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## GRANTS POLICY

### INTENT:

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This policy brings together the policy position for Council for grants and in-kind assistance offered to eligible organisations, groups or individuals based in the Cook Shire local government area that:

- Make positive contributions to the quality of life and community in the Cook Shire;
- Offer benefit to the Shire as a whole through initiatives, projects, activities and events;
- Expand organisations' capacity to provide services that directly influence our social, economic and cultural wellbeing.

### SCOPE:

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This policy applies to all individuals and community groups, organisations residents in the Cook Shire or otherwise eligible at the discretion of Council.

Council may also by resolution make available funds to assist community groups to create or enhance community assets.

This policy covers all grants inclusive of Community and Economic Development, Event Development and Financial in Kind Support. Donations and sponsorships are covered by the Sponsorship Management Policy.

### ELIGIBILITY:

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- Organisations must have a majority of members based within, or an individual who is a permanent resident of Cook Shire for at least the preceding 12 months; and
- Organisations must be a properly constituted not for profit organisation; or
- A charitable organisation registered or sanctioned under the Collections Act 1966; or
- If not incorporated, organisations or individuals must be sponsored by a properly constituted organisation;
- Properly constituted for-profit organisation where the project does not have a direct return of profit to the for-profit organisation - Economic Development Grants only;

- Organisations and individuals must be able to demonstrate that the project broadly benefits the general community or industry sector/s;
- All activities must be lawful and have the appropriate insurance cover;
- Organisation, group or individual has no outstanding debts to Council for rents, rates, fees, etc;
- Applicants must have nil outstanding acquittals for previous funding;
- Funding requests must be prior to the event; no funding is available retrospectively unless the event takes place after the deadline for applications and prior to assessment at the next ordinary Council meeting.

### **SELECTION CRITERIA:**

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- All applications will be considered to the purpose of the application and alignment with Council's corporate and operational plans;
- Unless otherwise determined by Council only one application will be accepted from each organisation or individual per round in line with individual grant guidelines;
- In kind assistance is the provision of Council services and/or equipment and/personnel at no charge to the recipient and can only be provided for services that are part of Council's normal business;
- The level of community need, support and benefit of the project, activity or event for the wider community;
- Evidence of effective consultation and partnerships undertaken during the project development;
- Potential for the project to deliver economic benefit, employment or business development in the immediate future;
- Potential for the project to provide a lasting benefit and sustainability in the medium to long term for the economy;
- Demonstrated ability of the applicant to deliver the project, activity or event;
- Value of any previous grants to the same individual or organisation.

## **APPLICATION AND APPROVAL PROCESS:**

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- Applications must be submitted to Council on the appropriate form with all sections completed in line with the relevant guidelines by the closing date;
- Applicants will be notified within five working days of incomplete applications and given one opportunity to amend. Amendments must be received within five working days;
- Applications will be assessed against how well the project meets the criteria for each grant category;
- The level of community support and community benefit;
- The level of assistance available is limited by Council's budget decision and its priorities listed in its Corporate and Operational Plans;
- No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested;
- All applications will be assessed by a minimum of two independent Council Officers against criteria for eligibility;
- Council Officers will prepare a report with funding recommendations to be presented at the next ordinary Council meeting;
- All applicants will be informed of the outcome of their application within five working days of a decision;
- Arrangements for successful applicants will be made within thirty days of approval.

## **DEFINITIONS AND TIMEFRAMES:**

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Grants are available subject to budget allocations in line with financial years.

### **Community and Economic Development Grant Program**

Community and Economic Development Grants are designed to provide assistance to new and innovative ideas and projects which support economic and community growth within Cook Shire through social and fiscal development of the community.

Community Grants – up to a maximum of \$2,000 ex GST per round per application.

Economic Grants – up to a maximum of \$5000 ex GST per round per application.

- Round One – Opening in the first quarter of the financial year.
- Round Two – Opening in the third quarter of the financial year.

### **Events Development Program**

The aim of the Events Development Program is to provide assistance to developing events of regional and state significance within Cook Shire. It is designed to provide seed funding for new events, assistance with program development, enhancement of existing events and marketing support to grow events to become self sustaining.

- One funding round per three years with a maximum of \$5,000 ex GST per financial year per event.

### **In-Kind Support**

Designed for community organisations to apply for in-kind support for community events and initiatives in the provision of Council services and/or equipment and/or personnel at no charge to the recipient.

- Support is available throughout the year however applicants must submit a proper application on the appropriate form no later than eight weeks prior to the event or activity;
- Approvals are subject to Council resources and individual department budgets.

## **ACQUITTAL:**

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- All acquittals must be submitted to Council on the appropriate form with all sections completed in line with the guidelines by the acquittal date; and
- All evidence and acknowledgement of Council support will be attached as per guidelines; and
- Proof of expenditure including receipts;
- An evaluation report to Council demonstrating the success or otherwise of the project referencing the initial objectives outlined in the application;

- Acquittals not received within the designated timeframe of each financial year will render organisations ineligible for further funding.

#### **IMPLEMENTATION:**

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This policy is to be implemented by the Director Development, Environment & Community on behalf of all Council departments.

#### **CONTROLS:**

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This policy is always subject to the allocation of funding in the annual budget.

#### **EFFECTIVE FROM:**

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This policy is effective from January 2016.

#### **FURTHER INFORMATION:**

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Any queries regarding the implementation of this policy should contact Council's Economic Development & Community Services Director.

**THIS POLICY IS TO REMAIN IN FORCE UNTIL OTHERWISE DETERMINED BY COUNCIL.**

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Officer responsible for review:	Director Development, Environment & Community
Current adoption:	January 2016
Version No:	V5
Date for review:	January 2018