



## COMMUNITY ASSISTANCE POLICY

Responsible Officer/s	Chief Executive Officer Director Commercial and Community Services Director Infrastructure Services Community Development Officer
Relevant Legislation / Documents	Community Assistance Guidelines Community Assistance Application Form Youth Sponsorship Guidelines & Application Form Quick Response Funding Application Form Community Assistance Acquittal Report
Adopted	21 February 2020
Reviewed	March 2024
Next Review	January 2028

### Introduction

Each financial year the District Council of Loxton Waikerie allocates resources to support local initiatives conducted by not-for-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 multiyear 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 Not-For-Profit Community based organisations**
3. **Minor Assistance Funding Applications**
  - a) **Youth Sponsorship Applications**
  - b) **Minor Support Funding - Quick Response Applications**

### 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.

### 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 representative activities.
- 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 of activities and festivals that bring the community together.
- Promote and increase shared facility use and a reduction in duplicated services and asset.

### **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
- Underwrite

### **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 15 February 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. Payment will be made by electronic fund transfer into the applicant's nominated bank account.

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

### **Annual and Multi-year agreements**

An annual or multi-year agreement may be granted 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 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.

Organisations that apply for Community Support Funding Applications must be incorporated or auspiced by an incorporated entity and 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 Not-For-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 throughout 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 Commercial 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 Commercial and Community Services  
Limited to the activities 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. Minor Assistance Funding Applications**

### **a) Youth Sponsorship Applications**

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 \$450 per application

- Up to a maximum of \$150 per person if events are held within South Australia (or within the Sunraysia district).
- Up to a maximum of \$250 per person if events are held interstate.
- Up to a maximum of \$450 per person if events are held overseas.

### **Application and Notification Process**

Applications can be made by completing the Youth Sponsorship Guideline and 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. Payment will be made by electronic fund transfer into the applicant's nominated bank account.

**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
2. Reliant on parental support (as a general rule)
3. Aged 21 years or under at the time of the sponsored event.
4. Participating in competitions, events or programs representing the District, State or the Country within South Australia, Australia or internationally such as (but not limited to):
  - Sport and recreation
  - The Arts e.g., visual, creative, performing, music, dance;
  - Debating
  - Youth Leadership e.g., Youth Parliament, youth forums;
  - Community, culture, and heritage
  - First Nations
  - Environmental
  - Technology and innovation
  - Events or workshops that develop personal or professional skills and experience.
  - Leadership programs or conferences
5. Your application will require evidence from your local club, state, or national body.
6. Only one successful application can be proposed per person per 12 month financial year period.

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 Youth Sponsorship Guidelines & Application Form.

### **Decision Making Process**

Delegated Authority for approval will be granted by the Director Commercial and Community Services or Community Development Officer.

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

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 & Guideline Form at any time during the year and lodging with Council.

Only one successful application will be permitted per group/organisation in a financial year period.

Applicants will be advised of the application outcome as soon as practicable following internal processes and delegation approval.

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. Payment will be made by electronic fund transfer into the applicant’s nominated bank account.

**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 Commercial 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 Commercial 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](http://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**

<b>Date</b>	<b>Version</b>	<b>Authorisation: Council/ Committee/ SMT/ Director</b>	<b>Amendment details</b>
15/3/2019	V.01	Council	This policy supersedes the following: - <ul style="list-style-type: none"> <li>• Community support – use of council plant, equipment and/ or materials by community groups policy</li> <li>• Community development and support grants policy</li> <li>• Community event funding policy</li> <li>• Fee waiver for non- profit community-based organisations policy</li> </ul> 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.
20/3/2024	V.03	Council	Minor grammatical and formatting amendments and increase to Youth Sponsorship amounts