



## DISTRICT COUNCIL OF LOXTON WAIKERIE

### Community Assistance Guidelines

<b>Procedure Identification:</b>	
Approved:	15/3/2019
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Responsible Officer(s):	Community Development Officer Director Corporate and Community Services Director Infrastructure Services Community Development Officer
Relevant Delegations:	
Record Number:	SC18/1
Other Relevant Procedures:	
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File Path:	

#### Introduction

Each financial year the District Council of Loxton Waikerie allocates funds to support local initiatives conducted by non-profit community groups in developing community service projects, community events, social welfare and other community purposes.

These cash and in-kind amounts are allocated either on an annual basis or multi year basis as set down by Council within budget constraints.

#### Council Programs covered by this policy include:

1. Community Support Funding Applications
2. Fee Waiver for Non-Profit Community Based Organisations
3. Community Grants
  - a) Youth Sport and Cultural Sponsorship Donations
  - b) Minor Support Funding - Quick Response Donation

#### Purpose

This policy is intended to create a positive partnership between Council and the Community and to provide a framework for Council to allocate finance or other assistance in an effective and equitable manner.

#### Strategic plan reference

Community Enablement: Strategy 1.1.1: Support community development through funding, grant opportunities, planning, promotion and advocacy.

Tourism: Strategy 2.3.1 Promote, support and attract events and festivals that are self sustaining and add value to the local economy.

Governance: Strategy 4.2.1 Implement a transparent, accountable and consistent decision making process.

## **Objectives**

The objectives of the program are

- Encourage community led development of services, facilities and events, which meet and enhance identified community needs and strategic objectives of the District Council of Loxton Waikerie.
- Promote active participation of local residents in community initiatives and the development of their skills, knowledge and opportunities.
- Recognise that both cash and in-kind support provided by Council has a financial impact on Council's budget.
- Promote strong community networks and mutual support; and contribute to the development and strengthening of local communities;
- Respond to emerging and specific needs of disadvantaged groups;
- Promote community capacity and leadership;
- Provide support to community groups who experience restricted access to resources;
- To provide young district persons with financial sponsorship to enable participation in State, National and International competitions.
- Facilitate positive social, economic and environmental outcomes for our community
- We will reward groups that have a strong self help culture to work in partnership to maximise the benefit from limited funds
- We will promote and support community events, recognition activities and festivals that bring the community together.
- Promote and increase shared facility use and reduction in duplicated services and assets

## **Conflict of interest**

To ensure an accountable and transparent assessment process elected members and employees assessing applications are required to consider and declare any conflict of interest pursuant to Sections 73, 75 and state how they intend to deal with any conflict pursuant to Section 74 and 75A of the Local Government Act 1999.

## **1. Community Support Funding Applications**

Community Support Funding consists of the following types of requests:

- Donations
- Events/Festivals
- Equipment
- In-Kind/Infrastructure Support
- Programs

### Annual Budget Allocation

Councils annual budget allocation of \$250,000 per year.

Any project to receive funding will require the successful applicant to show a high degree of commitment by providing at least a contribution equal to 50% of the total project cost (*this may be made up of matching contribution, voluntary labour and goods in kind*).

### Application and Notification Process

A call for Community Support Funding Applications by a deadline of 31 March each year and will be advertised via local media.

Applications should be made in writing using the Community Support Application form.

Applicants will be advised of their funding outcome as soon as practicable following council's recommendations through the annual business plan process in June.

Successful applicants must complete and return an acquittal form for funding over \$1000 and also required to submit to Council a tax invoice from group (not from where items/goods/services have been purchased) for the approved grant amount. Preferred payment will be made by Electronic Fund Transfer.

**No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.**

Application Procedure

- Council to advertise in February/March that Community Support Funding Applications are open.
- Community Development Officer will collate all requests for financial support and provide a written report to May/June Council for consideration as part of the Annual Business Planning process.
- The release date(s), funding limits, criteria and grant documentation shall be reviewed annually by the Director Corporate and Community Services and endorsed by the Council
- Council will approve Community Support Applications once a year in May/June.
- Applications must be submitted on the forms supplied for this purpose.
- Council can request additional information be supplied by the applicants at any time.
- Council's Annual Report will contain a summary of expenditure for all funding issued to community organisations
- Applicants will be advised of the application outcome as soon as practicable following approval by council (*approx. July*).

Annual and Multi-year agreements

Annual 1 year agreements may be granted or alternatively reoccurring requests may be granted a multi-year agreement for a term of the current council or other terms as directed by Council to groups and organisations who meet the Community Assistance criteria.

Annual Agreement	Multi-year Agreement
<ul style="list-style-type: none"> <li>• It is a condition of any funding provided over \$1,000 that an annual acquittal, to the degree required by council is completed prior to the next occurrence. In the event that an acquittal is not provided the group may be unable to apply for funding for the next funding period.</li> <li>• Recipients of annual funding agreements are required to acknowledge that council will report completed acquittals, in a summarised form, as part of the quarterly Annual Business Plan report or Council presentations.</li> <li>• Funds allocated by council are not able to be carried over unless approved by council.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• A recurring event and/or project which maybe granted a multi-year agreement is one where the outcomes, funding commitments and requests do not change materially from year to year during the funding period.</li> <li>• Groups and organisations that are granted multi year funding are not required to apply for funding annually but are required to provide assurance to council that the circumstances of their event/project have not altered from the original approved request for funding.</li> <li>• If the circumstances of the original request for funding for an event/project changes materially during the term of the funding agreement the agreement is terminated, the matter will be treated as a new request and presented to council for consideration</li> <li>• It is a condition of any funding provided over</li> </ul>

	<p>\$1,000 that an annual acquittal, to the degree required by council is completed prior to the next occurrence. In the event that an acquittal is not provided the multi year funding agreement may be terminated at council's discretion.</p> <ul style="list-style-type: none"> <li>• Recipients of multi year funding agreements are required to acknowledge that council will report completed acquittals, in a summarised form, as part of the quarterly Annual Business Plan report or Council presentations.</li> <li>• Funds allocated by council are not able to be carried over unless approved by council.</li> <li>• Multi year funding agreements may allow for an annual increase in funding commitment of no greater than the applicable annual March CPI movements or Multi year funding agreements may be endorsed to receive an annual decrease in funding commitment to encourage projects/events to become sustainable and to allow council to support new projects/events.</li> </ul>
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#### Eligibility Criteria

- Any agency/group that provides a service to the District Council of Loxton Waikerie that achieves our strategic objectives.
- Must be an incorporated body or auspiced by an incorporated body. If auspiced by an incorporated body, the auspice body will be required to provide a written letter agreeing to ensure the project achieves the stated outcomes and monies spent will be in accordance with the budget;
- Be a "not-for-profit" organisation;
- Be an organisation based within the District Council of Loxton Waikerie OR seeking funding for a project whose major emphasis is within the Loxton Waikerie district;
- An organisation that is able to demonstrate they can meet the financial and project management requirements of their proposal;
- Council has made it mandatory for all Community Groups to register and be listed on the SA Community online database. Groups can register at <https://sacommunity.org/>
- Evidence is required that the project has been considered by the Committee eg a Copy of the Minutes that include a motion that the Committee has agreed to submit a funding application to Council.

#### What won't be funded

- Ongoing staff salaries or the employment of consultants;
- Programs which are the funding responsibilities of other levels of government;
- Individual financial assistance;
- Core school curriculum activities/infrastructure (something that occurs within school hours and the primary beneficiary are the school students of the applicant)
- Operational expenses e.g. electricity, phone, internet, printing, photocopying etc.;
- District Council of Loxton Waikerie will not consider requests for funding where a project has already commenced;
- Applications and supporting information received after the deadline;

## Decision Making Process

Delegated Authority to Elected Members through the Annual Business Planning process.

## **2. Fee Waiver for Non-Profit Community Based Organisations**

This assistance may consider provisions for up to 100% subsidy to the normal charges for a range of council owned facilities, services and fees.

Fee waiver will apply on the following basis:

- Up to 50% of the usual fee shall be waived for eligible groups for the purpose of activities that meet an identified community need and the group is deemed to have some capacity to pay the usual fee.
- Up to 100% of the usual fee shall be waived where deemed appropriate for one off special events and fundraising activities that meet an identified community need, and the group is deemed to have a very limited capacity to pay; and the group has not received a waiver of fees in the previous 12 months.
- In addition to the above and at the discretion of the Chief Executive Officer, District Council of Loxton Waikerie eligible applicant may be offered the use of a facility during non core times at no hire fee, provided that no other significant costs are incurred and that no other paid booking for that time is considered likely.

## Annual Budget Allocation

No budget impact but will be based on capacity available to council at the time of application.

## Application and Notification Process

Application for fee waiver can be made at any time through out the year and should be made in writing.

**No applicant can be guaranteed to receive a fee waiver nor can any applicant be guaranteed to receive the full amount requested.**

## Eligibility

Not – for – profit community based groups within the District Council of Loxton Waikerie are able to make application for fee waiver under the provisions of these guidelines.

Examples of groups who may wish to apply for fee waiver include, but are not limited to :-

- Service Clubs - based in the District Council of Loxton Waikerie who exist for the primary purpose of assisting others in the community.
- Charitable Organisations
- Individuals - where all proceeds of an event are to be gifted to a charity operating wholly or largely to the benefit of the District Council of Loxton Waikerie area.
- Local sporting organisations
- Church groups

## General eligibility criteria

Applicants will be requested to demonstrate that the purpose of the facility/service meets an identified need of the District Council of Loxton Waikerie community.

Applications will be considered using the following criteria;

- Whether the applicant is a non-profit organisation based in the District Council of Loxton Waikerie area;
- In the case where fee waiver is requested for a council service

- Consideration will be given to the cost to the community, in circumstances where Council will incur a fee for the service provided, for example in the case of transfer station fees/ waste disposal
- In the circumstances where fee waiver is requested for the use of a council facility:-
  - Whether the facility hire is at an eligible facility;
- Whether the activity provides assistance for a target group with an identified community need i.e. Youth, Aged; Disadvantaged.
- The applicants capacity to pay (via provision of their previous year financial statement and the details below) or has other demonstrated significant financial support.
- Whether the applicant has also obtained sponsorship from other sources;
- Whether or not an admission fee will be charged;
- Business plan if the activity is an event.
- The degree to which the activity will improve the quality of life of participants directly or indirectly;
- Any costs that may be incurred by the District Council of Loxton Waikerie as a result of the activity

In addition to the criteria noted above for a fee waiver, council will also consider the following:-

- Whether the hire is of an eligible council facility
- In the case where fee waiver is requested for a council service where council will incur a cost for the service provided, for example in the case of transfer station / waste disposal fees, consideration will be given to the cost to the community
- The applicants capacity to pay, via provision of financial statement or if the group has other significant financial support.

#### Conditions of receipt of fee waiver

The following table indicates the type of acknowledgment that will be required upon receipt of various levels of fee waiver for facility hire and/or other support.

#### Level of support / acknowledgment required

<b>Level 1</b> \$1 - \$100	Acknowledgment at the applicant's discretion
<b>Level 2</b> \$101 - \$500	Acknowledge Council contribution in any publicity prior to and during the event.
<b>Level 3</b> \$501 - \$1000	Acknowledge Council contribution in any publicity prior to and during the event.  Display Council's logo on printed matter relating to the event.  (Printed matter to be presented to Council staff for approval prior to printing.)
<b>Level 4</b> In excess of \$1000 - considered to be a project of special significance for which the level of support would be determined by Council	Acknowledge Council contribution in any publicity prior to and during the event.  Display Council's logo on printed matter relating to the event. (Printed matter to be presented to Council staff

	for approval prior to printing.)  Prominently display banner indicating Council's support
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### Decision Making Process

Application for fee waiver must be made in writing and approval granted by the Chief Executive Officer, Director Infrastructure Services or Director Corporate and Community Services in accordance with conditions noted in the delegations register:

- Chief Executive Officer  
Authority across all departments of council.
- Director Infrastructure Services  
Limited to the reduction, waiver or refund, in whole or part of any fees or charges related to the disposal of waste at the Council landfill or waste transfer sites.
- Director Corporate and Community Services  
Limited to fee waiver or reduction of any charges considered by the director must relate only to the activities or budget contained within the director's department.

Or applications that are fee waiver requests directed through the Community Support application process will be delegated to Elected Members through the Annual Business Planning process.

### **3. Community Grants**

#### **a) Youth Sport and Cultural Sponsorship Donations**

For the purpose of providing one-off donations to assist young local individuals to attend State, National or International representative activities.

#### Annual Budget Allocation

Council allocation of \$3,000 per year with up to a maximum of \$400 per application

- Up to a maximum of \$100 per person if events are held within South Australia; (or within the Sunraysia district);
- Up to a maximum of \$200 per person if events are held interstate;
- Up to a maximum of \$400 per person if events are held overseas.

#### Application and Notification Process

Applications can be made by completing the Youth Sport and Cultural Donations Application Form at any time during the year and lodging with Council.

Applicants will be advised of their funding outcome as soon as practicable.

Successful applicant must complete and return an acceptance agreement form and submit to Council a tax invoice/Statement by a Supplier form for the approved funding amount. Preferred payment will be made by Electronic Fund Transfer.

**No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.**

#### Application Criteria

- Applications may be made throughout the year by completing the Youth Sport and Cultural Donations Application Form and lodging with Council
- Applications may be made for past events within three months of the application submission date.
- Only one successful application can be submitted per person per 12 month financial year period.

- Sponsorship will not be available to applicants whose club/organisation receives substantial commercial sponsorship(s).
- Other criteria at the discretion of Council.
- Approval is subject to annual budgetary limitations.

### Eligibility Criteria

Applicants must be:

1. A resident of the Loxton Waikerie Council area and reliant on parental support (as a general rule);
2. Aged 18 years or under at the time of the sponsored event or competition;
3. Participating in sporting competitions or cultural events;
  - a. In a state or national representative role; or
  - b. In a capacity which would benefit the Loxton Waikerie community (as a general rule); and
  - c. Your application will require endorsement (or proof) of the representative nature of your activity by your local, state or national body.

Preference will be given to individuals who may not otherwise be able to attend the function without this support.

### Ineligibility

In general, funding will not be provided in the following circumstances:

1. For scholarships and student exchanges;
2. Commercial venture or political activities;
3. For services that are a primary funding responsibility of either the State or Federal Government (*i.e. school based competitions are generally ineligible as they are considered to be primary funding responsibility of the State Government*);
4. Where individuals (or immediate family) are not fulfilling existing legal obligations with Council in regard to leasing, or any other financial obligation with Council; and
5. For fundraising or activities that have a primary aim of supporting a charity.

### Decision Making Process

Delegated Authority for approval will be granted by the Director Corporate and Community Services.

### **b) Minor Support Funding - Quick Response Donation**

The Quick Response Funding Program is to assist community groups to commit to time sensitive programs/activities that would otherwise not be able to be pursued eg. assistance for programs, events, materials and capital improvements up to a value of \$1,000 (for larger amounts please apply using the Community Support Application form)

The need must be time sensitive in nature and requires assessment outside of the normal Community Support Application Program timeline. Funding will be considered for similar activities as outlined below:

- Assist with minor works to buildings, sports fields and other venues;
- Support community events;
- Develop the capacity of organisations; and to
- Support programs meeting the needs of local residents that may not be delivered without additional support.
- Minor building works;
- Materials eg sand and/or gravel
- Urgent equipment replacement where insurance and 'provisions for replacement' are still not adequate for the timely continuation of the organisations core activities;
- A time sensitive commitment to a project or opportunity that has unexpectedly presented itself.



- Where events are planned by community groups and plant and/ or equipment are required reasonable notice must be given

#### Annual Budget Allocation

Council allocation of \$10,000 per year with up to a maximum of \$1,000 per application.

#### Application and Notification Process

Applications can be made by completing the Quick Response Application Form at any time during the year and lodging with Council.

Only one successful application can be submitted per group/organisation per a 12 month financial year period (*although applications of other types may be received*).

Applicants will be advised of the application outcome as soon as practicable following internal processes and delegation approval or a maximum of up to 8 weeks for a final response.

Successful applicants must submit to Council a tax invoice from their group (not from where items/goods/services have been purchased) for the approved grant amount. Preferred payment will be made by Electronic Fund Transfer.

**No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.**

#### Eligibility Criteria

Any community group that provides a service to the District Council of Loxton Waikerie that achieves our strategic objectives and meets the criteria.

Applicants must:

- Be a properly constituted not-for-profit organisation or be sponsored by an incorporated organisation;
- Have a valid public liability certificate to cover this program/project/event;
- Submit the organisation's most recent audited financial statement or a treasurer's report covering the previous 12 months.
- Have a majority of members of the group/organisation residing in the Loxton Waikerie area;
- Operate predominantly within the District Council of Loxton Waikerie boundaries;
- Have acquitted previous Loxton Waikerie Council grants satisfactorily;
- Are free of debt with the District Council of Loxton Waikerie.
- Specific project or activity criteria are not essential but applicants must prove that they provide a strong community service and have a limited capacity to raise funds in the provision of those activities.
- Applicants should indicate how they are attempting to ensure financial sustainability in the future

#### Ineligibility

In general, support will not be provided in the following circumstances:

- For individuals;
- Commercial venture or political activities;
- Recurrent costs associated with day-to-day operations
- Projects that do not target a large proportion of the Loxton Waikerie community;
- Retrospective funding. This includes activities that have already occurred, reimbursement for funds already spent, or items that have been invoiced prior to notification of the outcome of the application;

- For services that are a primary funding responsibility of either the State or Federal Government. For example, schools are generally ineligible as they are considered a primary funding responsibility of State Government (however; in kind support may be provided);
- Proposals that will lead to a dependence on Council funds;
- Unsatisfactory or incomplete reporting on any previous funding allocation received from Council;
- Where organisations are not fulfilling existing legal obligations with Council in regard to leasing, or any other financial obligation with Council;
- Fundraising or activities that have a primary aim of supporting a charity (however; in kind support may be provided);
- For sporting equipment (i.e. disposable items of low cost and a short life, unless integral to the activity applied for);
- For clubs/organisations that receive substantial income from other sources, such as commercial sponsorship(s) or ongoing government funding for their core activities;
- For organisations that have poker machines and/or holds a liquor license.

#### Decision Making Process

Delegated Authority for approval will be granted by the Chief Executive Officer, Director of Infrastructure Services or Director Corporate and Community Services in accordance with conditions noted in the delegations register:

- Chief Executive Officer  
Authority across all departments of council
- Director Infrastructure Services  
Limited to the activities within the director's department
- Director Corporate and Community Services  
Limited to the activities within the director's department

#### Other Important information on successful applicant obligations

The following conditions cover all funding programs in these guidelines pertaining contributions from council

- Council's contribution is limited to the amount granted with all other costs associated with the project or event being borne by the recipient.
- All projects must specify a completion date, and, where applicable, recipients must complete the prescribed final report (acquittal) on the funded project within 30 days of the completion of the project or event (or by the 30 June of the year, whichever is earlier). Failure to do so will result in ineligibility for future grant or contribution applications.
- Funding must only be used for the purposes outlined in the offer of the grant by council. Any request for variation to the agreed purposes must be made to council in writing.
- Event funding – if the community group or organisation intends to donate proceeds to other community groups or charities from an event where council has provided funds to support the event. Council must be notified before this process is to being and include the amount expected to be re-allocated.

If council is not notified the recipients may not be considered for future funding.

- Any unspent finds of more than 10% of the funded amount must be returned to the Council in full, unless otherwise stated in the operational guidelines.
- Council reserves the right to withdraw finding and / or cease partnership with a group, organisations or individual if objectives, eligibility or funding conditions are breached; or if

the project is not progressing satisfactorily; or if the project risks the positive reputation of council. Full liability for costs in this instance will be borne by the recipient and funds must be returned to council.

- Receiving a letter of offer to fund, or assist in any way with a project or event will not absolve the recipient of statutory approvals required for the given project or event. The onus to obtain relevant permits or approval is upon the funded recipient.
- The District Council of Loxton Waikerie is to be acknowledged in all promotional material for the funded project or event as indicated in the letter of offer. Council's logo will also be provided to successful applicants to use as stated in the letter of offer.
- All successful applicants will be asked to submit an invoice to Council to obtain the approved funding. Noting that Council staff will not follow up on council funding invoices and if not received within the budget period, funding will potentially void.

### **Availability of the guidelines**

These guidelines will be available for inspection at the Council Offices at Loxton or Waikerie during ordinary business hours at no charge.

Copies of these Guidelines will also be available from Councils website [www.loxtonwaikerie.sa.gov.au](http://www.loxtonwaikerie.sa.gov.au) or postal copies may be obtained from the Council Office free of charge.