



**Brighton
Council**

Appendix 'A'

COMMUNITY GRANTS PROGRAM

POLICY GUIDELINES

RATIONALE

Council receives many requests for financial assistance from community groups and organisations. This policy is intended to provide a basis for Council to allocate funds under Section 77 of the *Local Government Act 1993* in an effective and equitable manner, based on the individual merits of each request and to address priority community needs.

POLICY OBJECTIVES

Through the Community Grants Program, Council is able to support local community initiatives and the development of appropriate programs, services, activities and facilities to meet community needs. The objectives of the program are:

- To improve the provision of services, facilities and resources for disadvantaged groups within the Brighton community by addressing service provision gaps or priority emerging needs;
- To promote and improve social capital, mutual support and strong community networks;
- To promote and improve community harmony and inclusion by supporting initiatives that address the diversity of social, cultural and recreational needs of the community and maximise the access to, and usage of community facilities and services;
- To stimulate and increase the provision of priority services to Brighton residents through the provision of seeding grants to assist in the piloting or establishment of projects and services to meet community needs in Brighton;
- To increase opportunities available to local groups and residents for skills development and increased participation in the life of the community;
- To enhance Council's capacity to respond to community expectations by fostering community partnership arrangements on priority issues.

FUNDING CATEGORIES

1. SMALL GRANTS PROGRAM (for projects of \$1000 or less)
2. LARGER GRANTS PROGRAM (for projects over \$1,000)

Each of these programs will be considered in the following 4 categories.

A. COMMUNITY DEVELOPMENT

Funds may be allocated for one-off community development projects in the areas of arts, culture, recreation and leisure, health promotion, education, local history, community work and welfare that meet an identified community need and have been supported by community consultation. Projects must demonstrate outcomes that will enhance the well-being of the particular groups identified in the grant application.

B. PURCHASE OF EQUIPMENT

Funds may be allocated for equipment purchase where there is evidence that such equipment is vital to the ongoing viability or the quality of the service / program offered.

C. DIRECT FINANCIAL SUBSIDIES / CONTRIBUTIONS

Funds may be provided as a direct financial contribution or subsidy, including halls and ground rental subsidy, to community groups and organisations where there is clear financial disadvantage and the allocation of financial assistance will assist in ensuring the viability of a priority service to the community.

D. MINOR CAPITAL GRANTS

Financial grants may be provided for minor capital works where there is both evidence of financial disadvantage to disadvantaged consumers and the works are necessary to the quality of the service provided.

FUNDING CRITERIA

All grant applications will be assessed against the following selection criteria:

- Priority will be given to projects where there is evidence of community need.
- Applicants must be non-profit groups / organisations that are based in either the Brighton Local Government Area or who can demonstrate that they provide services, activities or resources to residents of Brighton.
- The grant application must clearly specify the service or resources required and demonstrate direct benefit to, and participation by Brighton residents.
- The applicant organisation must demonstrate a capacity to deliver the required service or program.
- The projects funded by Council will contribute to the achievement of Council's strategic plan and vision of "A commitment that together Council and the community plan a balanced social, commercial and residential environment to enhance the quality of life in the Municipality".
- Grant funds will not be provided towards any unlawful, unethical or profit-making purposes, or towards any political purposes.
- Grant applications must provide full and appropriate costing of all aspects of the proposed project and strategies for the successful implementation of the project for all funding requests greater than \$1,000.
- Grant applications must provide their most recent audited financial statements for all funding requests greater than \$1,000.
- Organisations whose main purpose is to fundraise are not eligible for financial assistance.
- Grants will not be provided to cover a shortfall in the applicant / organisation's general operating costs, with the exception of a hall or ground hire rental subsidy that may be provided to secure the ongoing viability of a priority service to the community.
- Applicant organisations must provide their ABN (Australian Business Number) to Council in order to be approved for allocation of a grant.
- Applicants must be able to demonstrate a knowledge of, and ability to share or utilise other available community resources, networks and services. Grant funds will not be provided where there would be duplication of existing services without strong evidence of existing demand / need that cannot be met from available resources, and the support of existing relevant service providers in Brighton.
- Where the proposed project is to provide services or resources to the Greater Hobart area, the applicant must demonstrate evidence of requests to obtain funds from other councils in the Greater Hobart area.
- Grant funds provided by Council under categories (a), (b), (c) and (d) are non-recurrent, and must not lead to a group or organisation becoming reliant upon Council for ongoing financial support. In these circumstances an organisation should therefore seek funds from more appropriate sources.
- Grant approval will take into consideration any and all other contributions made by Council to the applicant group/organisation.

- Applicants must address the objectives of the Community Grants Program, complete all required sections of the application form, and submit the application by the advertised deadline.
- Applications for equipment / minor capital works costing more than \$2,000 must include at least two quotes.
- Applicant groups/organisations must demonstrate that grant funds can be expended within the 12-month grant period.
- Where applications are lodged by the same group/organisation for more than one project then separate application forms must be completed for each proposed project, and the organisation should nominate its top priority for funding.
- Council must be acknowledged as a sponsor of the funded project, service or activity in any promotional and advertising material or publications referring to the project.
- Applicants shall immediately advise Council of any changes to the purpose or proposed use of grant funds from that detailed in the application; and of any significant changes in the aims and objectives or management structure of the applicant group/organisation.
- GST & Grants - When a grant is paid to an organisation for a specific purpose or with any conditions, GST is payable on the grant. Where grants are provided to GST registered organisations, the Council will increase the grant by 10 per cent. This is dependent on the submission of a tax invoice from the organisation. Where an organisation is not registered for GST, GST is payable on goods and services and the grantor (Council) is not entitled to an input tax credit. Council therefore reserves the right not to increase the grant to compensate for an unregistered organisation having to pay GST.

APPLICATION PROCESS

The Finance Committee of Council will administer the Community Grants Program, and submit a Summary Report detailing all applications, requested funding and project description together with recommendations to full Council for determination.

All applications will be considered on their individual merits. All information pertaining to the assessment and prioritisation of grant applications will remain confidential.

ACCOUNTABILITY REQUIREMENTS

Following Council's determination as to the allocation of community grants, the successful applicants will be advised in writing of the grant allocation and funding requirements. Funds will then be provided as required but not earlier than August. Council may monitor the effectiveness of programs by requesting brief reports from successful applicants upon completion of the funded project. All applicants who receive more than \$1000 must submit a brief report to Council by the end of the grant period, outlining the outcomes achieved through an evaluation of the program, and certifying that the grant has been expended for the agreed purpose. Any unexpended funds must be refunded to the Council.

Successful applicants are requested to provide this information so that Council may assess the effectiveness and benefits to the community of its grants program, and to monitor key community issues and needs. The Council will assess these reports as part of the process of determining annual funding priorities.

CONTINGENCY FUNDS

Council frequently receives requests for funding throughout the year, after the annual budget has been finalised. If funds have not been set aside for the specific purpose requested, then Council often is unable to provide financial assistance. A Contingency Fund of 5% of the total funds will be set aside for organisations who seek urgent assistance after the Community Grants Program has closed, and who meet the funding criteria and objectives of the Community Grants Program.

These organisations should apply in writing to the Council detailing their proposal and the community need it is addressing. The Community Liaison Officer will administer these requests, and recommendations will be submitted to the Council's Finance Committee.

SPORTING GRANTS

In addition to the Community Grants Program, Council will provide a one off grant to full-time students of the Brighton Municipality under 18 years of age as follows:

- Representing Tasmania \$100.00
- Representing Australia \$200.00

All requests for sporting grants are to be made in writing and such request is to be verified in writing by the State body of that particular sport. Grants approved will be forwarded to the individual and not the team or State Body.

Grants are not to exceed Council's budget allocation in the relevant financial year.

ADVERTISING OF COMMUNITY GRANTS PROGRAM

The availability of funds under the Community Grants Program will be advertised through The Mercury and the Brighton Community News. Information will be made available on Council's web site or by request.

COMMUNITY GRANTS PROGRAM TIMETABLE

Advertising of Community Grants Program	February
Closing Date for Grant Applications	12.00PM 31 st March
Report & Recommendations to Council for Grant Allocations	May
Notification to All Applicants	June
Distribution of Grants	August