

<b>Title</b>	Community Grants Policy
<b>Category</b>	Council Policy
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<b>Owner</b>	Community & Cultural Development
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<b>Due date for review</b>	4 yearly
<b>Keywords</b>	Community, grants

**Disclaimer**

*Please note that this policy may not be current as Snowy Valleys Council (Council) regularly reviews and updates its policies and procedures. The latest controlled version can be found in Council's Records Management System or contact Council's Coordinator Governance and Risk on [policy@snowyvalleys.nsw.gov.au](mailto:policy@snowyvalleys.nsw.gov.au) for a hard copy of the latest version. **A hard copy of this electronic document is uncontrolled.***

*Where there is a delegation identified in this policy, the reader will need to confirm if an alternative delegation exists in the Delegations Register. To the extent that there is any conflict perceived between the delegation/s identified in this policy and of those contained in the Delegations Register, then the delegation/s in the Delegations Register takes precedence. The General Manager will, if necessary, be the sole arbiter in resolving any issues of conflict.*

## 1 PURPOSE

Snowy Valleys Council (SVC) is committed to supporting community projects, activities, events and heritage maintenance that reflect a vibrant community in the Council area.

The aim of this policy is to guide the delivery of Council's Community Grant Program which provides financial assistance to community based groups, organisations, individuals and business owners in the SVC Local Government Area (LGA).

The objective of Council's funding program is to support:

- Community based groups and organisations which provide programs, activities, events and projects that enrich the diversity of cultural, social, sport and economic development opportunities available to residents located in the SVC Local Government Area (LGA).
- Owners or coordinators of heritage items and conservation areas to improve public aesthetics to these items located in the SVC Local Government Area (LGA).

## 2 SCOPE AND APPLICATION

This policy applies to all community based groups, organisations, individuals and businesses located in the SVC LGA that are requesting grant funding for community programs, activities, events, projects and maintenance to local Heritage items.

Council officials must comply with this policy and ensure consistent and transparent decisions are made regarding community resources.

## 3 DEFINITIONS

Council Officials:	Are councillors, administrators, members of staff, independent conduct reviewers, members of council committees including the conduct review committee and delegates of the Council
Applicant:	An eligible community organisation, individual (or group of individuals), or business owner applying to Council for financial assistance.
Grant:	Money provided to recipients who meet a specific program or fund criteria to deliver an agreed outcome whereby the evaluation process is usually competitive.
Community Organisation:	An entity that carries out activities for a public purpose and whose primary purpose is not directed at making a profit.
Community Projects, Activities and Events:	Are organised and delivered by the community for the community without Council involvement. These projects, activities and events will continue to exist with or without Council support.
Heritage Item:	A building, work, place, relic, tree, object or archaeological site the location and nature of which is described in Part 1 of Schedule 5 of Councils Local Environmental Plan (LEP).
Heritage Conservation Area:	An area of land of heritage significance: (a) shown on the Heritage Map as a heritage conservation area, and (b) the location and nature of which is described in Part 2 of Schedule 5 of Councils LEP, and includes any heritage items situated on or within that area.

## 4 CONTENT

### 4.1 OVERVIEW

Each financial year, Snowy Valleys Council makes funds available under its Community Grants Program for local not for profit community groups and in some categories, individuals and businesses. The aim is to support a wide range of activities that build community capacity, foster social networks and information exchange, facilitate cooperation and build on existing community strengths.

The Community Grants Program has the following categories that can be applied for:

- Art & Cultural Development Grants
- Capital Sports Grants
- Community Strengthening Grants
- Local Heritage Grants
- Tumbarumba Community Small Grants

Applications are to be sought through advertising in local media and on Council's website between May and June each year. Applications are to be made on the relevant Community Grants Application Form, and address all criteria outlined in the Community Grants Program Guidelines.

### 4.2 ASSESSMENT

Applications will be assessed in accordance with the current guidelines, criteria and budget allocations by a panel consisting of Council Officers, Councillors and independent parties, which then makes recommendations for funding to Council for endorsement.

### 4.3 ACCOUNTABILITY

Formal accountability is required. The recipient is required to:

- a) Acquit funds using the form provided for this purpose;
- b) Provide copies of project receipts/invoices, photos or video files, media release, advertising and promotional materials with the acquittal report;
- c) Provide the acquittal report within 8 weeks of completion of the project;
- d) If acquittals have not been received by the end of the financial year in which the grant was provided, the Council will not consider applications submitted by that applicant in subsequent funding rounds;
- e) Any unexpended funds must be returned to Council.

### 4.4 COMMUNITY GRANT FUNDING CRITERIA

Council Community Grants will be evaluated using the following standard criteria:

- **Clarity of purpose** - A clear outline of the proposed project and the problem it aims to solve, including scope, time to deliver, resources required to deliver and estimated costs.
- **Strategic alignment** – demonstrated alignment with the Snowy Valleys Council Community Strategic Plan, Delivery Program and related strategies.
- **Achievability** – The potential for the proposed project to deliver social, economic or financial benefits for the community.
- **Value for money** – how the project can deliver benefits through an affordable and responsible approach. This includes showing the contribution of the organisation applying for the event through cash or in-kind (in-kind is a contribution of goods, commodities, or services instead of money).
- **Collaboration** - Demonstration of community consultation and support for the project to be funded.
- **Governance** - Demonstration of the ability to handle issues, manage finances and make well balanced decisions through a clear process.

- **Compliance** - Demonstrated relevant insurance cover (such as public liability) and ability to meet all legislative codes and regulations.

**Note:** Individual Grant streams have further criteria which need to be met. These criteria are detailed in the individual grant guidelines and application process.

## 5 RESPONSIBILITIES /ACCOUNTABILITIES

Coordinator Community and Cultural Development:	Formulation and review of this policy in consultation with relevant Council officers.
Council Officials:	Must comply with this policy and ensure consistent and transparent decisions are made.
Executive Leadership Team:	Monitor the application of this policy and allocations against applications to ensure budget allocation is not exceeded without further approval.

## 6 RELEVANT LEGISLATION

Section 356 of the Local Government Act

## 7 RELATED POLICIES/DOCUMENTS

Community Grant Program Guidelines

## 8 RELATED FORMS

Applications, criteria and guidelines for relevant streams of funding as per the Community Grant Program Guidelines.

## 9 SUPERSEDING POLICY / PROCEDURE NUMBER AND TITLE

Community Strengthening Policy ComDev.06 v1.1 (Former Tumut Shire Council Policy)

Public Arts Policy ComDev.01 v1.1 (Former Tumut Shire Council Policy)

## 10 REVISION HISTORY

Date	Version Number	Activity log	Resolution Number	Resolution date
18.03.2019	0	New		
	1	Adopted by Council	M122/19	16/05/2019

## 11 CONTACT OFFICER

**Position:** Coordinator Community and Cultural Development

**Section:** Community and Cultural Development