



# **Blackall-Tambo** Regional Council

## **Requests for Council Assistance Over \$10,000**

Policy Number: Stat 49	Effective Date:
Version Number: Three	Review Date:
Policy Compiled by: Director of Finance Corporate and Community Services	
Policy Approved by: Chief Executive Officer	

### **1.0 Purpose and Scope**

To assist community organisations improve the delivery of cultural, sporting and recreational services and activities. To encourage increased participation in and the development of cultural, sporting and recreational opportunities to improve the quality of life in the Blackall Tambo community

### **2.0 Principles**

In recognition of the voluntary efforts of the residents of the Blackall Tambo Regional Council area, Council has formulated a policy to provide financial and in-kind assistance to community organisations. The aim of this Policy is to strengthen and enhance the capacity of organisations to provide services and activities for the benefit of the Blackall Tambo Regional Council community.

Council will consider community-based projects over \$10,000 that meet the criteria set out in this policy.

This assistance extends to recognised community not-for-profit organisations but not to individuals.

Any level of financial assistance provided by Council must be included in Council's annual budget.

Assistance may take the form of money, plant hire or in-kind assistance.

This grants program aims to provide limited financial and in-kind assistance in relation to the development of a program, project and/or activity. It is not intended to be relied upon as a primary source of funding. Council encourages co-funding from other sources and reserves the right to part fund a grant application.

### **3.0 Legislative Requirements**

Section 195 of the Local Government (Financial Planning and Accountability) 2012, requires a local government to prepare and adopt a policy about grants to community organisations.

The policy must state:

- (a) The criteria for a community organisation to be eligible for a grant from the local government;

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- (b) The procedure for approving a grant to a community organisation; and

Section 202 states that a local government may give a grant to a community organisation only if –

- a) The local government is satisfied that the grant will be used for a purpose that is in the public interest; and
- b) The community organisation meets the criteria stated in the community grants policy.

#### **4.0 Eligibility Criteria**

Each application for assistance submitted for a grant will be considered by applying the following criteria:

- a) Organisations must be based within the local government area and provide services and activities of benefit to the Blackall Tambo Regional Council community;
- b) The organisation must have a community service, religious, charitable, sporting, recreational, cultural or educational purpose;
- c) The grant must be for a purpose that is in the public interest;
- d) Organisations should be incorporated and have an ABN or be sponsored by an incorporated body with an ABN. Organisations which are not incorporated may be eligible for financial assistance under this policy provided that the organisation meets all other criteria;
- e) All organisations requesting assistance will be required to make a submission in writing each year on the approved form and attach plans of proposed structures;
- f) Organisations must appropriately and publicly acknowledge the Blackall Tambo Regional Council's contribution to their organisation, activity or event;
- g) List all other sources of funding.

#### **5.0 Bonds**

The requirement to pay a bond by persons/organisations who wish to hire Council facilities is at the discretion of the CEO.

As a general principle where alcohol is being sold or consumed a bond will be required.

Exemptions in the main will be directed to small community organisations and the Blackall and Tambo schools where organised activities for pupils are held during school hours.

#### **6.0 Types of Grants**

- (a) Monetary Donations: monetary donations may be given to community organisations for a specific purpose.
- (b) Plant Hire: Council may allow plant to be made available to organisations, provided the plant is operated by appropriately qualified Council personnel. The donation amount will be calculated in accordance with Council's current charges for plant hire and wages including travel time and stand-down time.

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- (c) In-kind Assistance: Council may provide in-kind assistance (e.g.: photocopying, labour) to community organisations. In-kind assistance will be assigned a reasonable dollar value for the services provided.
- (d) Rate Remission: Remission of rates will be for net general rates only. No utility charges – i.e. water or sewerage charges – will be refunded.
- (e) Rebates: Council may waive fees and charges for community organisations in lieu of a cash donation.
- (f) Council may waive fees and charges on the use of Council facilities for community-based clubs and organisations.

## 7.0 Procedures

- Applications:  
Applications for assistance must be in writing on the approved form with comprehensive details attached.
- Finance:  
Recipient organisations must provide to Council all necessary information with regard to organization details (e.g. ABN, bank account details) to facilitate payment of monetary donations.
- Budget:  
The total assistance provided to community organisations must be within the annual budget limits approved by Council.

## 8.0 Selection Criteria

The assessment process will consider the following key selection criteria among others:

- Demonstrates a need for the future of the organisation within the Blackall Tambo Region;
- The funding will assist with increasing the active participation in the organization;
- If required a demonstrated ability to meet current financial obligations; including quotes, budget and a financial statement, plus bank balances for the previous 12 months;
- Demonstrate that attempts have been made to raise funds from other sources;
- The level of contribution to the project by the organization.
- All legislative and regulatory requirements will be complied with.

## 9.0 Ineligible Items

The following will not be considered for funding:

- Ongoing salaries/wages for staff
- Recurrent costs associated with day-to-day operations.

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- Retrospective funding – Programs, projects and/or activities that have commenced or completed prior to acknowledgement of grant outcomes.
- Items/programs that are the core business of a Government Department, tourism or economic development organisations.
- Programs, projects and/or activities that do not involve the Blackall Tambo Regional Council community.
- Items of equipment or other expenditure that are personal or of a personal gain.
- Assets Council believe have an unacceptable risk of being damaged, lost, causing injury or quickly losing value.
- Insurance costs.
- Payment of debt.



Organisation Name: \_\_\_\_\_ ABN: \_\_\_\_\_

Address: \_\_\_\_\_

President: \_\_\_\_\_ Phone: \_\_\_\_\_

Secretary: \_\_\_\_\_ Phone: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Is the organisation incorporated? Yes/No      If no, Name of sponsoring organisation:

\_\_\_\_\_

Purpose of Assistance (eg sponsorship of event; general assistance; group excursion etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Assistance Request (free use of facilities, monetary sponsorship, use of plant etc)</b>
Date required:
<input type="checkbox"/> Cash Sponsorship:
<input type="checkbox"/> Plant Hire:
<input type="checkbox"/> In-Kind assistance:
<input type="checkbox"/> Rate Remission (please include address):
Total estimated value of assistance:
Organisation's Contribution:

How will the community benefit from Council Support? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will the organisation acknowledge Blackall-Tambo Regional Council? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Office Use Only</b>	
Approved: Yes/No	Amount Approved: \$
Magiq Doc #	Date: