



George Town Council

Community Grant/Assistance Policy

Policy No. 10 - Version 4

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Introduction

George Town Council recognises the significant role voluntary groups and local community service providers play in the provision of community and cultural services. Council also acknowledges the contribution to community life and the leadership role of individuals selected to represent Tasmania and/or Australia in their area of expertise. Council's Community Grants fund is comprised of an annual allocation of money to support these activities.

This policy provides a framework for Council to allocate funds pursuant to Section 77 of the Local Government Act 1993 in an equitable and effective manner. Council acknowledges that the provision of grants is an important role for local government, and is an essential way in which Council can directly support the local community.

This Policy is available to the public via the Council website, or in paper form on payment of a reasonable charge.

Policy Statement

George Town Council provides financial and in-kind assistance to support George Town residents in the pursuit of excellence in their individual areas, and community group activities that build capacity and sustainability and contribute to and strengthen the development of a strong local community in George Town, while providing a fair and open process through which Council determines its funding for the community, including youth, older persons, people with disabilities and those disadvantaged, cultural programs and events.

Council will apply appropriate management practices including transparency, equity and inclusiveness, in accordance with the Act to ensure that there is a balance between responsible administration of public funds, and support for the community in a practical and effective manner.

Statement of Principles

The following principles will guide all practices associated with the management, administration and awarding of grants under Council's Community Grants Program.

- Fairness and Equity - ethical standards applied to the application process
- Transparency of Process – procedural integrity in the open and transparent management and administration of the Community Grants program
- Community Benefit – effective allocation of financial resources to develop, support and sustain a strong local community

Link to Strategic Plan

George Town Council provides financial assistance to individuals, community groups and not for profit organisations to support the provision of programs and services which respond to identified community need, contribute to the building of stronger communities and are in accordance with Council's Strategic Objectives.

Link to Strategic Plan (Cont.)

Strategic Framework

Key Item 3 – Community and Wellbeing

Goal: *To foster wellbeing and a sense of belonging for our community by:*

- *Providing and promoting a range of social, cultural and community events*
- *Supporting youth initiatives*
- *Actively engaging with our community*

Strategy 3.4: Support Community Groups

Provide a grants program for community groups and individuals.

Legislation

The following legislation should be considered in conjunction with this policy:

- *Local Government Act 1993, in particular Section 77 (1) & (2).*

Scope of Policy

This Policy applies to all applicants, Council employees and elected members.

Application of Policy - Categories

Separate applications, for amounts up to \$1000, will be accepted for:

- **Community Projects**
Financial assistance for projects, or specific elements of ongoing programs, which aim to build community by fostering opportunities for access, increase participation, and respond to community issues and concerns.
- **Cultural** **Activities**
Financial assistance for activities which engage artists and the community in the creation, direction and/or management of the activity, including visual art, craft and design, literature, new media, and the performing arts.
- **Council Service Fees and Charges Assistance**
Financial assistance to meet Council service fees, including Council venue hire fees, where this is the only grant assistance applied for.
- **Events**
Financial assistance to manage community events held in the George Town municipality that contribute to a diverse, vibrant and strategically balanced events program and which result in improved social, economic, and/or environmental outcomes for the George Town community, and can include assistance to meet Council service fees and charges as a part of the application.

Application of Policy – Categories

Applications for amounts up to \$200 will be accepted for:

- **Achievement**

Financial assistance for individuals who are selected to represent Tasmania or Australia at events including conferences, seminars and sporting championships, to assist with travel, event fees, equipment and uniform **necessary for representation at a State, National or International level.**

Application of Policy – Key Processes

Grant Amount

Grants made pursuant to this policy will be for amounts up to \$1000.

Eligibility

- Organisations must be an incorporated community group with not for profit status or auspiced by an eligible organization
- Organisations must be located within or service the George Town community
- Organisations must maintain Public Liability Insurance Cover (\$10 million minimum)
- Individual applicants must be a resident of the George Town municipality

Assessment criteria

Applications other than Achievement Applications will be assessed against the following criteria:

- Contribution to building a stronger community through increasing participation, providing leadership opportunities, encouraging volunteering and increasing learning and skill development
- Increased community benefit through introduction or expansion of a service or activity that addresses a demonstrated community need and contributes to improved wellbeing
- Contribution to the vibrancy, diversity and inclusiveness of community life in the George Town municipality

Application Forms

All requests for Council's Community Grants funding must be:

- Submitted on Council's Grant Application Form (Schedule 1) or Achievement Grant Application Form (Schedule 2),
- Accompanied by the required supporting documentation, and
- Submitted to Council at least one month prior to the date when the event, project or activity occurs.

Assessment

Each grant application will be assessed against the selection criteria as outlined in this Policy.

Grant applications assessed as complying with this policy will be considered by Council at the next ordinary meeting of Council after the application has been submitted.

Applicants will be notified of Council's decision as soon as practicable after Council's deliberation.

Application of Policy – Key Processes (Cont.)

Acknowledgement of Grant/Funding

Successful applicants will be required to acknowledge Council's contribution in relevant promotional materials and/or other formal public announcements.

Application of Policy - Ineligibility

The following are ineligible for funding under this policy:

- Applications for grants in **excess** of \$1,000 (please refer requests for financial assistance greater than \$1000 to Council officers);
- Applications for retrospective funding;
- Ongoing administration and running costs;
- Trophies or prize money;
- Political activities;
- Projects which have the potential to make significant profit, or where other funding sources are considered to be more appropriate;
- Projects which will commit Council to ongoing support;
- The same or similar project more than once,
- Organisations which have already received funding in the current funding cycle

Implementation of Policy

This policy will become effective upon approval by Council.

Responsibility

Responsibility for the operation of this policy rests with the General Manager.

Schedule 1

George Town Council

Community Grants Application Form

Dated:



SECTION A: TO BE COMPLETED BY ALL APPLICANTS

APPLICANT DETAILS

Name of Organisation/Group

Street Address

Postal Address

Suburb

Postcode

Contact Details

Contact Person

Telephone

After Hours

Mobile

Email

What is your legal status as an organisation? (please select one)

Company Limited

Incorporated Association

Statutory Body

Unincorporated Group

Are you / your organisation registered for GST?

ABN Supplied

If you are not registered for GST you may need to complete a 'Statement by Supplier' form. We will contact you if a statement is required.

Please select the category of Community Grant for which you are applying, and complete the appropriate Section of the form:

Council Service Fees and Charges Assistance

Please go to SETION B

Project

Please go to SECTION C

Cultural Activity

Please go to SECTION C

Event

Please go to SECTION D *and* complete a George Town Council Event Application Form (available on Council's website and at Council offices)

SECTION B: COUNCIL SERVICE FEES and CHARGES ASSISTANCE only

Name of Project/Activity

Dates to be conducted

Location

Council Services

If you wish to apply for assistance with Council Services, please nominate, including the \$ amount of assistance required (exclusive of GST).

<input type="checkbox"/> Hire of venue	\$
<input type="checkbox"/> Council Permit Fees	\$
<input type="checkbox"/> Road Closures	\$
<input type="checkbox"/> Waste Management	\$
<input type="checkbox"/> Other (Please Specify)	\$

Declaration

This declaration must be signed by a person authorised to sign on behalf of your organisation

- I certify to the best of my knowledge that the information given on this form is complete and accurate.
- I will provide appropriate insurance to cover the proposed event/activity/project and abide by all relevant health and safety standards.
- I understand that George Town Council does not accept any liability or responsibility for the proposal in this application and that it is the responsibility of the applicant to provide the appropriate insurance cover.
- I agree that if funded, funds will be used only for the project described in this application.
- I agree that all monies provided for in this grant will be reimbursed to Council should the event/activity/project be cancelled.

Signature Date ____/____/____

Print Name

Position in Organisation

Witness Signature Date ____/____/____

Witness Name

For further information on administrative issues and assistance to complete the application form, please contact:

George Town Council Community Events Officer
03) 6382 8800 council@georgetown.tas.gov.au

SECTION C: PROJECT/ACTIVITY GRANT APPLICATION

Outline the aims and objectives of your Organisation / Group

Outline the main aim of your organisation. What is it that your organisation is trying to achieve (max 150 words)

How long has your organisation been operating?

Number of Active Members

What sections of the community benefit directly from your organisation?

This could include groups such as children, teenagers, retirees, women, men, people with disabilities, all inclusive, etc.

Details of Project/Activity

Name of Project/Activity

Dates to be conducted

Location

Brief description of the Project | Activity

Does your Project | Activity:

- Align with or support Council's Future Directions
- Respond to demonstrated needs and concerns of the community
- Demonstrate wide community support
- Support and enhance the cultural life of George Town
- Enhance the image of the town as a vibrant place to live and visit
- enhance community life by providing opportunities for participants to build relationships and networks

How did you establish the need for this Project | Activity?

How many people do you estimate will directly benefit from this project?

What will be the long & short term benefits of your Project | Activity to the George Town community?

Describe how you will acknowledge Council's assistance.

- Letter of thanks to Council
- Invitation to Council to attend the event
- Acknowledgement at the event | Activity
- Provide photos to Council
- Acknowledgement in the Media
- Other (please specify below)

Description of Assistance sought from Council

Total Amount of Grant Request

\$

PROJECT BUDGET

- Clear budget information will allow Council to better understand your Project | Activity.
- Please account for all expenses and income, monetary and voluntary. This includes all items listed in the income column – including in-kind, other sponsorship and the amount requested from Council.
- Applicants may include Council costs (ie licences, permits etc) as part of their application budget, however payment of any Council costs associated with the Project | Activity will be the responsibility of the applicant. **

- All relevant Council services provided for any Project | Activity will be charged at cost. **
- Items included in the budget must relate to the Project | Activity. Any other expenses that do not relate directly to this application must not be included.
- You may attach a separate budget document.
- You may attach quotes for items / services if you wish.
- Please round up each item to the nearest dollar – do not include cents.

GST

If your organisation **IS** registered for GST, please provide **GST exclusive** amounts in your budget. Council will add GST to the amount funded, should your application be successful.

If your organisation **IS NOT** registered for GST, your expenses should **include GST**, where applicable.

Example of a Project | Activity Budget

INCOME		EXPENDITURE	
Description	\$	Description	\$
Council Grant Request	\$ 500	Venue Hire	\$ 100
Other Sponsorship	\$2000	Council Permits / Licenses	\$ 200
Donations	\$ 500	Marketing	\$ 300
Total	\$3000	TOTAL	\$600

BUDGET

INCOME		EXPENDITURE	
Description	\$	Description	\$
	0.00		
TOTAL INCOME	\$	TOTAL EXPENDITURE	\$

Please detail other funding, support or sponsorship you have sought, or will seek for this project. Please indicate the source, the amount and if this support is confirmed.

Agency / Organisation / Other

Assistance Requested

Assistance confirmed

- Yes
 No
 Pending

Agency / Organisation / Other

Assistance Requested

Assistance confirmed

- Yes
 No
 Pending

Please detail the nature and level of in-kind support your community group is contributing to this project.

Are there any other comments you wish to make to support this application?

Declaration

This declaration must be signed by a person authorised to sign on behalf of your organisation

- I certify to the best of my knowledge that the information given on this form is complete and accurate.
- I agree to ensure all necessary approvals / permits are objected prior to the Project | Activity taking place.
- I will provide appropriate insurance to cover the proposed project and abide by all relevant health and safety standards.
- I understand that George Town Council does not accept any liability or responsibility for the proposal in this application and that it is the responsibility of the applicant to provide the appropriate insurance cover.
- I agree that if funded, funds will be used only for the project described in this application.
- I agree that if the Project | Activity is cancelled, that all monies provided for in this grant will be reimbursed to Council.
- I will provide the George Town Council with a post evaluation of the Project | Activity.

Signature Date ____/____/____
Print Name
Position in Organisation

Witness Signature Date ____/____/____
Witness Name

Application Check List

Prior to submitting your Grant Application, please ensure you have checked all the following:

- You have read the eligibility criteria and guidelines
- Your application has been submitted at least one month prior to the event being held (preferred)
- You have completed all sections of the form
- You have signed and dated the application
- You have provided copies of any supporting materials (please do not send originals)

For further information on administrative issues and assistance to complete the application form, please contact:

George Town Council Community Events Officer
(03) 6382 8800
council@georgetown.tas.gov.au

SECTION D: EVENT ASSISTANCE

NOTE: A completed Event Application Form MUST accompany this application

Event Title

Dates to be conducted

Location

Does your Event:

- Align with or support Council's Strategic goals
- Respond to demonstrated needs and concerns of the community
- Demonstrate wide community support
- Support and enhance the cultural life of George Town
- Enhance the image of the town as a vibrant place to live and visit
- Enhance community life by providing opportunities for participants to build relationships and networks

Total Budget for Event

Description of Assistance sought from Council

Total Amount of Grant Request

\$

Other Funding:

Please detail other funding, support or sponsorship you have sought, or will seek for this project. Please indicate the source, the amount and if this support is confirmed.

Agency / Organisation / Other

Assistance Requested

Assistance confirmed

- Yes
- No
- Pending

Agency / Organisation / Other

Assistance Requested

Assistance confirmed

- Yes
- No
- Pending

Please detail the nature and level of in-kind support your community group is contributing to this project.

Are there any other comments you wish to make to support this application?

Declaration

This declaration must be signed by a person authorised to sign on behalf of your organisation

- I certify to the best of my knowledge that the information given on this form is complete and accurate.
- I agree to ensure all necessary approvals / permits are objected prior to the Project | Activity taking place.
- I will provide appropriate insurance to cover the proposed project and abide by all relevant health and safety standards.
- I understand that George Town Council does not accept any liability or responsibility for the proposal in this application and that it is the responsibility of the applicant to provide the appropriate insurance cover.
- I agree that if funded, funds will be used only for the project described in this application.
- I agree that if the Project | Activity is cancelled, that all monies provided for in this grant will be reimbursed to Council.
- I will provide the George Town Council with a post evaluation of the Project | Activity.

Signature Date ____/____/____
Print Name
Position in Organisation

Witness Signature Date ____/____/____
Witness Name

Application Check List

Prior to submitting your Event Grant Application, please ensure you have checked all the following:

- You have read the eligibility criteria and guidelines
- Your application has been submitted at least one month prior to the event being held
- You have completed Sections A and D of the form
- You have signed and dated the application
- You have provided a completed event application and copies of any supporting materials (please do not send originals)

For further information on administrative issues and assistance to complete the application form, please contact:

George Town Council Community Events Officer
(03) 6382 8800
council@georgetown.tas.gov.au

Schedule 2

George Town Council

Achievement Grant Application Form

Dated:



APPLICANT DETAILS

Name of Individual

Street Address

Postal Address

Suburb

Postcode

Contact Details

Contact Person

Telephone

After Hours

Mobile

Email

EVENT DETAILS

Event Title

Event Date

Location

Category

Academic

Arts

Sports

Participation Level

State

National

International

Please give a brief description of the event, and details of your involvement.

SUPPORT OF APPLICATION

All applications must be supported by a letter of support from the governing body supporting your grant.

Contact Person

Position Held

Organisation

Contact Number

Declaration

This declaration must be signed by a person authorised to sign on behalf of your organisation

- I certify to the best of my knowledge that the information given on this form is complete and accurate.
- I understand that if George Town Council approves a grant, I will be required to accept the conditions of the grant in accordance with George Town Council requirements.
- I agree that if I do not attend the event for which this grant is issued, that all monies provided for in this grant will be reimbursed to Council.
- I consent to the release of project information in this application for promotional and evaluation purposes relevant to the George Town Council.

Applicant Signature

Date ____/____/____

Print Name

Application Check List

Prior to submitting your Grant Application, please ensure you have checked all the following:

- You have read the eligibility criteria and guidelines
- Your application has been submitted at least one month prior to the event being held (preferred)
- You have completed all sections of the form
- You have signed and dated the application
- You have provided copies of any supporting materials (please do not send originals)

For further information on administrative issues and assistance to complete the application form, please contact:

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