



Bayside Council

Serving Our Community

Community Grants and Donations Policy

12 December 2018



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1 Introduction

1.1 Background

Bayside Council supports the local community through the provision of financial assistance to not for profit organisations, community groups and individuals provided in the form of community grants, donations and fee waivers.

Funding provided through community grants and donations is to be used in a way that enhances the social, cultural, economic and environmental outcomes outlined in Council's Community Strategic Plan, Delivery Program and Operational Plan. These are allocated using transparent and accountable processes.

1.2 Definitions

Acquittal

An acquittal is a written report submitted after the funded project is complete. It details how grant funds were administered and met the project outcomes in the funding agreement.

Applicant

The person whose name appears on the official applications forms for a Community Grant or Donation.

Auspice

An auspice is an incorporated organisation who receives, administers and acquits funding allocated on behalf of an applicant.

The auspice is required to:

- enter into a funding agreement with Council
- accept grant funds and pay the auspiced grant applicant
- be responsible for any support Council approves including all correspondence
- monitor and acquit the use of funds at the completion of the project.

Community Grant

A community grant is a financial award given to a community organisation to develop a project or assist in the provision of a service or activity. A grant is given with conditions about its administration and with requirements regarding reporting the acquittal of the grant.

Community Grants Program

Annual grants program offering one-off small grants and seeding grants to local voluntary groups, local community service providers and clubs operating in the Bayside Council LGA.

Community Groups and Clubs

Refers to incorporated or unincorporated groups or clubs that are located in the Bayside Council area and operated predominately by volunteers to provide community, social, cultural and leisure services to the Bayside community.

Community Service Providers

Refers to incorporated community service providers, located in the Bayside LGA that provide community, social, cultural services to the Bayside Community.

Donation

A donation is the provision of a one-off monetary contribution to a cause, community organisation or individual that may or may not be part of an ongoing program. Generally there are no conditions attached to the provision of a donation by Council.

Facilities

As referenced in Council's Fees and Charges a facility refers to parks.

Fee Waiver

An arrangement whereby Council foregoes revenue on things for which they would normally charge a fee. This may include park hire or venue hire such as halls.

Financial Assistance

Financial mechanisms provided to an organisation or individual to support activities that are in line with Council's Strategic Plan.

Grant

Financial support given to an individual or organisation to assist in the delivery of identified projects and/or activities. Expenditure of funds acquitted at the end of the program.

Grant Applications Evaluation Panel

Refers to the panel established to assess applications received against the agreed selection criteria for each grant category and make recommendations on the recipients of grants.

Incorporated Association

An association that has been incorporated in accordance with the requirements of the Associations Incorporation Act 2009.

Not-for-profit

Refers to an organisation that is not carried on for the purposes of profit or gain to its individual members nor allowed to make any distribution, whether in money, property or otherwise, to its members. Any surplus made by the organisation is retained by the organisation to carry out its purposes.

Retrospectively

Something that has already been produced, or taken place, prior to application for assistance being made.

Seeding Grant

One off funding to establish a new community, social, cultural or leisure program that will have a benefit to the Bayside community.

Small Grant

One off funding to purchase equipment, run a specific activity or event or produce an information resource.

Sporting association/national association /governing body

An incorporated organisation or institution that has regulatory or sanctioning functions

Unincorporated Community Group

A group of people who act together for a shared interest or purpose. Unincorporated groups that are successful for funding must have an auspice willing to enter into a funding agreement on their behalf.

Venue

As referenced in Council's Fees and Charges, for the purposes of this policy a venue refers to a built facility such as meeting rooms, community halls, community centres and senior centres.

1.3 Policy Statement

The Policy enables Bayside Council to provide appropriate financial assistance to eligible individuals, not for profit community organisations and groups whose activities are aligned with Council's Strategic Plan and current Operational Plan.

This policy demonstrates Council's commitment:

- i) To equitably provide financial assistance to community groups and individuals in accordance with Section 356 and Section 610 of the NSW Local Government Act 1993;
- ii) To build strong communities and develop community harmony and social cohesion;
- iii) To assist communities under stress;
- iv) To facilitate the fair distribution of activities and services throughout Bayside LGA.

1.4 Scope of Policy

The Policy provides a framework for the distribution of funds under the NSW Local Government Act 1993 Section 356 and Section 610 and applies to all applications for Community Grants and Donations and the waiver of fees for use of venues and facilities where it can be seen that assistance will enhance community capacity or address community need.

It applies to any individual, organisation or community group applying for a Community Grant, Donation or fee waiver in Bayside Council area.

It does not apply to:

- 1 ClubGRANTS, which are administered by Council but are the responsibility of ClubsNSW;
- 2 Rental Assessment and Subsidies (refer *Rental Assessment and Subsidy Policy 2017*) for long term rental lease;
- 3 Sponsorship

The policy does not prevent Council giving occasional small gifts to organisations, providing support for civic functions or one-off events in accordance with the Local Government Act 1993.

Council may approve grants and donations outside of this policy when they align with Council’s strategic objectives.

2 Principles

The Community Grants and Donations Program upholds the five (5) following principles:

- applications for community grants and donations will be processed fairly and impartially
- the Community Grants and Donations Program will be administered and implemented in a transparent and open manner
- applications must contribute to and align with the goals and strategies outlined in Bayside Council’s Operational Plan and Community Strategic Plan for the financial year in which the grant or donation is proposed
- information provided to Council as a community grant or donation application will be treated confidentially
- Council staff, Grant Application Assessment Panel members and elected representatives are bound by Council’s Code of Conduct to declare any conflict of interest when assessing grant applications
- successful grants and donations will demonstrate best value to the community.

3 Categories of Assistance

Council provides several opportunities for financial assistance to community organisations and individuals where applications meet the following categories and associated eligibility criteria:

Funding Program	Category	Funding Limit	Program Availability
Student Excellence Award	School Awards	As per attached Guidelines	Annual
Community Grants	i: Small Grants ii: Seeding Grants	As per attached Guidelines	One to Two Funding Rounds per year as advertised
Donations	Youth Representation	As per attached Guidelines	All year
	Seniors Groups	As per attached Guidelines	Up to 2 rounds per year
	General	As per attached Guidelines	All year

Fee Waivers	Venues and Facilities	Fee waiver to eligible community groups Requests for fee waivers above this must be submitted as an Application for Donation	All year as per attached Guidelines Application for 50% Fee Waiver needs to be received by Council at least 20 working days prior to the proposed date of hire. Applications for additional Fee Waiver need to be received 30 working days prior to the proposed date of hire.
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4 Student Excellence Awards Program

Council supports the recognition of excellence in young people and provides an annual donation to every primary and secondary school in the Bayside area to award to a student who has made a significant and positive contribution to their school environment.

The donation is made directly to each school for use at their discretion to select the recipient and the manner in which the donation will be awarded.

There is no application process for this program. Schools will automatically receive the donation each year.

<i>Eligibility Criteria</i>
<i>Primary and Secondary schools located in the Bayside Local Government area.</i>

5 Community Grants Program

Council recognises the important role that local community organisations, community service providers, clubs and individuals play in the provision of community, cultural and leisure programs for local residents of Bayside Council.

Through the Community Grants Program Council provides funding for grants for initiatives that enhance the development of existing services and programs, encourage the creation of innovative new programs and enhance community participation.

Council encourages applications for projects that aim to create a more socially inclusive community and that engage diverse communities of all ages and backgrounds.

Local, not for profit community organisations, groups, clubs and eligible individuals are invited to apply under the following Grant categories:

Small Grants:

For the purchase of equipment, to run specific activities or produce information resources.

Seeding Grants

To establish innovative programs that foster initiatives to address the social, cultural, creative, artistic and leisure needs of the community in line with Council's Strategic objectives.

Interested applicants are advised to read Council's [Community Grants Guidelines](#) before lodging their application and attend one of the advertised scheduled community information sessions before applying.

Eligibility Criteria
<i>Not-for-profit community organisations, not for profit Individuals (auspice required) and unincorporated community groups (not-for-profit only, auspice required).</i>
<i>Applications must align with Councils Community Strategic Plan.</i>
<i>Applications must demonstrate that they service a significant proportion of the Bayside community.</i>
<i>Applicants must submit an Acquittal for any previous Grant Funding before they can apply for another grant.</i>

6 Donations Program

There are situations where it is appropriate to respond to requests for a one off donation to an individual, or a not for profit community organisation.

Applications for donations are considered on their merit and assessed in line with the categories and criteria outlined below. The provision of financial assistance will be contingent on the availability of funds.

Categories for funding under the Donations Program are:

a Youth Representation

Council recognises the unique talents and skills of young people living in the area and supports their development through representation at an elite level.

Young people aged 24 years and under, who have been selected to represent NSW or Australia in a competition or event in the area of sport, academic studies, music or artistic endeavours may apply to Bayside Council for financial assistance to attend that event.

Teams may apply where the Club or Organisation is based in the Bayside local government area and 75% of their members are residents of Bayside local government area.

Interested applicants must submit the [Youth Representation Application Form](#) and provide all required supporting documentation.

Eligibility Criteria
<i>Individual applicants must be aged 24 years or under and be a resident of the Bayside local government area.</i>
<i>Eligible Clubs/ Associations must show that 75% of members reside in Bayside local government area.</i>
<i>Only three (3) teams per Club/ Association per year may apply.</i>

b Seniors Groups

Senior's Groups play a role in maintaining the connections of older people to the community through the provision of social, leisure, wellness and educational activities.

Senior's groups located in Bayside local government area with a membership of 75% of Bayside residents may be eligible to apply for an annual donation to offset the costs associated with providing services.

Funding is available for a maximum of ten (10) seniors groups who meet the eligibility criteria. Eligible applicants must complete the [Seniors Blue Application Form](#) and provide all required supporting documentation.

<i>Eligibility Criteria</i>
<i>Applicants must be a recognised not for profit Senior's organisation providing services/ activities to older people aged 60 years and over and located in the Bayside LGA.</i>
<i>Organisations must be able to show that 75% of membership are residents of Bayside Council area.</i>

c General Donation

Not for profit community groups, community organisations and individuals may apply for a general donation where the request does not meet the criteria for other categories outlined in this Policy. Eligible applicants must complete the [General Donation Application Form](#) and provide all required supporting documentation.

Applications must align with Council's [Community Strategic Plan](#) and demonstrate a significant contribution to the social, economic and/or environmental well-being of the Bayside community.

Applications will be considered where there is a:

- i) need for essential emergency support to a community organisation where an unforeseen circumstance results in an impact on service delivery
- ii) an opportunity to meet identified community need that cannot be addressed in other funding programs
- iii) an opportunity to meet the needs of people affected by a national or international event that caused human suffering.

In applying for a General Donation applicants are encouraged to also look at the Community Grants Criteria to ascertain if this is more appropriate form of funding. Applications for donation that are not time sensitive will be included in the next Community Grants round.

<i>Eligibility Criteria</i>
<i>Not-for-profit community organisations, not for profit Individuals (auspice required) and unincorporated community groups (not-for-profit only, auspice required).</i>
<i>Applications must align with Councils Community Strategic Plan.</i>

Organisations must be located in Bayside LGA, or be able to demonstrate that they provide a service to a significant proportion of the Bayside community.

7 Fee Waiver for Use of Venues and Facilities

Not for profit community organisations and clubs and in special circumstances, government entities, may be eligible for the waiver of 50% of the fee for use of Council operated venues and facilities, including halls and parks, in certain circumstances where the use is for the purposes of conducting a meeting, program or activity in accordance with the organisations purpose.

Requests for 100% fee waiver must be submitted as a General Donation and will be assessed in line with the Eligibility Criteria for that program (**see *General Donations***).

Fee waivers apply to the actual cost of the hire fee and not the costs of any bonds or other administrative fees.

Eligible organisations must complete an [Application for Fee Waiver](#) and submit it with the relevant venue booking form, along with all supporting documentation.

The cost of the fee waiver will be registered as a donation to the applicant organisation.

Eligibility Criteria
<i>Not-for-profit community organisations and unincorporated community groups/Clubs.</i>
<i>Organisations must be located in Bayside LGA, or be able to demonstrate that they provide a service to a significant proportion of the Bayside community.</i>
<i>Government entities where there is an existing partnership agreement with Council for a general or a specific purpose.</i>

8 Assessment Process

All applications for financial assistance under this Policy must be aligned with Councils Community Strategic Plan and Operational Plan for the financial year in which application is made.

- Applications that do not provide all requested documentation and information will not be processed;
- Applicants must clearly demonstrate how funds will benefit the residents of Bayside;
- Applications will be considered on their merit and within budget constraints;
- Applications must be submitted in writing on the appropriate Application Form;
- Applications must attach all requested supporting documentation. Council reserves the right to seek additional information to assist in their assessment including recent financial statements with a current audited balance sheet if requested.

Donations Program

Will be assessed in accordance with the eligibility criteria and will be referred to the General Manager, and if required, Council, for final approval.

Community Grants Program

Applications will be assessed by an Evaluation Panel made up of up to four (4) independent community representatives (including up to two (2) from a State government entity) and two (2) Council officers including the Manager responsible for the Community Grants program.

Recommendations from the Evaluation Panel will be submitted to a meeting of Council for consideration and approval.

Requests for Fee Waiver

of 50% are assessed by the Manager Community Life in line with Council's current Fees and Charges Policy.

9 Exclusions

Funding will NOT generally be provided where:

- an application has been submitted retrospectively
- an application has been submitted after the publicised due date
- an application has not supplied all required documentation
- an organisation has not provided acquittal for previous funding provided by Council
- a more appropriate funding source is available
- an application is from a political party or the use of funds is for political purposes
- projects directly benefit an individual
- projects are conducted outside the Bayside LGA
- projects have little direct benefit to Bayside residents
- funds will be used to complete an accredited course of study
- applications submitted by Government Departments or Agencies
- projects that carry forward a financial deficit
- where funds will be used to offset operating costs or staff salaries
- the program's proposed budget for the year exceeds 5% of Council's proposed income from ordinary rates levied for that year.

10 Statutory Obligations

Legislation governing the provision of financial assistance by councils and the delegated authority of the General Manager in relation to granting of financial assistance is outlined in sections 356 and 377 of the NSW Local Government Act 1993. Council has delegated authority to the General Manager as per the Local Government Amendment (Governance and Planning) Act No. 38 under Section 377.

11 Policy Implementation

11.1 Policy Responsibilities

The Manager - Community Life is responsible for the maintenance of this policy and its day to day operation.

11.2 Procedures

The General Manager, or nominee, may approve corporate procedures associated with this policy.

12 Document Control

12.1 Review

Policy to be reviewed every 4 years

12.2 Related Documents

- Bayside Council Rental Assistance Subsidy Policy 2017
- Bayside Council Community Grants Guidelines 2018
- NSW Local Government Act 1993

12.3 Version History

This document was harmonised from the following former Rockdale City Council policies: Financial Assistance Policy last approved 14 December 2016 and Community Grants Policy last approved 14 December 2016.

Version	Release Date	Author	Reason for Change
1.0	12/12/2018	Manager Community Life	New document
1.1	18/12/2018	Manager Governance & Risk	Reformatting into policy template