



Community Assistance Policy

Policy identification:	
Policy type:	Council
Summary:	The policy is intended to provide a framework for Council to allocate finance or other assistance in an effective and equitable manner. Reference must be made to the specific guidelines for each program.
Record number:	19/5251[v2]
Date of adoption:	21/02/2020
Next review date:	January 2024
Approval:	Council
Responsible department:	Corporate and Community Services
Responsible officer(s):	Chief Executive Officer Director Corporate and Community Services Director Infrastructure Services
Review officer:	Community Development Officer Director Corporate and Community Services Director Infrastructure Services
Consultation required:	
Relevant references:	
Delegations:	Chief Executive Officer Director Corporate and Community Services Director Infrastructure Services
Legislation:	
Related policies:	
Related procedures:	Community Assistance Guidelines

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 Donations.**

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 programs are to:

- 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 other 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 with experience restricted access to resources;
- 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
- Reward groups that have a strong self help culture to work in partnership to maximise the benefit from limited funds
- Promote and support community events, recognition activities and festivals that bring the community together.
- Promote and increase shared facility use and a reduction in duplicated services and assets

Conflict of interest

To ensure an accountable and transparent assessment process elected members and staff 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, but is not limited to:

- Donations
- Events/Festivals
- Equipment
- Other/Infrastructure Support
- Programs

Annual Budget Allocation

Council's annual budget allocation is \$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 a matching contribution, voluntary labour, goods or other support*).

Application and Notification Process

A call for Community Support Funding Applications by 31 March each year and will be advertised in local media outlets.

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 are also required to submit to Council a tax invoice (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.

Annual and Multi-year agreements

Annual 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.

Eligibility Criteria

Any agency/group that provides a service to the District Council of Loxton Waikerie that achieves our strategic objectives and meets the criteria set out in the Community Assistance Guidelines.

Community groups and organisations that apply for Community Support Funding Applications must be incorporated or auspiced by an incorporated entity, or can provide proof of their legal status as an entity.

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, an 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

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 Criteria

Any community group that provides a service to the District Council of Loxton Waikerie that achieves our strategic objectives and meets the criteria set out in the Community Assistance Guidelines.

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 applicants 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.

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.
4. Applications will require endorsement (or proof) of the representative nature of the activity by the local, state or national body.

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

Further information can be obtained from Council's Community Assistance Guidelines.

Decision Making Process

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

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 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.

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 in a 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 in the District Council of Loxton Waikerie that achieves our strategic objectives and meets the criteria set out in the Community Assistance Guidelines.

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

Availability of the Policy

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

Copies of this Policy will also be available from Councils website www.loxtonwaikerie.sa.gov.au or postal copies may be obtained from the Council Office, to be charged at the scheduled rate according to the Fees and Charges Register.

Document history and version control

Date	Version	Authorisation: Council/ Committee/ SMT/ Director	Amendment details
15/3/2019	V.01	Council	This policy supersedes the following:- <ul style="list-style-type: none"> • Community support – use of council plant, equipment and/ or materials by community groups policy • Community development and support grants policy • Community event funding policy • Fee waiver for non- profit community based organisations policy and includes the direction of Council at the meeting of 19 May 2017 to form 1 policy - Community Assistance Policy.
21/02/2020	V.02	Council	Minor grammatical and formatting amendments.