

1 PURPOSE

The purpose of this policy is to ensure that financial and in-kind assistance, and subsidies for the use of Council facilities, are provided on an equitable basis to clubs and community organisations; or individuals who represent Tasmania or Australia in national or international events.

2 OBJECTIVE

The objective of this policy is the provision of financial and in-kind assistance on a fair and equitable basis.

3 SCOPE

This policy is limited to the following, where a need for assistance is established:

- Clubs and Community Organisations either located in Burnie or which have substantial membership from Burnie residents, and which offer benefits to the people of Burnie (Note that financial assistance may be made to Regional/District organisations for distribution to sub or local branches where this situation applies); or
- Not-for-profit community organisations providing a public benefit to the Burnie community; or
- Residents of Burnie and/or members of a Club under the age of 25 located in Burnie through membership of which they are representing Tasmania or Australia in sporting events; or
- Residents of Burnie chosen to represent Tasmania at national conferences, seminars etc.

4 POLICY

4.1 Financial Assistance Grants

4.1.1. Each year a Financial Assistance Grants Fund will be established in Council's Budget in order to:

- assist Clubs and Community Organisations in the provision of services to the Burnie community; and
- assist individuals under the age of 25 who are selected to represent Tasmania or Australia in national or international events.

4.2 Assistance to Clubs and Organisations

4.2.1. Applications for Financial Assistance to Clubs and Community Organisations will be sought twice a year through two rounds of Grant Applications. Applications will

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only be considered if received by the relevant due date. Details of grant rounds can be found at www.burnie.net under Community Support.

- 4.2.2. To be eligible, Clubs and Community Organisations must be either located in Burnie or have substantial membership from Burnie residents, and which offer benefits to the people of Burnie.
- 4.2.3. Council will not fund one-off activities conducted by large state-wide organisations from outside of the Burnie area which do not have a local presence in the area.
- 4.2.4. A Club or Community Organisation may only receive funding for Financial Assistance once in a three year period.
- 4.2.5. Applications by Clubs and Community Organisations for Financial Assistance must be made on the form provided by Council and must include a copy of the previous year's accounts and audited Financial Statement and any other information requested on the application. Applications which do not supply all required documentation will not be considered.
- 4.2.6. Applications by Clubs and Community Organisations for Financial Assistance must be for a specific project.
- 4.2.7. The Club's or Community Organisation's willingness to contribute to the project will be taken into account.
- 4.2.8. All applications will be submitted to, reviewed and approved by a meeting of Council.
- 4.2.9. Financial Assistance will generally not exceed \$10,000.
- 4.2.10. Applications for Financial Assistance in excess of \$10,000 and/or of a capital works nature which are assessed as worthy of further consideration will be either recommended for budget deliberation or submitted to Council with a recommendation.
- 4.2.11. Council will only make a 50% contribution to the cost of defibrillators. An application for assistance towards a defibrillator will be deemed to be an application for the purposes of Clause 4.2.4.
- 4.2.12. During each application period a Council Officer will be available to provide assistance to Clubs and Organisations to assist with project development and the writing of grant applications.

4.3 Assistance to Individuals

- 4.3.1. Financial Assistance may be provided to individuals under the age of 25 selected to represent Tasmania or Australia in national or international events, conferences or seminars. Assistance will be paid on provision of written advice from the appropriate body.
- 4.3.2. Eligible individuals can apply for Financial Assistance grants at any time.
- 4.3.3. Financial Assistance is limited to \$150 per person and will be paid to each eligible individual only once during a financial year.

4.4 Community Assistance – Recurrent Funding

- 4.4.1. Council may on an annual basis, and subject to budget considerations and according to need, allocate funding to community groups outside of the Financial Assistance Grants program.
- 4.4.2. Eligible community organisations must:
- Be able to demonstrate recurrent expenditure which cannot be fully met by the organisation's membership fees and other revenue raising; and
 - Be a cultural organisation or music group; or
 - Be an organisation that is providing a significant community benefit on a state or national level; or
 - Perform civic type duties as required; and
 - Demonstrate significant voluntary effort; and
 - Meet the objectives of Making Burnie 2030; and
 - Be able to demonstrate that funding is unavailable from other sources (eg. other funding bodies).
- 4.4.3. Organisations shall submit details of proposed expenditure for approval, and must include a copy of the previous year's accounts and audited Financial Statement and any other information requested by Council.
- 4.4.4. Payment may be by direct grant, or by reimbursement paid to the organisation upon provision of a statement of expenditure or receipt.
- 4.4.5. Funds must be expended in accordance with the proposal.

4.5 Council Support of Community Events

- 4.5.1. Council may, on an annual basis, and subject to budget considerations and according to need, provide financial and in-kind assistance to community events outside of the Financial Assistance Grants program.

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4.5.2. Such support will not be deemed to be sponsorship, as Council will not expect to receive a reciprocal benefit beyond a modest acknowledgement.

4.5.3. Such assistance shall be by request from the organisers and shall be approved by Council.

4.6 Community Discounts on Venue Hire

4.6.1. Council shall provide a discount to community organisations of 60% of the standard functions and performing arts venue hire fee for both the Burnie Arts and Function Centre and The Point

4.6.2. Council may also provide a discount on equipment hire at the discretion of the Director of the Burnie Arts and Function Centre.

4.6.3. Any direct additional costs will not be discounted.

4.6.4. The venue discount shall apply to:

- Clubs and Community Organisations either located in Burnie or which have substantial membership from Burnie residents, and which offer benefits to the people of Burnie (Note that Financial Assistance may be made to Regional/District organisations for distribution to sub or local branches where this situation applies); or
- Not-for-profit community organisations providing a public benefit to the Burnie community
- Educational functions primarily involving students from the Burnie region, and which are endorsed by the Department of Education or the principal of an independent school.

4.6.5. All discounts on venue hire shall be recorded and accounted through the Community Access budget.

4.7 Waste Disposal

4.7.1. Council shall provide an annual sum of up to \$5,000 to support the waste disposal needs of eligible organisations.

4.7.2. To be eligible to access this funding organisations must be able to demonstrate the following:

- The group seeking support is a recognised charity or not for profit organisation, operating in Burnie and providing support to the Burnie community;
- The activity generating the waste supports the diversion from the waste stream and puts the diverted material to a productive use (reuse, recycling or repurposing); and
- The organisation can demonstrate the waste/unusable items arise from the collection and processing activities associated with the reuse/repurposing of the collected material, and there is an ongoing need for the waste disposal.

4.8 Regulatory Fees

- 4.8.1. Council shall provide an annual sum of \$1,000 to support the payment of Food Licensing fees for eligible organisations.
- 4.8.2. The Food License must be used to support the organisation in fund raising activities.
- 4.8.3. Council support shall be by way of a waiver of the fee.

4.9 Mayor's Fund

- 4.9.1. Council will provide an allocation of up to \$2,500 from the Financial Assistance Grants budget to be available for minor requests up to \$200 at the Mayor's discretion.

4.10 Reporting

- 4.10.1 The *Local Government Act 1993* requires that the details of any grant made or benefit provided are to be included in the Annual Report of the Council.

5 LEGISLATION

Local Government Act 1993

6 RELATED DOCUMENTS

Application for Financial Assistance to Clubs and Community Organisations

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Policy Endorsement

Responsibility:	It is the responsibility of the Director Community and Economic Development to administer and review this policy. It is the responsibility of the Governance Unit to maintain this policy in the Corporate Document Framework.
Minute Reference:	Item AO073-18
Council Meeting Date:	20 March 2018
Strategic Plan Reference:	Strategy 2.3.5 Assist those who assist the community. Strategy 7.1.1 Formulate policy that is equitable, inclusive and responsive to current needs, and ensure decision-making is informed and accountable.
Previous Policies Replaced:	This policy replaces the previous policy <i>Financial Assistance Grants</i> CP-CBS-SG-002 version 3.0 dated 21 June 2016 (Item AO151-16). <i>Note - Version 4.1 Administrative amendment made on 22 June 2018 to correct clause 4.2.11 to reference 4.2.4.</i>
Date of Commencement:	21 March 2018
Publication of policy:	Members of the public may inspect this policy at the City Offices, or access it on Council's website (www.burnie.net)