

## 1. FRAMEWORK OVERVIEW

**1.1** The Financial Assistance Framework enables Wollondilly Shire Council to provide for a range of financial assistance to local community groups and organisations providing services or programs to residents within the Wollondilly Local Government Area. It also provides a means for support of identified individuals who have been selected, via a merit based system, to be a state or national representative based on their particular talent or capability.

**1.2** Programs within the Framework operate either annually or on an ad hoc basis to best meet the needs of the community. Each of these programs has a specific purpose, set categories and eligibility, which have been endorsed by Council. The programs are:

### **Community Grants Program - Annual**

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| ▪ Community Projects                | maximum of \$3,000 each application |
| ▪ Arts and Culture Events           | maximum of \$1,000 each application |
| ▪ Sustainability Projects           | maximum of \$500 each application   |
| ▪ Leisure and Recreation Activities | maximum of \$500 each application   |
| ▪ Small Capital Equipment           | maximum of \$500 each application   |

### **Annual Assistance Program - Annual**

- |                                      |                                   |
|--------------------------------------|-----------------------------------|
| ▪ Mayoral School Citizenship Award   | \$200 each local school           |
| ▪ Annual Community Event             | various amounts allowed           |
| ▪ Carols by Candlelight Event        | maximum of \$500 per event        |
| ▪ Community owned hall Rates Subsidy | equal to rates and charges levied |
| ▪ Award or Scholarship               | various amounts allowed           |
| ▪ Program Assistance                 | various amounts allowed           |

### **Sponsorship Program - Twice Annually**

- |                   |                                     |
|-------------------|-------------------------------------|
| ▪ Community Event | maximum of \$1,000 each application |
| ▪ Minor Works     | maximum of \$500 each application   |

### **Donations Program - Ad Hoc throughout the year**

- |                          |                                   |
|--------------------------|-----------------------------------|
| ▪ Community Organisation | maximum of \$500 each application |
| ▪ Individuals            | maximum of \$250 each application |

**1.3** Applications for all programs and categories will need to contribute to the Social, Tourism, Educational, Economic and Environmental outcomes expressed in Council's Community Strategic Plan.

### **1.4 Review Processes**

The Financial Assistance Framework will be reviewed every two years to ensure its programs continue to meet intended outcomes. The next review will take place before the 2019 Funding round commences.

### **1.5 General**

All requests to Council for Financial Assistance should be made through one of the programs set out in this framework. Only in exceptional circumstances should requests be considered by Council outside of the endorsed programs.

### 2. RELATED POLICIES

**2.1** Council has adopted a range of policies that assist Councillors and staff in meeting legislative requirements and to ensure best practice processes are in place. The following Council Policies relate to the Financial Assistance Framework and play a role in shaping the program's administrative processes.

#### **Service Charter**

Outlines the commitment to continuous improvement in services and communication to our customers.

**Access to Information** – Government Information (Public Access) Act 2009 and Regulation  
To facilitate the principle of open transparent government, consideration of the public interest in relation to access requests, proactive disclosure and dissemination of information, and respect for the privacy of individuals. The Policy is associated with *Access to Information* guidelines which assist the public to understand the processes used within Council.

#### **Role of Community Outcomes**

To define the Community Outcomes teams role in undertaking research, planning and action in relation to the addressing of community and social planning issues. This includes the development and utilisation of a set of ongoing structures which allow the community to meet its own needs through community development and community capacity building.

#### **Code of conduct** – Clause 440 Local Government Act 1993

The Code sets out the minimum requirement of conduct for Council officials in carrying out their duties. The Code of Conduct is prescribed by regulation and assists Council officers to understand the standards of conduct that are expected of them, enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence, and act in a way that enhances public confidence in the integrity of local government.

#### **Reduction or Waiver of Council Fees and Chargers**

To provide a framework for the consistent and equitable assessment of requests for the reduction or waiver of Council fees and charges for the use of Council facilities and /or services provided by Council. The policy allows for certain events to have their fees and charges waived when hiring a Council community facility. Recipients of Community Grant Funding will not receive a fee waiver or exemption, except for organisations providing Carols by Candlelight events.

### 3. RELATED LEGISLATION

3.1 Local Government Act 1993 - The provision of financial support through the Financial Assistance Frameworks is regulated under Clause 356 of the Local government Act 1993. In specified circumstances this allows for delegation of authority by Council to staff to allocate financial assistance to organisations and individuals.

3.2 Government Information (Public Access) Act 2009.

## **4. PROCESS**

### **4.1 COMMUNITY GRANTS PROGRAM**

#### **4.1.1 Purpose**

The Community Grants Program provides funding towards community projects, events and small capital equipment purchases to support community organisations and groups operating within the Wollondilly Local Government Area for the benefit of local communities.

The Community Grants Program will be open for applications in May each year with successful recipients presented with funds in August.

#### **4.1.2 Eligibility**

To be eligible for funding an organisation must meet all of the following:

- Be a not-for-profit community based group or organisation,
- Be an incorporated body or be auspiced (sponsored) by an incorporated body,
- Offer services or activities within the Wollondilly Local Government Area,
- Have no outstanding debts to Council,
- Not be a political party or political lobby group, and
- Not be a Government Agency.

Community Grants will not provide funds for applications that:

- duplicate existing services or programs,
- do not meet identified priority needs,
- directly contravene Council policies,
- are for previously funded events or projects,
- request retrospective funding, or
- include recurrent costs of the organisation e.g. salaries, general administration costs.

Applicants must demonstrate linkages to Council's Community Strategic Plan Outcomes and Strategies.

#### **4.1.3 Grant Categories**

##### **Community Projects - amounts up to \$3,000**

Projects that help local communities to build skills, identify opportunities and/or undertake actions for the social benefit of community members.

##### **Arts and Cultural Events – amounts up to \$1,000**

Events that foster the Shire's cultural identity, or that provide an accessible, diverse range of community art and cultural opportunities.

##### **Sustainability Projects – amounts up to \$500**

Projects that support the local environment and assist in making Wollondilly a more sustainable place to live.

### **Leisure & Recreation Activities – amounts up to \$500**

Activities that provide access to physical and social pursuits to support a healthy and active community.

### **Small Capital Equipment – amounts up to \$500**

Purchases of small capital equipment items to support community organisation activities.

#### **4.1.4 Applications**

An eligible organisation must apply using the electronic application form provided.

Applications must be submitted by 31 May each year for consideration of a funding allocation.

Applicants are encouraged to attend an Information Session prior to the funding round opening.

##### **4.1.5.1 Assessment Criteria**

Applications will be assessed against the following criteria:

- Eligibility for financial assistance program
- Demonstrates clear linkages to Council's Community Strategic Plan
- Demonstrate a strong community development aspect that involves and benefits the broader community through participation or access
- Reflect and enhance Wollondilly's sense of place and local identity
- Attract broad or new participation from local residents
- Use an innovative approach to the proposed project
- Be completed in the financial year specified in the application
- Be achievable within the planned budget

Following assessment, all eligible applications are reviewed at a Councillor Workshop prior to being recommended for funding at the next Council Meeting.

##### **4.1.6 Conditions of Grant**

Successful applicants are required to undertake an acquittal process and provide Council with:

- Information on how the grant was spent
- Evaluation of the event or project and its outcomes
- Membership/participation rates
- Copies of any promotional material and media coverage generated
- Details of the acknowledgement of Council's support within the community

Funding will only be paid against a recipient created Tax Invoice inclusive of any GST by way of a direct deposit.

##### **4.1.7 How to Apply**

Applications are to be submitted electronically by completing the online application form and submitting at [www.wollondilly.nsw.gov.au](http://www.wollondilly.nsw.gov.au)

Applicants can contact Council's Community Project Officer for any assistance in completing their application on 4677 1100 or [council@wollondilly.nsw.gov.au](mailto:council@wollondilly.nsw.gov.au)

### 4.2 ANNUAL ASSISTANCE PROGRAM

#### 4.2.1 Purpose

The Annual Financial Assistance Program provides specific funding to nominated community events and programs that are conducted on an annual basis. The program also assists community owned halls through the provision of a rate subsidy and local schools through a Mayoral School Citizenship Award.

#### 4.2.2 Eligibility

Only those organisations identified and nominated each year by Council are eligible to receive funding under this program.

To be eligible for funding an organisation must:

- Be a not for profit community organisation
- Be an incorporated body or be auspiced (sponsored) by an incorporated body
- Be a local Primary or Secondary School (Citizenship Award)
- Provide significant benefit to the Wollondilly Local Government Area
- Offer an annual event, project or service in the Wollondilly Local Government, and
- Have no outstanding debts to Council,

Events, programs and activities must demonstrate linkages to the Community Strategic Plan outcomes and strategies. Funding will be provided on the merit of the project, event or activity and its projected outcomes.

#### 4.2.3 Annual Assistance Categories

##### **Mayoral School Citizenship Award**

To acknowledge good citizenship by students attending schools within the Wollondilly Local Government Area. All schools will receive \$200 and a certificate for the successful student/s. Schools must provide recipient names for Mayoral School Citizenship Award Certificates.

##### **Annual Community Event**

To support significant community events held each year to celebrate various themes, occasions and celebrations.

##### **Carols by Candlelight Event**

To support annual community events held in each of the three Council Wards to celebrate Christmas.

##### **Community owned hall Rates Subsidy**

To provide financial relief to community owned halls to ensure they remain open to the general community.

##### **Award or Scholarship**

To support the recognition of high achievement by community members across a range of education, work and community activities.

##### **Program assistance**

To provide assistance to significant community based organisations that benefit the local community.

#### 4.2.4 Applications

There is no application process for this program. Eligible organisations under each category will be identified and recommended annually based on completion of successful event or activity in the previous year.

Recommendations will be presented to Councillors at a workshop in April and then to full Council in May for approval and consideration in the next financial year's budget.

Council will consider funding allocations in line with its operational plan objectives and overall annual budget.

#### 4.2.5 Assessment Criteria

Events, activities and programs will be assessed against the following criteria:

- Eligibility for financial assistance program
- Demonstrates clear linkages to Council's Community Strategic Plan
- Demonstrates a strong community development aspect that involves and benefits the broader community through participation or access
- Reflects and enhances Wollondilly's sense of place and local identity
- Attracts broad or new participation from local residents
- Uses an innovative approach to the proposed project
- Can be completed in the financial year specified in the application
- Can be achievable within the planned budget

Following assessment all eligible organisations are reviewed at a Councillor Workshop in April and then to full Council in May for approval and consideration in the next financial year's budget.

#### 4.2.6 Conditions of Annual Assistance

Recipients of Annual Assistance are required to undertake an acquittal process each year and provide Council with:

- Information on how the financial assistance was spent
- Membership / Participation rates
- An evaluation of the event, activity or program
- Copies of any promotional material and media material.
- Copies of photographs of Mayor or Councillor involvement in the event or activity
- Provide details of Council's acknowledgement of support within the community

Funding will only be paid against a recipient created Tax Invoice inclusive of any GST by way of a direct deposit.

#### 4.2.7 How to Apply

No application process applicable to this particular program

Organisations can contact Council's Community Project Officer for any further information on 4677 1100 or [council@wollondilly.nsw.gov.au](mailto:council@wollondilly.nsw.gov.au)

### **4.3 SPONSORSHIP PROGRAM**

#### **4.3.1 Purpose**

The Sponsorship Program provides funding to support community events or programs or minor works that Council recognises as having economic, tourism and social benefit to the community and the Wollondilly Local Government Area.

Applications can be made twice a year in May and September.

#### **4.3.2 Eligibility**

To be eligible for funding an organisation must meet all of the following:

- Be a not for profit community organisation
- Be an incorporated body or be auspiced (sponsored) by an incorporated body
- Be based within the Wollondilly LGA and have economic benefit to the local economy
- Offer an annual event or project in the Wollondilly LGA,
- Have no outstanding debts to Council
- Not be a political party or political lobby group, and
- Not be a Government Agency

Sponsorship will not provide funds for applications that:

- duplicate existing services
- are for existing funded events, services or programs,
- do not meet identified priority needs,
- directly contravene Council policies,
- request retrospective funding
- are for items of equipment or minor works, or
- include recurrent costs of the organisation e.g. salaries, general administration costs

Applicants must demonstrate linkages to the Community Strategic Plan Outcomes and Strategies

Applicants must ensure Council receives an appropriate level of benefit for its sponsorship contribution

#### **4.3.3 Sponsorship Categories**

##### **Minor Works – amounts up to \$500**

Minor improvements to a facility that will benefit the local community

##### **Community Event – amounts up to \$1,000**

An annual community event where Council is provided a direct benefit in return for its sponsorship

#### **4.3.4 Applications**

An eligible organisation must apply using the electronic application form provided.

Sponsorship applications will be considered by Council twice each year. Applications which open on 1 May must be submitted by 31 May and those open on 1 September must be submitted by 31 September each year for consideration of a funding allocation.

Only one application per group or organisation will be considered in each financial year.

#### **4.3.5 Assessment Criteria**

Applications will be assessed against the following criteria:

- Eligibility for financial assistance program
- Organisation is based within the Wollondilly Shire and provides economic benefit to the local community
- Demonstrates clear linkages to Council's Community Strategic Plan
- Demonstrates a strong community development aspect that involves and benefits the broader community through participation or access
- Reflects and enhances Wollondilly's sense of place and local identity
- Attracts broad or new participation from local residents
- Uses an innovative approach to the proposed event
- Can be completed in the financial year specified in the application
- Can be achievable within the planned budget

Following assessment all eligible applications are reviewed at a Councillor Workshop prior to being recommended for funding at the next Council Meeting.

#### **4.3.6 Conditions of Sponsorship**

Successful applicants are required to undertake an acquittal process and provide Council with:

- Information on how the sponsorship was spent
- Evaluation of the event or works carried out
- Membership / Participation rates
- Copies of any promotional material and media coverage
- Details of the acknowledgement of Council's sponsorship within the community

Funding will only be paid against a recipient created Tax Invoice inclusive of any GST by way of a direct deposit.

#### **4.3.7 How to Apply**

Applications are to be submitted electronically by completing the online application form and submitting at [www.wollondilly.nsw.gov.au](http://www.wollondilly.nsw.gov.au)

Applicants can contact Council's Community Project Officer for any assistance in completing their application on 4677 1100 or [council@wollondilly.nsw.gov.au](mailto:council@wollondilly.nsw.gov.au)

### **4.4 DONATIONS PROGRAM**

#### **4.4.1 Purpose**

The Donations Program provides monetary donations to individuals and not for profit community groups and organisations. The program provides a process for the determination of one-off or ad-hoc requests made to Council that cannot be made through other programs within the Financial Assistance Framework.

Applications will be accepted at any time throughout the year.



All donations provided under this program will be recommended to Council through the Notice of Motion process adopted by Council. Information on approved donations will be advised to the community through Council's Annual Report.

### 4.4.2 Eligibility

Applications will be accepted from not for profit community groups or organisations operating within the Wollondilly Local Government Area for events and activities that provide a direct benefit to residents of the Wollondilly Local Government Area.

Individuals may apply for one-off support for participation in cultural, academic or sporting events where the individual has been selected on merit to represent Wollondilly at a State / National level or where the individual is representing NSW or Australia **and** is not for individual gain or profit. Priority will be given to individuals experiencing financial disadvantage or hardship with a letter of recommendation from their coach, instructor or other.

To be eligible for funding an organisation must meet all of the following:

- Be a not-for-profit community based group or organisation,
- Be an incorporated body or be auspiced (sponsored) by an incorporated body,
- Offer services or activities within the Wollondilly Local Government Area,
- Have no outstanding debts to Council
- Not be a political party or political lobby group, and
- Not be a Government Agency

To be eligible for funding an individual must meet all of the following:

- Be a resident of the Wollondilly Shire
- Be selected on merit to represent Wollondilly at a State / National Level
- Be participating in a cultural, academic or sporting event
- Not receive funds for personal gain or profit

The Donations Program will not provide funds for applications:

- that are for existing funded services or programs,
- do not meet identified priority needs,
- directly contravene Council policies,
- that are for previously funded events or projects,
- that are requesting retrospective funding
- that are for items of equipment or minor works,
- that are for a charity related event or program, or
- include recurrent costs of the organisation e.g. salaries, general administration costs

Applications must demonstrate linkages to the Community Strategic Plan Outcomes and Strategies.

### 4.4.3 Donation Categories

### **Community Organisation or Group – amounts up to \$500**

Events or activities that benefit residents within the Wollondilly Local Government Area

### **Individuals – amounts up to \$250**

One off support for local community members selected on merit to participate at State or National level in the fields of sport, culture or academic

#### **4.4.4 Applications**

An eligible organisation or individual must apply electronically using the application form provided.

Applications may be submitted at any time of the year for consideration of a funding allocation. Applications are encouraged to be submitted at least four (4) weeks prior to the funds being required to allow for the assessment process.

#### **4.4.5 Assessment Criteria**

Applications will be assessed against the following criteria:

- Eligibility for financial assistance program
- Demonstrates clear linkages to Council's Community Strategic Plan
- Demonstrates a strong community development aspect that involves and benefits the broader community through participation or access
- Reflects and enhances Wollondilly's sense of place and local identity
- Attracts broad or new participation from local residents
- Uses an innovative approach to the proposed project
- Can be completed in the financial year specified in the application
- Can be achievable within the planned budget
- In the case of individuals they are experiencing financial disadvantage or hardship

#### **4.4.6 Conditions of Donation**

Successful applicants are asked to provide Council with feedback concerning:

- How the donation was spent
- Membership / Participation rates
- Copies of any promotional material or listings of media coverage generated – copies of media articles should not be submitted due to copyright.

Funding will only be paid by way of a direct deposit.

#### **4.4.7 How to Apply**

Applications are to be submitted electronically by completing the online application form and submitting at [www.wollondilly.nsw.gov.au](http://www.wollondilly.nsw.gov.au)

Applicants can contact Council's Community Project Officer for any assistance in completing their application on 4677 1100 or [council@wollondilly.nsw.gov.au](mailto:council@wollondilly.nsw.gov.au)

## 5. RELATED PROCEDURES

## 6. ATTACHMENTS

**7. PROCEDURE HISTORY**

Last Review Date: 15 May 2017  
Implementation Date: 1 January 2014  
Next Review Due: May 2019

TRIM 7834