

# 1.6 Annual Community Grants Policy



<b>Council Resolution:</b>	2022/07/19/007
<b>Date to take effect:</b>	20/07/2022
<b>Legislative reference:</b>	<i>Nil</i>
<b>Review Date:</b>	17/07/2025

## 1. Purpose

The Coomalie Council actively supports initiatives, which benefit the community. This Policy provides governance and outlines the method by which support is provided by way of grants, donations, scholarships, and sponsorships. This policy applies to all applicants of a community grant, sponsorship, scholarship or donation.

## 2. Principles

Council is committed to the principles of open and transparent government as well as ensuring Council is financially sustainable. Council endeavours to provide Community Groups with financial or in-kind incentives to undertake community events and programs.

Community Groups are required to apply each time for the designated type of grant detailed below.

## 3. Definitions

For the purposes of this Policy, the following definitions apply:

<b>Term</b>	<b>Definition</b>
Grant	Where Council provides financial or in-kind support to a community organisation carrying out a project or activity benefitting the community, and where the organisation may need to acquit funds provided. GST is not applicable. Council is recognised for its contribution.
Donation	Where Council provides financial or in-kind support to a community group carrying out a project, activity, or purchase of material goods. Acquittal of funds is not required. GST is not applicable. Council is recognised for its contribution.
Sponsorship	Where Council provides financial or in-kind support to a community activity or event, and where Council is widely identified as a sponsor of the event as per the details in the Agreed Conditions of Funding. Acquittal of funds is not required. GST is applicable.

Scholarship	Where Council provides financial support for education or an educational activity. Acquittal of funds is not required. GST is applicable. Council is recognised for its contribution.
Representation	The action of speaking, competing or acting on behalf of Coomalie, Northern Territory or Australia as part of a team, a community group or as an individual in a sporting or other challenge where the nominated individual is based in Coomalie. Representation Support is a form of Donation.

## 4. Policy Statement

### 4.1 Criteria for Financial or In-Kind Support from Council

- (a) All requests for grants, donations and sponsorship must benefit the Coomalie Community and identify how it relates to one or more of the objectives of the Annual Shire Plan or Strategic Plan.
- (b) Each request must include a completed Community Grant Scheme Application.
- (c) Guidelines for Annual Community Grants are set out in the Coomalie Council Community Grants Program Guidelines.
- (d) Applications by individuals will only be considered where you can demonstrate the need for assistance to attend events or conduct activities which promote the Coomalie Council area and its residents in a positive light.
- (e) Application by commercial business entities will not be considered.

One successful application per financial year from a community or not-for-profit organisation will be allowed.

### 4.2 Annual Community Grants

- (a) The total pool of funding will be set each year in the Council budget up to a value of \$8,000.
- (b) Individual applications not to exceed \$1,500.
- (c) Requests are to be made in writing, using the Annual Community Grants application form, and must fulfil all criteria in the above section.
- (d) Applications will be assessed against the Coomalie Council Community Grants Guidelines by the Community Grants Committee.
- (e) A report detailing decisions made regarding the determination of the Community Grants Committee will be tabled in Council.

### 4.3 Sponsorship

- (a) The organisation must submit a copy of the Sponsorship Package which details all levels/categories of sponsorship including costs/benefits.
- (b) The organisation is responsible for the appropriate display of Council's branding, as deemed appropriate by the Chief Executive Officer or Council.
- (c) The organisation must permit Council to attend the funded event/program for the purpose of taking photos and/or video recording. Council will seek permission from the individual/s photographed or recorded.
- (d) Where recurring annual sponsorship is agreed upon, the organisation must comply with criteria set out in the Agreement, and Council must resolve to provide the recurring funding.

- (e) No acquittal is required.

#### **4.4 Scholarships**

- (a) Individuals are eligible to apply for scholarships
- (b) Applicants must be a resident within Coomalie Shire.
- (c) Applicants must be an Australia Citizen or holder of an Australian Permanent Resident Visa.
- (d) Applicants must be undertaking study or be enrolled in an accredited tertiary educational institution or training provider delivering qualifications adhering to the Australian Quality Training Framework.
- (e) Applicant must be enrolled full-time or part-time for the duration of the Scholarship.
- (f) If successful, a Scholarship Agreement will be developed with each applicant and include scholarship value, scholarship duration, ongoing eligibility and other obligations and conditions. A scholarship may be terminated if the recipient ceases to meet the eligibility criteria, withdraws from his/her course or if the recipient breaches any conditions of the Scholarship Agreement.

#### **4.5 Representation Support**

Council may decide to support individuals or teams based in the Coomalie Shire and representing Coomalie, Northern Territory or Australia in sporting and other challenges, activities and events within the Northern Territory, interstate and internationally.

- (a) Funding will be from the Community Grants Program allocation and considered a donation.
- (b) Pre-determined amounts of support will be available to individuals and teams.
- (c) Individuals may request up to \$250 to assist their representation. All team members may request individually however, where an individual is successful, that individual is ineligible to receive additional funding as part of a team application.
- (d) Teams may request up to \$250 per competing team member, up to the total value of \$1,500 to assist team representation. A list of competing team members is to be included with the team application. Where a team application is successful, a member of that team is ineligible to also apply as an individual.
- (e) Requests are to be made in writing, with description of purpose and need of financial or in-kind support and must fulfill all criteria in 4.1 above.
- (f) Requests for Representation funding will be via Application, where the application meets eligibility.
- (g) Representation eligibility:
  - Individuals must be Coomalie residents; or
  - Teams must be Coomalie based.
- (h) Supporting documentation must include evidence of competition/activity/event participation.

## 4.6 Recurring Grants

Council recognises the following recurring grants.

<b>Organisation</b>	<b>Grant/Contribution</b>	<b>Policy Amount</b>	<b>Current Amount</b>
Adelaide River Show		\$1,000	\$1,000
Territory Day	NTG significantly underwrite the Territory Day display	\$3,500	\$3,500
Seniors Christmas Party	COTA and supplier contributions vary. They are in addition to \$1,000 from CCGC. (It costs approx. \$3,500 each year to run and provide a meal and drink for the seniors as well as decorations and prizes)	\$1,000	\$1,000
Adelaide River Library	Paid to AR School for electricity contribution as Council use their facilities for the Community Library out of school service.	\$2,000	\$2,000
Rum Jungle Bowls	Subsidise purchase of fertiliser, top soil etc. to maintain the green.	\$1,500	\$1,500

#### 4.7 In Kind Support Program

<b>Event</b>	<b>Support/donations provided</b>	<b>Staff</b>
Adelaide River Show Approx. 8 hrs	Provision of tables and chairs. Set up of pavilion and cleaning prior to Show.	Operations crew CRO
Adelaide River Races Approx. 8 hrs	Provision of tables and chairs (if not run by Darwin Turf Club) Setting up barrier flags on roadside.	Operations crew
Adelaide River Festival (Adelaide River School) Approx. 16hours	Provision and set up of shade structures. Assistance with set up of oval including line marking. Assistance on the days	Operations crew CRO
Batchelor Area School Sports & Swimming Carnival. Approx. 8 hours per day	Provision and set up of shade structures. Assistance with set up of oval including line marking. Assistance on the day	Operations crew CRO
Clean Up Australia Day or similar activity Approx. 16 hrs	Assistance with facilitation of the event and provision of an after-event BBQ.	CRO
Batchelor Area School & Adelaide River School	Use of Council bus, facilities and equipment without charge in return for use of school facilities and equipment without charge. This does not cover any additional labour costs incurred by either party.	CRO
Rum Jungle Bowls Club	Free use of the Bowls Club to offset for maintaining the bowls green.	
Ironbark	Adelaide River Council Compound free lease agreement. Ironbark pay Power and Water.	
Seventh Day Adventist Church Group	Free use of Community Bus, Batchelor Oval and Bruce Jones Community Centre	

#### **4.5 Community Grants Committee**

- (a) Council will establish the Community Grants Committee to assess applications for Annual Community Grants and make recommendations to Council on the allocations from the pool of funds.
- (b) The Committee will comprise the CEO, the Community Recreation Development Officer and an independent community member to be ratified by Council.
- (c) Committee has the power to clarify any matter in relation to an application and the applicant that it sees appropriate.

#### **4.6 Grants Register**

Council will maintain a register of all grants devolved to the community.

The grant register will note the;

- (a) year of the grant
- (b) type of grant (Annual or In-kind Support)
- (c) term of the grant
- (d) grant applicant
- (e) grant purpose
- (f) grant acquittal date if applicable
- (g) Council decision
- (h) Council meeting date
- (i) Other comments (variation requests)

Where a request for a grant is made which does not comply with the criteria outlined above and is deemed to have merit by the Chief Executive Officer, the request will be forwarded for consideration by Council.

#### **4.7 Commitment to Funding**

The Council commits to setting an amount in its budget process dedicated to initiatives governed by this policy.

## 5. Council requirements

### 5.1 Annual reporting

Council must include in its Annual Report a list of all annual grants and in-kind support grants provided during the financial year pursuant to Section 291 of the *Local Government Act 2019*.

<b>DOCUMENT HISTORY</b> <b>1.6 Annual Community Grants Policy</b>		
<b>Date Adopted:</b>	17 November 2020	17/11/2020/015  To comply with the <i>Local Government Act 2019</i>
<b>Amended:</b>	03/10/2013	Add bus change to Remembrance Day
<b>Amended:</b>	28/05/2014	Add Seniors Christmas Party, AR Library and Clean Up Australia Day. Remove RJ Radio, Amend AR Races
<b>Amended:</b>	18/10/2018	New Policy adopted
<b>Amended:</b>	15/06/2021	Policy review 15/06/2021/018
<b>Amended:</b>	19/07/2022	Policy review 2022/07/19/007