groups which contribute to the life, vitality and activity of York, in particular activities which encourage people's involvement, are a valued part of community life.
- (b) Being accountable to the community for the use of public monies is essential but acquittal requirements should be commensurate with the scale of the assistance provided.
- (c) Access to funding should be equitable over time.
- (d) Assistance which involves in-kind support and/or waiver of fees has a value and is a cost to the Shire, such as: a time resource (labour), wear and tear on assets, or a loss of revenue. As such, the financial benefit to community groups and projects of this in-kind support needs to be understood and factored into decisions over time.

SHIRE OF YORK: POLICY MANUAL

Provisions

1. The Community Fund

- 1.1 The Council will maintain a Community Funding: Grants & Sponsorship budget in the Long Term Financial Plan and Annual Budget which will comprise the available funding pool under this Policy on an annual basis.
- 1.2 The Community Funding budget will be used for:
 - allocation of direct financial support;
 - funding of fees waiver against the revenue requirements for community facilities;
 - re-imbursment of Council labour costs and payment of any 'use fee' for any Council equipment where in-kind value support is provided by the Council.
- 1.3 If the fund is exhausted before the end of the financial year, this will be notified to the community and applications will be closed for the remaining period.
- 1.4 Should there be a remaining amount at the end of the financial year in the Community Fund, the Council may resolve to either:
 - (a) carry over that funding to the following financial year;
 - (b) allocate that funding to an agreed community project or initiative.

2. Applications Process for Assistance

- 2.1 The Community Funding Grant & Sponsorship program ~~cess~~ will be advertised for a minimum four-week period for each round.
- 2.2 Applications received within this timeframe made to Council on a quarterly basis, or according to any timeframe approved by resolution of Council. The Council will be considered applications at the next available Ordinary Council meeting, provided that the application is received fourteen working days before the Agenda is published advertised meeting.
- 2.3 Applicants will be required to fill in a simple application form. This will include providing information on;
 - who they are;
 - where relevant the nature, goals and mission of their organisation;
 - how the project aligns to Council's strategic objectives
 - the nature of the planned project including advertising, community collaboration and where relevant, the planned budget,
 - information, where relevant, about experience in managing budgets;
 - how they propose to report back to acquit the project;
 - other sources of external funding received for the project, if any, and whether the applicant has previously received assistance from the Community Funding: Grants & Sponsorship program.
- 2.4 Applicants will be encouraged to attend the relevant Council meeting where their application is being considered.

SHIRE OF YORK: POLICY MANUAL

2.5 Should an application be received and it is clear that the application is more relevant to another Council budgeted funding pool, the applicant will be contacted to discuss the reassignment to that funding pool application process.

3. Categories for Support and Criteria for Decision-making.

3.1 The Council will consider applications made under the following general headings:

- projects which:
 - encourage general involvement in local activities including sport
 - improve collaboration and coordination of community support and services
 - assist a community group to expand their ability to provide support for community and individual health and wellbeing
 - Facilitate inclusion and equitable access to facilities, services, open spaces and activities
 - increases community knowledge and understanding of their local built and natural environment
 - are focused on protection and restoration of the Shire's natural environment including the Avon River and the protection and restoration of the built environment
- events which increase a sense of belonging, and of being socially connected to the community have been developed for local community enjoyment. Note: these are events not developed to leverage tourism or economic development benefit but having more of a purely community enjoyment focus.
- support for individuals, particularly for youth, who have been selected to be involved in regional, state or national cultural and sporting activities;
- requests by community groups to procure assistance to develop applications for external grants.

3.2 The Council will not consider the following types of application under this Community Fund:

- applications involving commercial activities;
- applications for events intended to leverage tourism and economic development benefits. These will be considered under other funding provisions;
- requests for on-going operating costs;
- administration costs to deliver the project
- individual requests for purchase of sports uniforms (team requests will be considered);
- individual applications for support that do not show parallel efforts to fundraise;
- retrospective applications;
- more than one application from the same source in any one year.

3.3 The following general criteria will be used to assess applications:

- the individual or community group is Shire of York based;
- any benefits arising from the activity accrue to the Shire of York community and/or environment in some form;
- proposed events facilitate inclusion and equitable access to facilities, services, open spaces and activities are open to all members of the Shire of York community;

SHIRE OF YORK: POLICY MANUAL

- a proposal, particularly for events, has been well thought through and the application for support is well ahead of any final decision to proceed;

4. Types of Assistance

- 4.1 Three types of financial assistance will potentially be available to community groups and community projects for initiatives:
- (a) direct monies paid over;
 - (b) waiver of fees;
 - (c) in-kind labour assistance.
- 4.2 Where in-kind labour assistance and waiver of fees is provided, a \$ dollar value will be placed on the assistance and costed to the project amount total. a record will be kept of the value of the support provided to each applicant.
- 4.3 The setting of values for in-kind assistance will be set through the Annual Budget fees and charges review process.

5. Duration of Assistance

- 5.1 The preference will be for provision of for project support for the time period indicated in the advertised Grant & Sponsorship round only. a year only for each application. In exceptional circumstances the Council may consider support for a project for a maximum period of three years where it considers the project presents major benefits to the community and it is consistent with strategic direction. Consideration must include the cost/ benefit of effectively reducing the available funding pool for other applicants over this period.
- 5.2 Should the situation arise where the Council sees significant benefit to the community of maintaining support for a project or activity on an on-going basis, it may resolve to consider, via the Integrated Planning and Reporting Framework review cycle or the Annual Budget process, inclusion as a Multiyear Funding Agreement. directly budgeted item. Consideration does not imply approval.

6. Level of Funding for Each Application

- 6.1 The Council may, in order to maximise the availability of funding to a range of applicants, decide via a Council resolution to impose a maximum financial support limit per application. If it does so, this will be advertised and will be made clear on the application form.

7. Rejected Applications to the Community Funding Pool

- 7.1 If an application is rejected the Council will:
- provide the applicant with the reasons why;
 - redirect the application, if the applicant agrees, to another Council funding pool if it is deemed more appropriate for the application.
- 7.2 If the application relates to a matter that might be better considered for budgeted resourcing and the Council directs that it be considered as part of review and budgeting processes, this will be followed up with the applicant. Consideration as part of the budgeting process does not imply approval.

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SHIRE OF YORK: POLICY MANUAL

- 8.3 Where in exceptional circumstances support up to a three year maximum is provided, the successful applicant must:
- speak annually at the Council meeting to provide an update;
 - provide an annual accompanying written summary of how the financial support was used, progress and final outcomes.

Key Terms/Definitions

Financial assistance includes:

- direct provision of money
- waiver of fees
- provision of in-kind support (e.g. assistance with lighting, access to Council owned tables and chairs, assistance with transportation)

Policy Administration	
Responsible Directorate/Division:	Executive Manager Corporate and Community Services
Contact Officer Position:	Executive Manager Corporate and Community Services
Relevant Legislation:	
Relevant Delegation:	
Date Adopted:	Adopted 21 March 2016
Reviews/Amendments	Reviewed 24 October 2016 <u>Reviewed 27 February 2017</u>

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