

# RICHMOND SHIRE COUNCIL



## POLICY

<b>TITLE:</b>	<b>GRANTS TO COMMUNITY ORGANISATIONS</b>
<b>POLICY NUMBER:</b>	<b>034</b>
<b>DATE OF ADOPTION:</b>	<b>26/6/2007</b>
<b>REVIEW DATE:</b>	<b>27/6/2017</b>
<b>TIME PERIOD OF REVIEW:</b>	<b>1 YEAR</b>
<b>DATE OF NEXT REVIEW:</b>	<b>27/06/2019</b>

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### 1. OBJECTIVES

The purpose of this Policy is to set out the principles used by Council in 2017/18 for granting money to community organisations, in accordance with the provisions of the *Local Government Regulation 2012*.

### 2. POLICY STATEMENT

The policy states the following matters—

- a) the types of grants to community organisations Council considers to be appropriate for receiving grants from its funds;
- b) that Council may give a grant to a community organisation only if Council is satisfied—
  - (i) the grant will be used for a purpose that is in the public interest; and
  - (ii) the community organisation satisfies the criteria mentioned in paragraph (c);
- c) the criteria a community organisation must meet to be eligible for a grant from Council; and
- d) the procedure Council must follow when approving a grant to a community organisation.

### 3. PROCEDURE

Grants should be provided in an equitable manner. That is, they should not benefit one group of the community and exclude another. The arrangements for making grants should be made on a whole of area basis.

Grants should be provided to achieve an identified benefit to the community generally. The Council should ensure that the benefits are obtained.

The process for awarding grants should be open and accountable.

The policy is intended to provide a structure for making grants to community organisations, which is open, transparent, legal, equitable, and furthers the aims and objectives of the Council.

This policy covers:

- Direct cash grants to community organisations
- Assets given to community organisations
- Concessions (e.g. rates remitted) for community organisations

In making grants, donating assets, or providing concessions to community organisations the council will use the following process:

At budget time an amount will be decided upon which will be made available for making grants to community organisations.

- The council will appoint a panel including:
  - at least two elected members, and
  - at least two Council Officers
  - The panel will oversee the process of grant allocation
  - The panel will determine the criteria to be used in assessing the grant applications.

(The criteria might include: the number of people likely to benefit; the amount requested per person; whether a particular organisation has benefited in previous years; the consequences of not making the grant; alignment of the purpose with councils aims and objectives as set out in the corporate plan)

- Advertisements will be placed in local media advertising the availability and requesting applications, by a specified date, addressing the selection criteria
  - When the advertisement has been issued, Councillors and council staff may encourage organisations to apply, but should not indicate if an application is likely to succeed.
- After the closing date, the panel will consider all the applications and assess them against the criteria. In this process the panel may request additional information from the applicants and may conduct interviews.
- The Panel will make recommendations of the grants to be awarded.
- Council will consider the recommendations and decide what grants are to be awarded.

Council may decide to grant a particular type of concession (e.g. a remission of rates) to a specified category of community organisation. This concession would then apply to all community organisations in that category.

The Council may resolve in an emergency to give a grant to a particular community organisation, provided the grant does not exceed \$5,000.

The Council will require, as a condition of each grant, that the organisation submit a report confirming that the grant has been used for the purpose intended. This may be a copy of the accounts of the organisation supported by an explanation, if necessary.

A requirement for special audit reports should be avoided unless the council has reason to suspect that the reports submitted are misleading or incorrect.

**Acquittal reports should be submitted by the anniversary of the closing date for applications.**

#### **4. RELEVANT LEGISLATION**

*Section 195 Local Government Regulation 2012.*

#### **5. IMPLEMENTATION**

This Policy will commence from the Approval Date (see Section 6). This Policy replaces all other acceptable requests Policies and Procedures of Richmond Shire Council (whether written or not).

This Policy will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff at the Depot and via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g. audit recommendations), or when legislative requirements change.

#### **6. APPROVAL**

Adopted at the Council Meeting held on 26 June 2018.