



KENTISH COUNCIL POLICY

COMMUNITY GRANTS

Policy Number 01:01:2006

POLICY NUMBER	01:01:2006
OBJECTIVE	To ensure consistency in the granting of donations by Council
STATUTORY AUTHORITY	Section 77 of the <i>Local Government Act 1993</i> - Grants and Benefits
POLICY	Adopted 19 September 2008 Minute 7.4.2 Amended 18 August 2009 Minute 7.4.2 Amended 20 July 2010 Minute 7.1.3 Amended 20 October 2015 Minute 11.4.2

1. PRINCIPLES:

Kentish Council will annually consider the Community Grants Program to provide financial and in-kind assistance to support individuals, community groups and organisations for activities within the Kentish area.

Council may review the policy, procedures and eligibility to enable amendment or reaffirmation of the policy and the establishment of financial guidelines.

The following schedules are attachments to this policy:

1. Schedule 1 - Procedure Small Grants - \$500 and under
2. Schedule 2 - Procedure Large Grants - \$501 - \$2,500
3. Schedule 3 - Guidelines



SCHEDULE 1: PROCEDURE SMALL GRANTS - \$500 and under

1. Small community grants shall be defined as an amount not exceeding five hundred dollars (\$500.00).
2. Where a request is made for a small community grant, eligibility and approval will be decided by the Grants Committee, comprise two (2) Council Officers from Council's community development department and three (3) elected members.
3. The grants committee will meet as needed to assess applications and determine eligibility in accordance with the community grants policy.
4. The Economic and Community Development Manager under delegation from Council, will administer all grant monies under \$500 in accordance with the grants committee recommendations.
5. Applications for small community grants may be submitted in writing without the need for the formal application form providing the following information is included;
 - a) The name of the grant recipient(s);
 - b) The purpose of the grant;
 - c) A description as to how it will provide significant assistance to the recipient(s);
 - d) If a request is made on behalf of an organisation it should, where available, appear on that organisations letterhead; and
 - e) Individuals applying for assistance for costs associated with State or National selection must submit a letter, with supporting documentation from the organisation they are representing.
6. Applications may be submitted at anytime rather than waiting for the annual community grants funding round.
7. Small community grant recipients will be required to submit a short written report (maximum of 1 A4 page) outlining how funds were expended and are to include all appropriate receipts).



SCHEDULE 2: Procedure Large Grants - \$501 - \$2,500

1. Where Council has determined that funding may be available, individuals, groups or organisations will be invited to submit large community grant applications twice a year in March & September by completing a *Grant Application Form* (available from the Council Office).
2. All requests for Council assistance will be required to complete a Grant Application Form. Individuals applying for assistance with costs associated with State or National selection must submit a letter, with supporting documentation from the organisation they are representing.
3. Council Officers collate all requests for assistance and provide the Council grants committee with a report including all original papers tendered by the applicant, inclusive of all requests for consideration and determination.
4. Council will determine the outcome of all requests received based on the recommendation from the grants committee generally at the May and November Council meetings each year with the exception of those applicants that satisfy the eligibility criteria outlined in schedule 1.
5. All community grant applications are required to provide a financial statement being a minimum of the committee's bank statement. Where a community group or organisation is an incorporated body a copy of its last audited financials including a profit and loss and balance sheet is required. If a committee, organisation or individual ceases to operate in accordance with the terms of the grant application, Council has the right to request unexpended monies or items purchased be returned so Council may redistribute at its discretion.
6. Grant requests over \$500 may be submitted any time of the year, however grants that fall outside the March and September grant rounds will be considered individually at a Council Meeting. All successful applicants are required to complete Council's evaluation/acquittal form one (1) month after completion of their project unless an exception exists under schedule 2.

SCHEDULE 3: GUIDELINES

COMMUNITY GRANTS GUIDANCE FOR APPLICATIONS

Large Grants - \$501 - \$2500

Proposals for Kentish Council funding for Community projects and events must be made using this application form. It is the responsibility of the applying body to complete the application form and to ensure there is sufficient evidence to demonstrate how the Council's criteria will be met.



Guidelines are provided to assist in the completion of the application form. While supplementary evidence may be provided in the form of publications, reports, local testimonies etc; the application form must be fully completed. This will prevent applicants being asked to submit further material.

If Council resolves to approve funds for the community project applicants will be notified in writing.

Recipients will be sent a cheque or funds will be deposited directly into a bank account for the amount granted by Council. It is a condition of funding that feedback about the project/event be submitted to Council upon completion and that Kentish Council's support is clearly acknowledged.

Please read the guidelines carefully before applying.

Applications should be returned to or further enquiries directed to:

Economic and Community Development Manager
Kentish Council
PO Box 63
SHEFFIELD 7306

Phone: (03) 6491 2500

Closing Date: ___/___/20___

Application will be decided: ___/___/20___

Council will make an annual open call for applications for community grants which support Council's strategic plan objectives.

Project Funding Criteria

Projects do not necessarily have to meet all criteria in order to be successful. Higher priority may be given to applications that meet more criteria than others. Applications will be assessed on their merits and considered by Council in line with its operational plan and budget*.

* Council reserves the right to not fund any projects submitted which meet these guidelines



Essential Criteria

1. Projects must be community based and demonstrate a benefit to the Kentish community.
2. Projects must be supported by community members or organisations.
3. Projects must have defined, achievable outcomes and financial feasibility.
4. Applicants must have proven capacity and expertise to conduct the project.
5. The project must be completed, all funds spent and the grant acquitted by the 30th June in the financial year of the grant being applied for unless written approval is granted by Council.
6. Where applicable, written quotes must accompany any grant application.

Ineligible Projects

1. Requests for salaries and operating costs of running an association, club, event, activity or reimbursement of expenses already incurred will not be considered.
2. Requests for grants for projects already commenced or completed will not be considered.

Advantageous Criteria

1. Projects that have a high level of community participation and benefit or which generate a community resource.
2. Projects that promote the area and bring economic benefit to Kentish.
3. Proposals that attract other funding partners with Council funds acting as a catalyst in leveraging additional contributions.
4. Projects that recognise significant local achievements and build upon them.

The Council priority areas are:

- Community Cohesion
- Social Inclusion
- Sustainable Employment
- Economic Development
- Environment and Natural Resources
- Youth Initiatives.
- Community Health and Well being



Amount of Grant

Grants will not exceed \$2,500. Council may ask applicants to provide additional information to meet the criteria outlined above prior to the release of any funds.

Subsequent Year Funding

Applications for subsequent funding will **only be considered upon provision of a complete evaluation report** which measures performance against the objectives and financial details outlined in the proposal.