



## COMMUNITY ASSISTANCE POLICY

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Rev No.	Date	Revision Details	Reviewer	Approver
7	16 <sup>th</sup> December 2019	To include the requirement for a self-assessment criteria for all applicants  To define the definitions within the policy.  Statement of items not applicable for a remission under Council's fee remission funding.		

\*This Policy has been reclassified under GTC 12 – Policy Governance. A cover sheet with the new title and classification is provided. The content of the previous policy ....remains extant until review.

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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 their capacity to 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

Refer to Section 9 of the Policy No. 9.

## 3. OBJECTIVE

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

- (a) community clubs and organisations for activities and programs that aim to grow community capacity, initiatives and programs, or assist the community to reduce factors that lead to social disadvantage. Examples of suitable projects include but not limited to :
  - Minor infrastructure, ie purchase of equipment for use by organisations;
  - Community Arts Projects;
  - Community workshops and training courses
  
- (b) Individuals who represent Tasmania or Australia in national and international events

## 4. SCOPE

Council's annual Community Assistance Program is a strategic tool aimed at capacity building, supporting innovation and addressing community need in line with the Council's vision.

This Policy provides an equitable, efficient, transparent and sustainable framework for the allocation of Council's Community Grants program to Incorporated Not for Profit Community Organisations in the municipality of George Town.

## 5. DEFINITIONS

### Acquittal of a Grant

The process by which a recipient demonstrates in writing to the Council that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.

### Community Organisation

An entity that carries on activities for a public purpose; or an entity whose primary objective is not directed at making a profit.

### Council Fee Remission

The provision of paid and volunteer labour, administrative support, hire-free facilities or provisions of Council services.

### Grant

A sum of money given to organisations or individuals for a specified purpose.

### Not-for-profit organisation

A not-for-profit organisation is one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A not-for-profit organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people.

## 6. LINK TO STRATEGIC PLAN

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

## 7. RELATED LEGISLATION

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

## 8. 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.

## 9. 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.

### 9.1 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

### 9.2 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 municipality 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 the George Town municipality.
- 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.
- Fee remission assistance under this program is limited to \$500 per community group and will be provided 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.
- Costs associated with cleaning fees, audio and equipment hire, cannot be applied for under a fee remission.
- 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.

### 9.3 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 innovative approaches to emerging issues and need in the George Town municipality 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

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 respective grant round has closed.

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

Applications must be submitted on the appropriate form, by the due date, with any supporting documentation as requested. Strictly no late applications will be accepted.

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.

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.

### 9.4 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 (\$20 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
- Funding to commercial operations / businesses.

## 9.5 Assessment criteria

Applicants must demonstrate:

- Alignment with Council's Strategic Plan. Applicants must complete the self assessment section of the community grants application form which refers to alignment with Council's Strategic Plan –
  - Support and advocate for organisations and community groups to grow community capacity.
  - Supports integrated community, health and education services;
  - Supports sport and recreation, work opportunities, health and education services for young people;
  - Support programs which address social disadvantage;
  - Participation in community safety initiatives;
  - Enhances the vibrancy of places.
- 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.
- The program or activity has benefits which will grow community capacity;
- The project, activity or program has community support
- The applicant has the ability to deliver the program or initiative.

The Community Assistance Grants are very competitive, and there is a limited amount of funding available.

## 9.6 Acquittal of Community Grants

- All funds received under Council's Community Assistance Policy, must be used for the purpose as stated in the grant application. Recipient organisations will be required to provide Council with an acquittal report.

## 10. IMPLEMENTATION & REVIEW OF POLICY

Implementation of this Policy rests with the General Manager. This Policy will be reviewed in 2020 or in accordance with legislative requirements.

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Shane Power  
**GENERAL MANAGER**