

Policy

Function:	CORPORATE SUPPORT
Policy:	SMALL GRANTS (UNDER SECTION 356 OF LOCAL GOVERNMENT ACT)
Objective:	<p>a) That Council delegate to the Community Services Committee the responsibility for calling/accepting/ranking submissions for Council's Small Grants program under Section 356 of the Local Government Act 1993.</p> <p>b) That the Council allocate a set amount for Small Grants in the annual budget/Management Plan.</p> <p>c) That the program be delivered in two streams: (1) Small Community Grants; and (2) Sports Small Grants.</p> <p>d) Where all funds have not been committed by Council after the first round the Community Services Committee may at its discretion call a second round of submissions.</p>
Adopted:	<p><i>MINUTE NO 43.7 OF ORDINARY MEETING HELD ON 17 AUGUST 2005</i></p> <p><i>UPDATED MINUTE NO 19.5 OF ORDINARY MEETING HELD ON 16 JULY 2003</i></p> <p><i>(NOTE – RECOMMENDATION WAS FOR CHANGES TO THE APPLICATION FORM ONLY.)</i></p> <p><i>UPDATED MINUTE NO 310.2 OF ORDINARY MEETING HELD ON 19 JUNE 2002.</i></p> <p><i>UPDATED MINUTE NO 30 OF ORDINARY MEETING HELD ON 21 AUGUST 2002.</i></p> <p><i>MINUTE 407.8 OF ORDINARY MEETING HELD ON 21 JUNE 2001.</i></p>
Review:	Annually
Pages:	4

ELIGIBILITY

- Applicants are eligible for funding only once every two (2) years.
- Applicants must be non-profit and community based;
- be incorporated bodies or Auspiced by an incorporated organisation,
- be located in the Gunnedah Shire area;
- Projects not eligible for and not previously having received funding from State or Federal Governments or other sources for the same purpose for which Council funds are sought;
- Projects must be current or proposed services/activities. Retrospective funding will not be provided;
- That grants sought be of a non-recurrent nature.
- Applicants must clearly indicate which funding stream they are applying under (Community/Sports).

SMALL COMMUNITY GRANTS

Applicants must demonstrate they are meeting or will meet a clear need and avoid unnecessary duplication. As Council seeks to promote planning and coordination between local organisations, those applicants who demonstrate a practice of consultation and collaboration with others will receive priority;

The Applications are required to meet at least one of the following criteria:

1. Address existing gaps in service or community development
2. Address issues and/or recommendations outlined in Gunnedah Shire Social Plan
3. Promote community development and seek to address issues of access and equity
4. Improves collaboration with other organisations/groups in the Shire

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5. Has involvement from volunteers and self-help initiatives, which build upon Council's contribution
6. Includes consumer/user participation in management of project
7. Innovative and creative approach to identified needs

SPORTS SMALL GRANTS

The Applications are required to meet at least one of the following criteria:

1. Improve participation in their organisation or sports Activities
2. Address safety concerns
3. Support, train and enhance volunteers
4. Address issues identified within the Gunnedah Shire Social Plan

The Following will not be funded under this Policy:

- Activities/services which do not attempt to become self-supporting where the potential exists through fees or other feasible income - producing activities;
- Activities of a purely social nature which do not address a specific identified community need
- Activities which are eligible for support from state-wide or regional parent bodies;
- Organisations which have not observed accountability requirements for past Council assistance. (The Manager of Community Services will be able to assess such applications and provide advice to the Committee).

In assessing applications Council will take into account any other assistance provided through Council, whether in cash or in kind.

Council encourages applications, which target communities in the outlying villages and the indigenous community needs.

LODGEMENT OF APPLICATIONS

Application Forms and supporting documentation addressed to the General Manager to be lodged:

By mail:	PO Box 63 GUNNEDAH NSW 2380
Email:	council@infogunnedah.com.au
Fax:	02 6740 2119
In person	Gunnedah Shire Council Administration Building 63 Elgin Street GUNNEDAH NSW 2380

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ASSESSMENT OF APPLICATIONS

Small Community Grants:

A Panel consisting of four (4) members of the Community Services Committee, 2 elected Councillors and 2 Community representatives, will be elected to assess the applications with Manager of Community Services. Manager Community Services will provide copies of the applications to the Panel and will present an assessment of the applications including:

- Eligibility under the programme's objectives & criteria
- Assessment of the amount of assistance requested; and
- Other information relevant to the application

The Panel will report to the Community Services Committee a summary of all applications received and a recommended schedule of Organisations/Groups to receive a grant.

Sports Small Grants: Manager Community Services will present applications to a meeting of Council's Sports Advisory Committee for assessment and recommendation.

Manager Community Services will provide an assessment of the applications including:

- Eligibility under the programme's objectives & criteria
- Assessment of the amount of assistance requested; and
- Other information relevant to the application

Recommendations from both Committees will go to a full Council meeting for consideration and final approval. Applicants will be advised of the result of their application after ratification of Council.

Where appropriate, the Mayor present Council's grant(s) to successful organisations and if the Mayor is unavailable, the presentation be made by the Chairperson of the Community Services Committee.

ACCOUNTABILITY REQUIREMENTS

ALL SECTION 356 GRANTS

- a) Where the grant exceeds \$5,000, the organisation will provide Council with an Audited Financial Statement, which clearly identifies the grant income and its expenditure.
- b) Where the grant is \$5,000 or less, the organisation must complete a declaration (as per attached Declaration form) certifying that the grant was spent on the purpose(s) for which it was donated.
- c) The purpose for which the grant is approved may only be altered with the prior written approval from Council. If the money is expended on a purpose, which has not been approved by Council, Council retains the right to demand repayment.
- d) Any grant money unspent by 30th June of the same financial year is to be returned to Council unless prior written approval is obtained.
- e) Incorporated organisations are required to apply their seal to any agreements entered into with Council or any declaration(s) submitted in accordance with Council's accountability requirements.
- f) In recognition of the limited resources available to many community groups, Council will try not to demand separate and excessive outcome reports. Wherever possible, Annual Reports and other suitable documents will be accepted if sufficient space and detail are given to the project or activity funded by Council.

Shire of
Gunnedah
Land of Opportunity

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Where grant monies are being used to purchase equipment and or materials the organisation is required to provide Council with a quote(s) to prior to the release of funds. With the concurrence of the organisation, Council may organise to pay supplier directly.

DECLARATION OF EXPENDITURE

1. Details of Applicant Organisation

NAME	
ADDRESS FOR CORRESPONDENCE	
<i>CONTACT PERSON</i>	
NAME	
POSITION HELD	
ADDRESS	
TELEPHONE NUMBER	

2. Accountability Requirements

b) Where the grant is \$5,000 or less, the organisation must complete a declaration (to be provided by Council) certifying that the grant was spent on the purpose(s) for which it was granted.

I declare that the Organisation as detailed above spent the amount of
(PLEASE PRINT NAME)

\$..... as granted by Gunnedah Shire Council under Section 356 of the Local Government Act 1993 specifically for the project, program or service as detailed in our organisations application dated and as per the attached associated receipts/invoices.

NAME _____

POSITION: _____

SIGNATURE: _____

DATE: _____

RE Campbell
GENERAL MANAGER

31 July 2007