



COMMUNITY FINANCIAL ASSISTANCE POLICY 4.72

COMMUNITY FINANCIAL ASSISTANCE

DIVISION: WORKS & SERVICES

PILLAR: ECONOMIC & COMMUNITY DEVELOPMENT

FILE / BINDER:

OBJECTIVE

The purpose of this policy is to ensure that financial assistance provided by Council is consistent with principles of community wellbeing, promotes a sense of place and belonging and is able to facilitate greater opportunities for a culturally vibrant community.

BACKGROUND

The mechanisms that Council uses to provide financial assistance to the Camden Community are the programs which operate under this policy. Programs operate annually and on an ad hoc basis to best meet the needs of the community. Each of these programs has guidelines and operating procedures which are endorsed by Council. The programs are:

- Community Small Grants Program (Annual)
- Support for Young Persons Special Achievers (Ad Hoc)
- Civic Centre Cultural Performance Subsidy (Annual)
- Annual Subsidy Program (Annual)
- Donations for Charitable Purposes (Ad Hoc)

POLICY STATEMENT

This policy addresses financial assistance provided by Camden Council to “not for profit” community groups or organisations providing services or programs to residents and to residents within the Camden Local Government Area. It also provides a means for support of identified young people who have been selected, via a merit based system, to be a state or national representative based on their particular talent or capability.

Council recognises and values the strengths of the Camden community, including the strong sense of belonging, demonstrated through participation in a range of community and cultural activities. Council aims to draw on these strengths and provide support to assist them to continue to grow. Council acknowledges the important role of community organisations in developing projects, coordinating and managing funded activities which help to further develop these strengths in the community.

Council recognises the importance of encouraging endeavours of excellence by young people and the role that representation at a State and National level can play in the development of community pride and in creating a sense of belonging and place.

Council recognises the importance of access to a broad and varied range of local cultural performances that offers opportunities to experience the widest possible cultural experiences for all community members.

Council recognises the potential for situations to arise where one off assistance to a group or individual can have long term benefit to residents and the community, especially for those involved in undertaking activities for charitable purposes which have direct benefit to residents of Camden LGA.

The funding and support are also mechanisms for Council to further the aims identified in social, cultural, economic and environmental plans and policies and applications are assessed against these policies and broad Council objectives and plans.

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RELEVANT LEGISLATION:	NSW Local Government Act 1993 Section 356
RELATED POLICIES:	Community Well Being Policy
DELEGATIONS:	N
SUSTAINABILITY ELEMENT:	N
STAFF TRAINING REQUIRED?	N

NEXT REVIEW DATE: September 2011

PREVIOUS POLICY
ADOPTED:
MINUTE:

COMMUNITY SMALL GRANTS PROGRAM GUIDELINES AND OPERATING PROCEDURES

The Community Small Grants Program provides funding up to \$5000 per project to support work done by local community organisations based in, or providing events or services for, the Camden Local Government Area. The Community Small Grants Program is open for application annually.

The program guidelines and operating procedures ensure that monetary or in-kind donation requests to Council are dealt with in a fair and equitable manner, and are consistent with the principles of community wellbeing.

POLICY STATEMENT

Council recognises and values the strengths of the Camden community, including the strong sense of belonging, demonstrated through participation in a range of community and cultural activities. Council aims to draw on these strengths and provide support to assist them to continue to grow. Council acknowledges the important role of community organisations in developing projects, coordinating and managing funded activities which help to further develop these strengths in the community.

The funding and support are also mechanisms for Council to further the aims identified in social, cultural, economic and environmental plans and policies and applications are assessed against these policies and broad Council objectives and plans.

ELIGIBILITY

To be eligible for funding, an organisation must:

- be not-for-profit;
- be an incorporated body or be auspiced (sponsored) by an incorporated body;
- offer a project in the Camden LGA, or primarily for the Camden community (minimum of 75% participants from the LGA);
- acquit any previous Camden Council grants and have no outstanding debts to Council.

INELEGIBILITY

Council does not provide grants for:

- projects that duplicate existing services or programs;
- projects that do not meet the identified priority needs;
- projects that directly contravene existing Council policy;
- projects previously funded.

GRANT CATEGORIES

Grants are available in the following categories:

- **Minor Works**
Projects which enhance our community infrastructure by aiding in the development of facilities, improvements or maintenance to existing facilities.
- **Culture and Events**
Projects involving events or festivals that foster the region's cultural identity and activities that support an accessible, diverse range of community art and cultural activities.
- **Health & Well Being**
Projects which support access to physical and social resources to promote quality of life and create an inclusive and cohesive community.
- **Sport and Recreation**
Programs which increase or maintain participation within sport and recreation as well as projects which improve the quality, education/training, safety or range of participation.

ASSESSMENT OF APPLICATIONS

Council will consider all applications and determine successful requests in line with its operational plan and budget. Applications will be assessed on their merit. All grant applications received by Council are assessed by a panel of at least three relevant Council officers. Recommendations are presented to Councillors at a workshop and then to a full Council meeting for approval. If considered relevant, some applications may be assessed by external parties who have skills and professional expertise that beneficially adds to the assessment process.

While the following will form the basis for assessment, applicants and projects will not necessarily have to meet all criteria to be successful:

- demonstrate a considerable benefit to the community;
- establish new and innovative community projects or programs;
- demonstrate coordination with other groups in the community;
- show evidence of community support;
- demonstrate an ability to manage the project through allocation, effective planning, clear goals and evaluation processes;
- address local issues by attempting to meet a community need or short coming;
- show the contribution of the organisation applying to the project or activity through cash, in-kind or volunteer support; and
- demonstrate the organisation's ability to manage and deliver community or cultural services and not become dependent on ongoing financial assistance from Council.

CONDITIONS OF GRANT

The following conditions apply to all financial assistance allocated through the program.

- to use the grant only for the purpose approved;
- to notify Council and seek approval for any changes to the project for which assistance has been approved. If the project is cancelled or modified without approval, Council reserves the right to seek full reimbursement of funds;

- successful applicants shall finalise the project within 12 months of notification from Council;
- should the project exceed the budgeted amount, applicants will be required to meet any additional costs; and
- to ensure acknowledgement of Council is included in all promotional material and/or publications relating to the project.

Successful applicants shall undertake an acquittal process when the project is finalised and provide Council with:

- a written report on the project;
- an evaluation of the project;
- financial statements/invoices; and
- a copy of any promotional/media material, booklets etc.

SUPPORT FOR YOUNG PERSONS SPECIAL ACHIEVERS GUIDELINES AND OPERATING PROCEDURES

The Support for Young Persons Special Achievers Program is to support gifted and talented young people who live in the Camden LGA. The program provides a once only grant of up to \$500 to assist to meet the costs of participation in a cultural, academic or sporting event representing NSW or Australia. Applications are received at any time.

The program guidelines and operating procedures ensure that monetary or in-kind donation requests to Council are dealt with in a fair and equitable manner, and are consistent with the principles of community wellbeing.

POLICY STATEMENT

Council recognises the importance of encouraging endeavours of excellence by young people and the role that representation at a State and National level can play in the development of community pride and in creating a sense of belonging and place.

The support shall be towards the defraying the expenses of the gifted and talented person relative only to the particular event in which he/she is participating.

ELIGIBILITY

- the recipient shall be under the age of 23 years at the time of application;
- the cultural/academic/sport activity shall be of amateur status and generally promoted by a non-profit organisation;
- a special achiever, for the purposes of this program, is one who has been selected on merit, to represent NSW or Australia in their chosen field of endeavour. This definition includes young people with disabilities;
- evidence of selection involving a merit based process must be provided;
- no more than one donation will be granted to any applicant under this program;
- the recipient shall be a resident of Camden Local Government Area;
- payments under the policy will be calculated on the basis of 10% of costs with a maximum payment of \$500 for any one request;
- evidence of the costs incurred must be provided with the request.

APPLICATIONS

- Written applications should provide information to meet the eligibility criteria and forms are available on Council's website.
- Applications are assessed by Council officers against the eligibility criteria and approved by the Mayor and General Manager.
- Details of approved support is provided in a report to Council annually.

ANNUAL SUBSIDY PROGRAM GUIDELINES AND OPERATING PROCEDURES

The Annual Subsidy Program is the way Camden Council provides annual subsidies to a number of community organisations.

POLICY STATEMENT

Council recognises and values the strengths of the Camden community, including the strong sense of belonging demonstrated through participation in a range of community and cultural activities. Council aims to draw on these strengths and provide support to assist them to continue to grow. Council acknowledges the important role of community organisations in developing projects, coordinating and managing funded activities which further develop these strengths in the community.

ELIGIBILITY

To be eligible for funding, an organisation must:

- Be not-for-profit
- Be an incorporated body or be auspiced (sponsored) by an incorporated body;
- Offer a project in the Camden LGA, or primarily for the Camden community (minimum of 75% participants from the LGA); and
- Have no outstanding debts to Council.

APPLICATIONS

Any eligible group may apply in writing for an annual subsidy. The annual subsidies are considered by Council each year as part of the annual budget process.

ASSESSMENT OF APPLICATIONS

While the following will form the basis for assessment, group and activities will not necessarily have to meet all criteria to be successful:

- demonstrate a considerable benefit to the community;
- demonstrate coordination with other groups in the community;
- show evidence of community support;
- address local issues by attempting to meet a community need or short coming; and
- demonstrate the organisation's ability to manage and deliver community or cultural services and not become solely dependent on ongoing financial assistance from Council.

Successful applicants shall undertake an acquittal process each year and provide Council with:

- information on how the subsidy was spent
- membership/participation rates information
- copies of any promotional material

DONATIONS FOR CHARITABLE PURPOSES PROGRAM GUIDELINES AND OPERATING PROCEDURES

The Donations for Charitable Purposes Program addresses monetary and in-kind donations to individuals, not for profit community groups and organisations in the Camden Local Government Area. It is intended to provide a clear and consistent process for the determination of requests for one-off monetary and in-kind donations from Council to individuals, community groups or organisations for charitable purposes. Applications will be accepted throughout the year.

The program guidelines and operating procedures ensure that monetary or in-kind donation requests to Council are dealt with in a fair and equitable manner, and are consistent with the principles of community wellbeing.

POLICY STATEMENT

Council recognises the strengths of the Camden community, including the strong sense of belonging demonstrated through participation in a range of community and cultural activities. Council aims to draw on these strengths and provide support to assist them to continue to grow. Council acknowledges the important role of community organisations in developing projects, coordinating and managing funded activities.

Council recognises the potential for situations to arise where one off assistance to a group or individual can have long term benefit to residents and the community especially those involved in undertaking activities for charitable purposes which have direct benefit to residents of Camden LGA.

ELIGIBILITY

Applications will be accepted from individuals, not-for-profit community groups or organisations working or residing within the Camden Local Government Area (LGA), or where the donation is to provide benefit to residents of the Camden LGA. The application must demonstrate direct benefit to residents of Camden LGA. Applications are to be for one-off donations. Applications for recurrent funding, including operating expenses, refundable bonds or insurance will not usually be considered.

Primary and Secondary Schools in the Camden LGA are eligible to apply for the Mayoral Citizenship Prize under this program. This prize consists of a certificate and book prize to one student at each school who is nominated by their school and the prize is awarded at the end of each school year.

APPLICATIONS

Written applications should provide information required to meet the eligibility criteria and forms are available on Council's website.

The following information needs to be provided:

- Name and address of the individual, group or organisation applicant;
- Name and contact details of office bearer, or authorised contact person;

- Amount requested;
- Purpose of the donation;
- Benefit to residents of Camden LGA;
- Copy of an accepted Authority to Fundraise through the Office of Charities, NSW Department of Gaming and Racing; or for individuals, completion of a Statutory Declaration stating that the funds are to be solely used for charitable purposes;
- Relevant incorporation details and copy of incorporation documentation;
- Bank account details.

ASSESSMENT

Requests up to an amount of \$500 will be considered on an individual basis by a Committee comprising of the Mayor and General Manager, with an assessment and recommendation from Council Officers.

The following criteria will be applied in assessing requests:

- Purpose of the donation;
- Previous donations made to applicant;
- Annual Council budget allowance and availability;
- Amount requested; and
- Applicant's access to alternative sources of funding.

The following requests will be referred to a full council meeting for determination:

- Requests over \$500;
- The distribution of funds outside the Local Government Area for events/causes relating to appeals of a regional, state or national significance.

A detailed summary of all funds allocated will be presented to Council annually.

CIVIC CENTRE CULTURAL PERFORMANCE SUBSIDY PROGRAM GUIDELINES AND OPERATING PROCEDURES

The Civic Centre Cultural Performance Subsidy Program provides an amount of funds to provide Civic Centre fee relief for not for profit performance groups. Events subsidised under the policy form part of the annual Camden Civic Centre cultural program.

The program guidelines and operating procedures ensure that monetary or in-kind donation requests to Council are dealt with in a fair and equitable manner, and are consistent with the principles of community wellbeing.

The program aims to:

- To increase accessibility to the Civic Centre venue for not for profit community performance groups;
- To enhance community awareness and involvement in cultural performances and heighten the profile of community performance groups; and
- To enhance community wellbeing, sense of belonging through exposure to high quality cultural events and activities that are of interest to key demographic groups.

POLICY STATEMENT

Council recognises the importance of access to a broad and varied range of local cultural performance that offers opportunities to experience the widest possible cultural experiences for all community members.

ELIGIBILITY

- Applications for cultural performances scheduled to be held at Camden Civic Centre in the July to June period, dates must coincide with availability of the facility;
- Funds will be available to non government organisations who are not for profit and or community groups either based in the Camden LGA or undertaking a performance of direct benefit to the community and people of Camden LGA;
- Applications may be for a portion of venue hire costs up to the value of and not exceeding \$1200 (excluding GST). (Funds provide for either the cost of the Auditorium on a Saturday evening, or a day hire of the Auditorium and Gallery for six hours from Sunday to Friday).

ASSESSMENT

Proposed events must:

- Demonstrate value to both the Camden community and Camden Council through the provision of high quality cultural performances;
- Involve participation and audience from local residents;
- Indicate local support either financial or in kind;

- Show evidence that the proposed activity is well planned and likely to attract the target audience; and
- Contribute to the Annual Civic Centre cultural program.

Preference is given where:

- Funding will provide opportunity for the community to access high quality entertainment;
- There is limited opportunity for funding to come from other sources;
- Partnership arrangements are in place between organisations; and
- Events are scheduled to fall within the July to June period, immediately following the June funding round.

INELIGIBLE APPLICATIONS

- Political parties;
- For profit, government, business or private organizations;
- Reoccurring events within the funding period, (note that an organisation is entitled to stage self funded events in the same funding period and it also recognised that sme groups provide a broad range of performances which may target different sections of the community which may be considered).
- Events not planned to be held within the Civic Centre facilities;
- An organisation with substantial unallocated resources; and
- For events to be staged in consecutive funding rounds.

CONDITIONS

- Successful applicants must not vary the purpose or date of the grant without written approval from Council;
- The applicant must provide a copy of their most recent audited financial statement where available;
- Successful applicants must acknowledge Council's financial contribution through:
 - Joint promotion;
 - Acknowledgement of Council's support;
 - Invitation extended to Council representatives to be present;
 - The inclusion of Council's logo on all promotional material;
 - A brief evaluation on the outcome of the event is required within one month of the event.

FUNDING

- One funding round will be held in June each year, with amounts of up to \$1200 allocated to events scheduled to be staged within the July to June period following the funding round;
- Funding applications will be assessed against the policy objectives with recommendations to Council for endorsement;
- Where the full funding allowance and/or a broad program of events has not been supported, Camden Civic Centre management will source an additional three events to meet the needs of the community, ensuring key demographic groups are catered for within the funded program and calendar of events;

- Any other remaining balance of funds will be utilised to fund one off events that meet the criteria outside of the funding round; funding will not exceed \$400 for any event funded;
- The program will be advertised broadly through local media, all Council websites, Let's Connect, Civic Centre publications, and direct target mail distribution;
- Information packages including applications will be provided to applicants on request.

All payments under this policy will be limited to one hall hire donation in any financial year and will be paid directly to the Camden Civic Centre account.

APPROVALS PROCEDURE

- Funding submissions received in June will be assessed by Civic Centre management against the policy with a recommendation provided to Council for endorsement;
- Details of events sourced by Centre Management or one off applications for funding outside of the funding round will be provided to a committee comprising of the Mayor and General Manager for approval.

CANCELLATION

In the event that the performance is cancelled, 50% of costs incurred by the venue will be the responsibility of the hirer.

ALLOCATION OF FUNDS

Applications will be assessed and ranked, Low, Medium or High as a basis for consideration by Council.

Low = Application is outside the guidelines.

Medium = Application is within the guidelines however;

- Alternative sources of funding are available;
- Application is not considered as high a priority as other applications;
- Application's budget is outside the resources of this program; or
- The event would not enhance the cultural event calendar or provide an event of broad interest to the community.

High = Application meets the guidelines and is considered appropriate for Council to fund. The event will enhance the cultural program and provide an event of interest to the community.