



Community Grants Policy 2015

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Superseded Documents	NA
Related Documents	
Delegations of Authority	

Purpose and Scope

Uralla Shire Council is governed by the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*.

The purpose of this policy is to outline Council's commitment to community support by providing financial and/or in-kind assistance via the Uralla Shire Community Grants Program.

Council recognises the important contribution community groups/organisations and individuals make to the safety, health, equity, vibrancy and inclusiveness of the community. The Community Grants Program fosters a community partnership approach to addressing social, cultural, environmental and economic objectives.

This policy applies to all applications for funding received through the Community Grants Program.

Legislation, Standards and Guidelines

- *NSW Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- Uralla Shire Council Operating Policies
- Uralla Shire Community Grants Program Guidelines

Definitions

Assessment Panel: is a council appointed working group which may include Councillors and Council Officers.

Community Group/Organisation: is an entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit (non-profit).

Grant: is a sum of money given to organisations or individuals for a specific purpose directed at achieving goals and objectives consistent with Council's strategic direction. The recipient is selected on merit against a set of criteria and funding is subject to entering a written agreement with Council that outlines accountability requirements.

In-Kind Assistance: is the supply of support in the form of staff time, Council equipment, donation of decommissioned equipment. Costs of these services will be accounted for internally so as to transparently track and report on Council's support for the community.

Non-profit: is an organisation that is not carried on for the direct or indirect profit or gain of its members, both in its operations and winding up.

Policy Statement

The Community Grants Program is based on a philosophy of partnership, whereby council provides opportunities for funding and in-kind assistance to encourage, engage and support groups and individuals within the community to make a positive and on-going contribution to social, cultural, recreational and environmental outcomes that are in line with the Uralla Shire Community Strategic Plan.

Program Guidelines

The Uralla Shire Community Grant Program is administered in accordance with the Uralla Shire Community Grants Program Guidelines. The guidelines set out the purpose of grants, eligibility requirements, grant timetable, assessment criteria, payment details, reporting and acquittal process and the terms and conditions specific to the program. These guidelines will be approved by Council and reviewed annually.

Grant applications will be considered against the eligibility and assessment criteria contained within the guidelines approved by Council.

Program Funding

The allocation of funds to the program will be in accordance with Council's budget priorities and the objectives of Council's Strategic and Operational Plans. The amount of funding made available each year will be determined by Council in its annual budget process.

Assessment Process

Applications for financial and/or in-kind assistance will be assessed by an assessment panel of four (4) members which will make recommendations to Council, for approval.

The assessment panel shall include the following members:

- Two (2) Councillors (to be nominated)
- Executive Manager Community & Culture
- Community Development Coordinator

Default

A funding recipient that fails to comply with the conditions of funding shall be deemed to be in default. Defaulting recipients shall be referred to Council's debt collection processes and shall be ineligible for future funding for a period of 3 years.

Reporting

All financial assistance awarded through the grant programs will be reported in Council's annual report.

Communication with Eligible Community Organisations

The availability of grants for distribution to eligible organisations and individuals through the Community Grants Program will be publicised via Council's website, newsletter and advertising in local and regional media.

Acknowledgement of Support

The manner in which Council's support is to be acknowledged will be specified in the terms and conditions of the funding agreement entered into with successful grant recipients.

Responsibility

The Community Services area is responsible for the day to day management of the Community Grants policy and practice at Uralla Shire Council, including strategic management, continuous quality improvement, legislative compliance requirements and financial management.

Accountability, Roles and Responsibility

The Executive Manager Community & Culture of Uralla Shire Council is responsible to ensure that the procedure is followed and conformance in ensuring Council meets relevant Act, Regulations, standards and community expectations of probity, accountability and openness in local government.

Attachments

Attachment A – Uralla Shire Community Grants Program Guidelines