



George Town Council

Community Assistance Policy

Policy No. 10 - Version

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1. Introduction

The George Town Council is committed to supporting community organisations whose activities contribute to building a vibrant and active community, and individuals under the age of 25 who represent Tasmania or Australia in national or international events, by providing financial assistance.

Council's Community Assistance Program is comprised of an annual allocation of funds which provides a strategic opportunity to work in partnership with community groups, organisations and individuals to strengthen community capacity and support an active, vibrant and culturally diverse community life.

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

2. Type of Policy

This policy is recognized as a Council Governance policy in that it requires endorsement by Council and provides specific direction in relation to governance practices.

3. Objective

The objective of the Policy is to provide a robust and transparent framework for the provision of financial assistance to:

- community clubs and organisations for activities and programs that aim to grow community capacity, promote active participation of the local community in events, initiatives and programs, or assist the community to reduce factors that lead to social disadvantage; and
- individuals who represent Tasmania or Australia in national and international events.

4. Link to Strategic Plan

Goal 02 – Support an active, vibrant and culturally diverse community life that enjoys liveable and amenity rich neighbourhoods.

5. Legislative Requirements

There are no legislative requirements; however Council is enabled pursuant to Local Government Act 1993, s77.

6. Risk Considerations

This policy is aligned with objectives for risk management at George Town Council, and in particular:

- Providing a basis for higher standards of accountability.
- Allowing for more effective allocation and use of resources.
- Setting performance standards and regular review and improving practices and procedures.

7. Policy

Council will allocate funds annually in its budget in order to provide financial support to community clubs and organisations, and individuals under 25 years of age selected to represent Tasmania or Australia at national or international events.

7.1 Assistance to Individuals:

- Financial assistance may be provided to individuals selected to represent Tasmania or Australia in national or international events. Applicants must be under 25 years of age and a resident of the George Town municipality, and an application for assistance must be accompanied by written advice of selection from the appropriate body.
- Financial assistance can be applied for at any time
- Financial assistance must be applied for before attendance at the event
- Financial assistance is limited to \$200 per person and will be paid to each eligible individual only once during a financial year.
- Applications for Assistance to Individuals pursuant to this policy will be submitted to, reviewed and approved by the General Manager

7.2 Community Assistance – Council Fee Remission:

- Fee remission for hire of Council owned venues and Council service charges may be provided to community groups whose members are primarily residents of the George Town municipality, or are located in the George Town municipality, and which offer benefits to the community of George Town.
- Fee remission may be applied for where fees incurred are integral to the provision of an activity by the applicant group which contributes to strengthening and enriching an active, vibrant and culturally diverse community life for George Town residents.
- Fee remission assistance may be applied for at any time.
- Fee remission assistance may be provided for part only of all eligible fees and charges. The number and dollar amount of applications from one organisation in any one financial year will be taken into consideration.

7. Policy (Cont.)

- Fee remission assistance under this program is limited to \$500 per community group and will be paid to eligible organisations only once during a financial year.
- Applications for Fee Remission Assistance pursuant to this policy, where the request for assistance is over \$500 should be submitted as an application for a Community Grant, and must meet the eligibility and application requirements of that Assistance Program
- Fee remission assistance is provided to organisations, not individuals.
- Applications for Fee Remission Assistance pursuant to this policy will be submitted to, reviewed and determined by the General Manager where the request for assistance is up to \$500.

7.3 Community Assistance – Community Grants

Community Grants may be provided to community groups whose members are primarily residents of the George Town municipality, or are located in the George Town municipality, and the support is being sought to benefit the community of George Town by:

- Assisting community clubs and organisations to grow capacity and build social capital;
- Encouraging voluntary activity and community participation;
- Encouraging innovative approaches to emerging issues and need in the George Town community including enhancing cultural, environmental, health and wellbeing outcomes

Community grants will be offered twice a year in competitive grant rounds
Round 1 will open in August; Round 2 will open in February. Both rounds will be advertised to the community

Community Grants will be assessed by a Community Grants Review Panel, comprising two (2) Councillors nominated by Council and appointed for one (1) year, the General Manger and an officer of Council appointed by the General Manager. Council will also appoint one proxy.

The recommendations of the Review Panel will be submitted to Council for decision at an ordinary meeting of Council.

Applications must be submitted on the appropriate form, by the due date, with any supporting documentation as requested.

A community organisation may only receive one Community Assistance – Community Grant in any one financial year. (This does not include Community Assistance Fee Assistance requests, although the number and amount of a Fee Remission request may be taken into consideration).

Grants are made to organisations, not individuals.

7. Policy (Cont.)

The organisation's willingness to contribute to the project will be taken into account.

Applications of up to \$2000 may be submitted. Council may allocate less than the amount requested.

Guidelines for grants administration will be approved by the General Manager and reviewed annually.

7.4 Eligibility

Organisations must:

- Be incorporated not for profit, or auspiced by an incorporated organisation
- Be located within and/or must work to significantly benefit the George Town community
- Maintain Public Liability Insurance Cover (\$10 million minimum)
- Make application on the form provided by Council and must provide all required documentation and information

What will not be funded:

- Funding requests which are retrospective
- Ongoing administration and running costs
- Trophies or prize money
- Political activities
- Professional fundraising organisations
- Activities closely duplicating existing/current projects

7.5 Assessment criteria

Applicants must demonstrate:

- Management capacity of the organisation both generally and in respect to the specified project budget, timeframe and achievement of objectives.
- Level of support, in kind and financial, from both the applicant organisation and other sources.
- How a community need will be met, and/or the potential for the activity to address emerging issues of need.

7.6 Acquittal of Community Grants

- Recipient organisations will be required to provide Council with an acquittal report.

7. Policy (Cont.)

7.7 Council Support of Community Events

Council may, on an annual basis, and subject to budget considerations and according to need, provide financial assistance to community events outside of the Community Assistance Program.

This policy does not apply to sponsorship by Council of events and activities.

8. Implementation of Policy

Responsibility

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

Date of Approval:	18 th October 2017
Source of Approval:	Council res: 279/17
Commencement Date:	1 st January 2018
Next Review Date:	October 2020
Publication of Policy:	A copy of the Policy will be made publicly available via Council's website. A printed copy of the Policy may be obtained at the Council office during normal office hours in accordance with Council's fees and charges schedule.