



Blackall-Tambo

Regional Council

Requests for Council Assistance Under \$10,000

Policy Number: Stat 48	Effective Date: 15/06/2022
Version Number: Three	Review Date: 15/06/2023
Policy Compiled by: Director of Finance Corporate and Community Services	
Policy Approved by: Chief Executive Officer	

1. 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. 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 not provide in-kind assistance to individuals and will only provide this support to recognized community not-for-profit organisations.

Council received external drought funding of \$82,500 per annum for the previous three years and this has enabled Council to provide financial assistance to clubs and organizations in Blackall and Tambo during that period. However, this funding is no longer available and accordingly assistance will now be limited to in-kind support except in exceptional cases where financial assistance could be considered.

The level of annual sponsorship, donations and in-kind support will be limited to the budget allocation for that year. Further requests, after the budget process is complete, will be considered by Council only if it can be demonstrated that it would be beneficial to the wider community and demonstrate that the application could not be made during the relevant application period. Late applications need to meet the required criteria in the approved Council request form.

The grants program aims to provide limited 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 support. Council encourages co-support from other sources.

3. LEGISLATIVE REQUIREMENTS

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

The policy must state:

- (a)** The criteria for a community organisation to be eligible for support from the local government;
- (b)** The procedure for approving support to a community organization; and

Section 202 states that a local government may give support to a community organization only if –

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

4. ELIGIBILITY CRITERIA

Each application for assistance submitted for support 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 Organisations must have a community service, religious, charitable, sporting, recreational, cultural or educational purpose;
- (c)** The support 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. Organisation which are not incorporated may be eligible for support 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;
- (f)** Organisations must appropriately and publicly acknowledge the Blackall-Tambo Regional Council's contribution to their organisation, activity or event.

5. TYPES OF GRANTS

- a)** Monetary Donations: Monetary donations will only be considered in special circumstances.
- b)** Rate Remission: Remission of rates will be for net general rates only. No utility charges – i.e. water, sewerage and cleansing charges – will be refunded.
- c)** Plant Hire: Council may allow plant to be made available to organisations, provided the plant is operated by appropriately qualified Council personnel. The support 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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- d) 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.
- e) Rebates: Council may waive fees and charges for community organisations.

6. BONDS

The requirement to pay a bond and/or hire fees 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 and fees will be required.

Exemptions may be considered for small community organisations who wish to hire the facility and are for activities that will benefit the local community.

7. PROCEDURES

- Applications:

Applications for assistance must be in writing on the approved form.

- Finance:

Where appropriate, recipient organisations must provide to Council all necessary information about organisation details (e.g. ABN, bank account details) to facilitate payment of monetary donations.

- Delegations

Applications require Council approval to be successful

- Budget

The total assistance provided to community organisations must be within the annual budget limits approved by Council.

Collection and Return of Equipment, Tables and Chairs

Community organisations are required to collect and return all approved items of equipment (including tables and chairs) in the same condition as when collected. If not, the actual cost of cleaning or replacement will be deducted from the bond.

Where Council is requested to deliver and collect equipment, tables and chairs a charge equal to actual cost-plus GST plus 10% will be levied.

Council may consider waiving delivery and collection costs where the organization comprises of elderly people who would be unable to pick-up and return tables, chairs and equipment.

Collection and Return of Buses

When buses are provided to clubs and organizations with the hire fees waived the bond is to be paid to Council prior to the bus being collected. The bus is required to be collected by the club from which ever town it is located in and returned to that same town in a clean condition and fully fuelled.



Where a bus is returned in an unclean state and/or not fuelled a charge equal to actual cost-plus GST plus 10% will be levied.

8. INELIGIBLE ITEMS

The following will not be considered for funding:

- Ongoing salaries/wages for staff
- Recurrent costs associated with day-to-day operations.
- Retrospective funding – Programs, projects and/or activities that have commenced or completed prior to acknowledgement of support 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.):

Assistance Request (free use of facilities, monetary sponsorship, use of plant etc)
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: _____

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