

**POLICY NO****C1:31**POLICY TITLE           **COMMUNITY (SMALL) GRANTS PROGRAM**

VERSION II:               Adopted 17 July 2019

Last reviewed:           July 2019

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**OBJECTIVE**

To provide a Community Small Grants Program.

**COUNCIL STATEMENT**

Dungog Shire Council is committed to providing the opportunity for community organisations to enhance and further develop programs and activities which will further enhance the lives of residents of Dungog. This policy ensures a fair and equitable approach to the allocation of small community grants in the Dungog Shire.

**POLICY STATEMENT**

Projects funded through the Dungog Shire Council Community Small Grants program should:-

- a) Improve the quality of community services in the Dungog area;
- b) Encourage innovative approaches that address identified community needs; and
- c) Address community priorities identified in Dungog Shire Council's Community Strategic Plan 2030.

These grants are not intended to contribute to the ongoing operational costs, but to fund specific new projects or new components to existing projects.

Small grants provided for under this policy will be funded via a donation from the Mayor equivalent to the adopted 2019/2020 Mayoral Allowance and the Mayor's Councillor Fees budget. Council has also made a provision of \$25,000 from the Operational Budget in 2019/2020 from a restricted reserve account should the donation from the Mayor not be forthcoming. This contribution will be ongoing from general revenue each financial year that the program operates.

Other agencies/utilities can contribute funding for distribution by Council in accordance with this policy to eligible community organisations. The purposes for which funding is made available by other agencies/utilities must be in accordance with the Policy Statement above.

**FUNDING CATEGORIES**

Community organisations may submit only one application per category. All applications must include a copy of the organisation's constitution or statement of aims and objectives. Evidence of costs (ie: a written quote, catalogue quote or online price) for items for which funding is requested that cost more than \$500 must be attached to the application.

Please ensure that all required information has been provided on your application form. Incomplete or late applications will not be considered.

## **(1) Small equipment grants**

The aim of this category is to fund the hire or purchase of equipment that can be clearly demonstrated to improve the delivery of services, programs and events to the community.

Examples appropriate to this category are: Expenditure on equipment to enable a project to extend its activities to include people with disabilities or from culturally and linguistically diverse backgrounds; sports equipment to enable a youth project to commence; art materials for a new arts program; PA equipment to stage a festival/event.

Grants are available in this category for up to \$2,000. Grants of this amount are not guaranteed and part funding may be distributed as an option.

## **(2) Community development grants**

The aim of this category is to support the development of local initiatives by funding projects that will address priority issues in the community; and provide a mechanism for local communities to participate in developing solutions to important issues in the Dungog Shire area. Priority for funding will be given to projects that can demonstrate an outcome which addresses the Dungog Shire Council Community Strategic Plan 2030.

Examples appropriate to this category are: developing a website that distributes important community information, indigenous cultural awareness program for the children, programs that reduce isolation for vulnerable older people.

Grants are available in this category for up to \$2,000. Grants of this amount are not guaranteed and part funding may be distributed as an option.

### **WHO IS ELIGIBLE TO APPLY?**

- (a) Non-profit, community organisations that are properly constituted and incorporated (or supported by an incorporated body)
- (b) Community organisations that are based within the Dungog Shire area. (If the organisation is not locally based, the program requiring financial assistance must be shown to be addressing identified priority needs of people within the Dungog Shire area).
- (c) Organisations that adhere to the principles of access and equity in the way that funded services and activities are administered. This means that organisations take steps to ensure that their services/programs are available to all members of the Dungog community.

### **WHO IS NOT ELIGIBLE TO APPLY?**

- (a) Individuals and unincorporated groups.
- (b) Government departments, agencies or instrumentalities.
- (c) A political party as defined by the Local Government Act 1993, i.e. a group or organization "having as one of its objects or activities the promotion of the election to parliament or to a council of a candidate or candidates endorsed by it or by a body or organisation of which it forms part." Nor an organization that is affiliated or associated either directly or indirectly with any political party whether registered or not.
- (d) An organisation with substantial financial reserves.
- (e) Requests for capital assistance or maintenance of buildings. This includes items considered to be permanently affixed to the building structure or grounds.

- (f) Requests that result in the proposed activity becoming dependent on Council for future funds. Council will not fund recurrent/ongoing expenses eg. salaries, insurance, rent etc
- (g) Proposals that duplicate another existing service.
- (h) Retrospective projects.
- (i) Groups that have not expended/acquitted their grant from the Community (Small) Grants Program 2018/2019.

## **APPLICATION ASSESSMENT AND SELECTION PROCESS**

Dungog Shire Council Community Small Grants applications are assessed by a panel which includes council staff experienced in each category, based on:

- (i) Objectives of the proposal for funding;
- (ii) Community need for the project/activity;
- (iii) Alignment with eligibility requirements;
- (iv) Strength of alignment to the Dungog Shire Council Community Strategic Plan 2030;
- (v) Evidence the organisation is self-sufficient without the grant;
- (vi) Evidence of consultation and community partnerships
- (vii) Capacity of the applicant to successfully complete the project/activity
- (viii) Balanced and realistic project budget
- (ix) Level of funding contributed by the applicant and/or others towards the project.

Recommendations are then made to Council for determination.

Dungog Shire Council Community Small Grants Program information and outcomes will be published to Dungog Shire Council's website.

## **RELEVANT LEGISLATION**

The NSW *Local Government Act 1993 Chapter 12 Part 1 General Section 356*

*(1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.*

*(2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.*

*(3) However, public notice is not required if:*

*(a) the financial assistance is part of a specific program, and*

*(b) the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*

*(c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*

*(d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.*

*(4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work.*

**Note.** *Part 4 of the Graffiti Control Act 2008 deals with graffiti removal work.*

<b>Version</b>	<b>Date Policy Adopted</b>	<b>Minute No</b>	<b>Authority</b>
I	21 September 2018	37837	Council resolution
II	17 July 2019	38108	Council Resolution