

## **Community Funding Program Policy**

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<b>MINUTE NUMBER</b>	235/2021
<b>DATE APPROVED</b>	17 June 2021
<b>EFFECTIVE</b>	17 June 2021
<b>AUTHORITY</b>	General Manager
<b>CONTACT OFFICER</b>	Director Corporate Services

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## 1 PURPOSE

- 1.1 Council has established the Community Funding Program (CFP) in recognition of the vital contribution that community groups and organisations play in the development of our social, capital and quality of life. Council provides support to encourage and assist community groups and organisations to make a positive and ongoing contribution to the community's wellbeing, cultural life and environmental sustainability.
- 1.2 The purpose of this Policy is to provide a clear framework to assist Council in the equitable distribution of its annual budget donations allocation in accordance with s. 356 (1) of the *Local Government Act 1993 (NSW)* (the Act) by way of financial or in-kind assistance in addition to providing guidance to the Forbes community when applying for funding.

## 2 SCOPE

- 2.1 This Policy applies to all Councillors and Council Officers in the decision-making and management of funding allocations.
- 2.2 This Policy also applies to eligible community groups and organisations (as defined under cl. 4.5.1) who are seeking or are the recipients of Council funding or support.

## 3 DEFINITIONS

- 3.1 For the purposes of this policy, the following definitions apply:

Term	Definition
<b>Act</b>	<i>Local Government Act 1993 (NSW)</i>
<b>Not-for-profit</b>	For the purpose of this policy, not-for-profit is defined as organisations that provide services to the community and do not operate to make a profit for their members.

## 4 POLICY STATEMENT

- 4.1 Council is committed to creating a vibrant and diverse community, based on the development of healthy communities and a sustainable environment. Donations, sponsorships and the waiver of fees and charges are some of the methods used by Council to encourage organisations to commit to their objectives and achieve great outcomes for the community.
- 4.2 Eligible community groups and organisations (as defined in cl. 4.5.1) will be able to apply to the CFP for:
- Funding Assistance: being direct cash contributions towards undertaking a project or running an activity or event; and/or
  - In-kind Assistance: being contributions of physical Council resources (such as the waiving of Council's Fees and Charges, venue or plant hire and labour). The estimated cost of this in-kind assistance is to be included in the funding allocation.
- 4.3 Community groups or organisations are eligible to apply for one (1) funding opportunity, each funding round (twice annually).

## 4.4 Community Funding Program (CFP)

4.4.1 The CFP places a cap of \$100,000 per annum of funding available and allows for two (2) rounds of funding across four (4) categories to enable community organisations more opportunities to seek support. These categories are:

- i. Sport and Recreation;
- ii. Culture and the Arts;
- iii. Community Services; and
- iv. Rural Village Enhancement.

4.4.2 Each of the four (4) categories defined in cl. 3.4.1 have \$25,000 available annually. The maximum amount of funding available for each application is \$5,000.

4.4.3 Unallocated funding from the July round will be rolled over to the January funding round of the same financial year. Unallocated funding from the January round will not be rolled over into the following financial year.

4.4.4 Council's CFP will be open for applications year round. Applications will be assessed twice each financial year as detailed below:

Applications Close	Considered by Council	Outcome Advised
31 July	September Ordinary Meeting	End of September
31 January	March Ordinary Meeting	End of March

**No applications for financial or in-kind assistance will considered outside of these periods.**

4.4.5 Council's CFP excludes line items previously resolved by Council. Line items will be considered at the commencement of each new four (4) year Council term. Existing line items will not carry over each term.

## 4.5 Funding Eligibility

4.5.1 Applications under Council's CFP will only be accepted from not-for-profit:

- i. Community Groups;
- ii. Registered Charities; and
- iii. Organisations.

4.5.2 All applicant groups or organisations must be incorporated bodies with an ABN or auspiced by an incorporated body with an ABN.

4.5.3 Council will not consider applications under the CFP from:

- i. Individuals;

- ii. Commercial (profit based) groups or organisations;
- iii. Government departments and agencies;
- iv. Schools; or
- v. Previously successful applicants who did not submit final reports or acknowledge Council (in accordance with cl. 4.9).

#### 4.5.4 Applicants applying for community funding from Council must:

- i. conduct the initiative, activity or event within the Forbes Local Government Area (LGA);
- ii. hold current and relevant Public Liability Insurance to the minimum value of \$20 million;
- iii. commence the activity, event or project within 12 months of notification of the success of application;
- iv. demonstrate environmental, social and/or economic benefits to the LGA; and
- v. be financially viable.

#### 4.5.5 Funding applications will not be considered for the following:

- i. Retrospective projects;
- ii. Activities that duplicate existing services available in the LGA;
- iii. Academic research, coursework or fee, or projects seeking financial support for research, studio work or activities that will be submitted for academic assessment;
- iv. Repayment of debt; or
- v. Activities, events or projects that demonstrate a significant budget surplus (i.e. make a profit).

## 4.6 Application Process

4.6.1 Applicants are required to submit requests under the CFP via Council's SmartyGrants portal ([smartygrants.com.au](http://smartygrants.com.au)). Applicants will receive automated responses upon successful submission of their application. Note: Council will submit submissions on behalf of the community if they are unable to access [smartygrants.com.au](http://smartygrants.com.au).

4.6.2 Council's Grants Officers are available to assist community groups and organisations, via appointment from Tuesday-Friday, to develop and submit applications under the CFP via the SmartyGrants portal.

### 4.6.3 Supporting Documents

Council requires the following supporting documents to be provided with applications for funding under the CFP. These documents will allow the assessors to determine how prepared the organisation is to undertake the project, and ensure that all necessary approvals and permits are in place.

#### 4.6.3.1 Mandatory Documentation:

- i. Public Liability insurance (with a minimum value of \$20 million) certificate of currency, policy schedule and policy wording;
- ii. Most recent financial statements;
- iii. Landowner's consent;
- iv. All relevant quotes as listed in the project budget;
- v. All relevant project approvals (e.g. Development Application, Section 68 etc.); and
- vi. A letter from a duly authorised representative of the organisation, charity or community group, detailing resolution to apply for funding under Council's CFP or minutes from appropriate meeting detailing same.

4.6.3.2 If you are unable to attach the mandatory documents, please attach an official statement explaining why you are unable to attach them or if they are not applicable to your project. Please note that this may affect the eligibility of your application.

#### 4.6.3.3 Desirable Documentation:

Applications will be accepted without these documents however including them will strengthen your application:

- i. Organisational Strategic Plan (demonstrating need for project);
- ii. Risk Assessment/Risk Management Plan;
- iii. Project Plan; and
- iv. Project Timeline/Schedule.

#### 4.6.4 Co-Funding Criteria:

For projects involving capital works (such as construction of new infrastructure, or the upgrade, refurbishment or extension of existing infrastructure – e.g. installation of new fence, construction of new storage shed, painting of existing toilet block etc.), applicants will be required to demonstrate at least 50% funding towards the project.

4.6.5 This contribution can be in the form of a cash contribution and/or in-kind works (such as volunteers or use of own resources).

#### 4.7 **Assessment Process**

4.7.1 Funding submissions will be assessed against the selection criteria by two (2) or more Council Officers and an independent party, and will be submitted to Council for consideration. All Council Officials are required to declare any actual or perceived conflicts of interest which will be managed in accordance with Council's *Code of Conduct*.

4.7.2 Each application will be scored out of 100 based on the criteria defined in cl. 4.7.4. These scores will be provided to Council who will make the final decision on allocation of available funding.

4.7.3 Assistance is highly competitive and as such, consideration of requests is dependent on the availability of funds under the defined allocation. Council may offer lower than requested financial or in-kind assistance and place conditions or be specific about the items in the budget it is offering to fund.

4.7.4 As the funding pool is limited, Council is determined to support genuine local, non-profit and value add events or activities. The below criteria will be used to assess each application:

Criteria	Weighting
Demonstrates and addresses a genuine community need which is clearly defined and justified.	20%
Generates benefits for the Forbes community:	
i. economic;	
ii. social; and/or;	15%
iii. environmental.	
Level of contribution of community group or organisation's own resources.	10%
Project has the potential to become sustainable in the future.	10%
Project is targeted to involve or benefit residents of the Forbes LGA.	10%
Demonstrated need for support.	10%
Project has a clearly defined evaluation process.	8%
Community group or organisation has demonstrated capacity to deliver.	8%
Budget is realistic and supported by evidence.	5%
Evidence of all relevant approvals have been sought and supplied.	4%
<b>TOTAL</b>	<b>100%</b>

## 4.8 Notification Process

4.8.1 All applicants will receive a letter notifying them of the outcome of their application at the end of the month following the determination of Council. Notification to successful applicants will include either an invoice amount (for financial assistance) or a Work Order number to quote (for in-kind assistance). Please note it will be the responsibility of the organisation to work to their in-kind budget and any support over their approved amount will be invoiced accordingly.

## 4.9 Obligations of Successful Recipients

4.9.1 Recipients of community funding must agree to the following conditions:

- i. Funds must be used for the purpose for which the assistance was granted, unless written permission for a variation has been obtained by Council resolution prior to the activities being undertaken;
- ii. All appropriate permits, approvals, and insurance relating to the project must be obtained;
- iii. The assistance from Council must be recognised in all promotional material relating to the event or project including media releases, marketing material and advertising. *Note: Artwork featuring the Council logo must be approved by Council's Senior Communications Officer;*

- iv. Councillors or their authorised representatives must be invited to any events or functions celebrating the launch or implementation of the funding outcomes; and
  - v. Applicants must produce a final report to Council within 12 months of notification of the success of application, including a budget summary.
- 4.9.2 Failure to abide by the conditions outlined in cl. 4.9.1 may result in the rescission of funding and will render the applicant ineligible for future funding.

## **5 VARIATION**

- 5.1 Council reserves the right to vary the terms and conditions of this Policy subject to a report Council.

## Revision History

Version	Adoption Date	Authorised by	Approved by	Revision Date
V1				
V2	16/02/2017	General Manager	Council	
V3	19/09/2019	MANEX	Council	19/09/2021
V4	17/06/2021	General Manager	Council	17/06/2023

## Change History

Version	Change Details
V1	Initial Policy
V2	Superseding <i>Donations Sponsorship and Waive of Fees and Charges Policy</i>
V3	Policy review and redesign <i>Resolution 355/2019: That Council adopt the Community Funding Program Policy and incorporate into strategic and operational controls. (Cr S Karaitiana/Cr M Herbert)</i>
V4	Policy review: <i>Resolution 235/2021: That Council:</i> <i>1. include in item 4.6.1 that Council will submit submissions on behalf of the community if they do not have access to smartygrants.com.au; and</i> <i>2. approve the changes to the Community Funding Program Policy and implement it into strategic and operational controls.</i>

## Related Documents

### Title

*Local Government Act 1993*

*Local Government Amendment (Governance and Planning) Act 2016*

*Local Government (General) Regulation 2005*

Code of Conduct

## Version Draft Consultation History

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Version 3			
Date	Consultation Point	Commentary/Proposed Amendments	Summary/Outcome
TBA	Internal Consultation Undertaken: Community Relations Officer, Manager Community and Tourism, Director Corporate Services, Grant Officer and Senior Governance Officer.	Policy has been revised in accordance with best practice and consistency across the local government sector. Note funding allocations vary hugely across Councils.	
28/08/2019	Manex (Approval for release for further consultation)		
02/09/2019	Councillor Debrief (Workshop)	Suggestion: workshop policy with Councillors prior to approval to ensure consistent position.	
10/09/2019	Audit, Risk and Improvement Committee (For Review)	Resolution: 351/2019 <i>That Council endorse the Community Funding Program acquittal policy and process</i>	
TBA	Manex (Final Approval)		
19/09/2019	Council (for adoption)	Resolution: 335/2019 <i>That Council adopt the Community Funding Program Policy and incorporate into strategic and operational controls. (Cr S Karaitiana/Cr M Herbert)</i>	
03/06/2021	Manex	Nil.	CRM: 23775/2021: Policy approved by Manex for a report to the June Council meeting.
17/06/2021	Council		

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