



COMMUNITY ASSISTANCE GUIDELINES

Responsible Officer/s	Chief Executive Officer Director Commercial and Community Services Director Infrastructure Services Community Development Officer
Relevant Legislation / Documents	Community Assistance Policy Community Assistance Application Form Youth Sponsorship Guidelines & Application Form Quick Response Funding Application Form Community Assistance Acquittal Report
Adopted	21 February 2020
Reviewed	March 2024
Next Review	January 2028

Introduction

Each financial year the District Council of Loxton Waikerie allocates resources to support local initiatives conducted by not-for-profit community groups in developing community service projects, community events, social welfare and other community purposes.

These cash and in-kind amounts are allocated either on an annual basis or multiyear basis as set down by Council within budget constraints.

Council Programs covered by this policy include:

1. **Community Support Funding Applications**
2. **Fee Waiver for Not-For-Profit Community based organisations**
3. **Minor Assistance Funding Applications**
 - a) **Youth Sponsorship Applications**
 - b) **Minor Support Funding - Quick Response Applications**

Purpose

This policy is intended to create a positive partnership between Council and the Community and to provide a framework for Council to allocate finance or other assistance in an effective and equitable manner.

Objectives

The objectives of the programs are to:

- Encourage community led development of services, facilities and events, which meet and enhance identified community needs and strategic objectives of the District Council of Loxton Waikerie.
- Promote active participation of local residents in community initiatives and the development of their skills, knowledge and opportunities.
- Recognise that both cash and other support provided by Council has a financial impact on Council's budget.
- Promote strong community networks and mutual support; and contribute to the development and strengthening of local communities.
- Respond to emerging and specific needs of disadvantaged groups.
- Promote community capacity and leadership.

- Provide support to community groups with experience restricted access to resources.
- Provide young district persons with financial sponsorship to enable participation in State, National and International competitions.
- Facilitate positive social, economic and environmental outcomes for our community.
- Reward groups that have a strong self-help culture to work in partnership to maximise the benefit from limited funds.
- Promote and support community events, recognition activities and festivals that bring the community together.
- Promote and increase shared facility use and a reduction in duplicated services and assets.

Conflict of interest

To ensure an accountable and transparent assessment process elected members and staff assessing applications are required to consider and declare any conflict of interest pursuant to Sections 73, 75 and state how they intend to deal with any conflict pursuant to Section 74 and 75A of the Local Government Act 1999.

1. Community Support Funding Applications

Community Support Funding consists of the following types of requests, but is not limited to:

- Donations
- Events/Festivals
- Equipment
- Other/Infrastructure Support
- Programs/projects
- Underwrite

Annual Budget Allocation

Council's annual budget allocation is \$250,000 per year.

Any project to receive funding will require the successful applicant to show a high degree of commitment by providing at least a contribution equal to 50% of the total project cost (*this may be made up of a matching contribution, voluntary labour, goods or other support*).

Application and Notification Process

A call for Community Support Funding Applications by 15 February each year and will be advertised in local media outlets.

Applications should be made in writing using the Community Support Application form.

Applicants will be advised of their funding outcome as soon as practicable following council's recommendations through the annual business plan process.

Successful applicants must complete and return an acquittal form for funding over \$1000 and are also required to submit to Council a tax invoice (not from where items/goods/services have been purchased) for the approved grant amount. Payment will be made by electronic fund transfer into the applicant's nominated bank account.

No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

Application Procedure

- Council to advertise in February/March that Community Support Funding Applications are open.
- Community Development Officer will collate all requests for financial support and provide a written report to May/June Council for consideration as part of the Annual Business Planning process.
- The release date(s), funding limits, criteria and grant documentation shall be reviewed annually by the Director Commercial and Community Services and endorsed by the Council.
- Council will approve Community Support Applications once a year in May/June.
- Applications must be submitted on the forms supplied for this purpose.
- Council can request additional information be supplied by the applicants at any time.
- Council's Annual Report will contain a summary of expenditure for all funding issued to community organisations.
- Applicants will be advised of the application outcome as soon as practicable following approval by council.

Annual and Multi-year Agreements

An annual or multi-year agreement may be granted for a term of the current council or other terms as directed by Council to groups and organisations who meet the Community Assistance criteria.

Annual Agreement	Multi-year Agreement
<ul style="list-style-type: none"> It is a condition of any funding provided over \$1,000 that an annual acquittal is completed prior to the next funding occurrence. In the event that an acquittal is not provided the group may be unable to apply for funding for the next funding period. Recipients of annual funding agreements understand that council will report completed acquittals, in a summarised report as part of the Annual Business Plan process. Funds allocated by council are not able to be carried over unless approved by council. If funds are not acquitted council may request funds to be returned. Any unspent funds must be returned. 	<ul style="list-style-type: none"> A recurring event and/or project granted a multi-year agreement is one where the outcome funding commitments do not change materially from year to year during the funding period. Organisations that are granted multi-year funding are not required to apply for funding annually but are required to provide assurance to council that the circumstances of their event/project have not altered from the original approved request for funding. If the circumstances of the original request for funding for an event/project changes materially during the term of the multi-year agreement the agreement is terminated, and the matter will be treated as a new request and presented to council for consideration. It is a condition of any funding provided over \$1,000 that an annual acquittal is completed prior to the next funding occurrence. If an acquittal is not provided for a multi-year period the agreement may be terminated at council's discretion. Recipients of multi-year funding agreements understand that council will report completed acquittals, in a summarised report as part of the Annual Business Plan process. Funds allocated by council are not able to be carried over unless approved by council. Multi-year funding agreements may allow for an annual increase in funding commitment of no greater than the reported annual March CPI movements or multi-year funding agreements may be endorsed to receive an annual decrease in funding commitment to encourage projects/events to become sustainable and to allow council to support new projects/events. If funds are not acquitted council may request funds to be returned. Any unspent funds must be returned.

Am I Eligible to Apply?

Not for profit incorporated group, organisation or club that provides a service within the District Council of Loxton Waikerie	YES
Voluntary association	YES
Incorporated bodies/groups with a community focus or auspiced	YES
Profit making organisations including commercial entities, business and sole traders	NO
Organisations with outstanding debts such as rates, fees or charges to the Council	NO
Organisations that do not provide a satisfactorily completed acquittal form for any previous funding received from Council	NO
Organisations that DO NOT have an ABN	NO
Evidence of public liability certificate to cover the program/project/event	YES
Organisations who are able to contribute at least 50% of the total cost of the project. If not, an explanation will be required for consideration	YES
Be an organisation based within the District Council of Loxton Waikerie OR seeking funding for a project whose major emphasis is within the Loxton Waikerie district;	YES
Evidence that the project has been considered by the Committee eg <i>a copy of the minutes that include a motion that the Committee has agreed to submit a funding application to Council.</i>	YES
An organisation that can demonstrate they can meet the financial and project management requirements of their proposal	YES
Primary or secondary schools unless they are able to demonstrate that their project or event is predominately for the benefit of the wider community	UNLIKELY
Organisations that have already funds from Councils under the grant program in the same financial year	UNLIKELY

What is not Eligible for Funding

- Routine or ongoing operation costs (staff wages, rent, electricity, water, insurance) the purchase or land or repayments of financial loads.
- Programs which are the funding responsibilities of other levels of government.
- Individual financial assistance
- Projects which have already been commenced or completed prior to the grant being awarded.
- Core school curriculum activities/infrastructure (something that occurs within school hours and the primary beneficiary are the school students of the applicant)
- Applications and supporting information received after the deadline.

Conditions of Acknowledgment to Council

The following table indicates the type of acknowledgment that will be required upon receipt of various levels of fee waiver support.

Level 1 \$1 - \$100	Acknowledgment at the applicant's discretion
Level 2 \$101 - \$500	Acknowledge Councils contribution in any publicity prior to and during the event/project.
Level 3 \$501 - \$1000	Acknowledge Councils contribution in any publicity prior to and during the event/project. Council's logo to be displayed on any marketing relating to the event/project. (Council staff to approve marketing prior to publishing)
Level 4 More than \$1000 - considered to be a project of special significance for which the level of support would be determined by Council	Acknowledge Councils contribution in any publicity prior to and during the event/project. Council's logo to be displayed on any marketing relating to the event/project. (Council staff to approve marketing prior to publishing and that a Council banner be displayed)

Decision Making Process

Delegated Authority to Elected Members through the Annual Business Planning process.

2. Fee Waiver for Not-For-Profit Community Based Organisations

This assistance may consider provisions for up to 100% subsidy to the normal charges for a range of council owned facilities, services and fees.

Fee waiver will apply on the following basis:

- Up to 50% of the usual fee shall be waived for eligible groups for the purpose of activities that meet an identified community need and the group is deemed to have some capacity to pay the usual fee.
- Up to 100% of the usual fee shall be waived where deemed appropriate for one off special events and fundraising activities that meet an identified community need, and the group is deemed to have a very limited capacity to pay; and the group has not received a waiver of fees in the previous 12 months.
- In addition to the above and at the discretion of the Chief Executive Officer, an eligible applicant may be offered the use of a facility during non-core times at no hire fee, provided that no other significant costs are incurred and that no other paid booking for that time is considered likely.

Annual Budget Allocation

No budget impact but will be based on capacity available to council at the time of application.

Application and Notification Process

Application for fee waiver can be made at any time throughout the year and should be made in writing.

No applicant can be guaranteed to receive a fee waiver, nor can any applicant be guaranteed to receive the full amount requested.

Am I Eligible?

Not for profit incorporated group, organisation or club that provides a service within the District Council of Loxton Waikerie	YES
Voluntary association	YES
Incorporated bodies/groups with a community focus or auspiced	YES
Profit making organisations including commercial entities, business and sole traders	NO
Organisations with outstanding debts such as rates, fees or charges to the Council	NO
Organisations that do not provide a satisfactorily completed acquittal form for any previous funding received from Council	NO
Organisations that DO NOT have an ABN	NO
Evidence of public liability certificate to cover the program/project/event	YES
Organisations who are able to contribute at least 50% of the total cost of the project. If not, an explanation will be required for consideration	YES
Be an organisation based within the District Council of Loxton Waikerie OR seeking funding for a project whose major emphasis is within the Loxton Waikerie district;	YES
Evidence that the project has been considered by the Committee <i>eg a copy of the minutes that include a motion that the Committee has agreed to submit a funding application to Council.</i>	YES
An organisation that can demonstrate they can meet the financial and project management requirements of their proposal	YES
Primary or secondary schools unless they are able to demonstrate that their project or event is predominately for the benefit of the wider community	UNLIKELY
Organisations that have already funds from Councils under the grant program in the same financial year	UNLIKELY

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Level 4 More than \$1000 - considered to be a project of special significance for which the level of support would be determined by Council	Acknowledge Councils contribution in any publicity prior to and during the event/project. Council's logo to be displayed on any marketing relating to the event/project. (Council staff to approve marketing prior to publishing and that a Council banner be displayed)

Decision Making Process

Application for fee waiver must be made in writing and approval granted by the Chief Executive Officer, Director Infrastructure Services or Director Commercial and Community Services in accordance with conditions noted in the delegations register:

- Chief Executive Officer
Authority across all departments of council
- Director Infrastructure Services
Limited to the activities within the director's department
- Director Commercial and Community Services
Limited to the activities within the director's department

Or applications that are fee waiver requests directed through the Community Support application process will be delegated to Elected Members through the Annual Business Planning process.

3. Minor Assistance Funding Applications

a) Youth Sponsorship Applications

For the purpose of providing one-off donations to assist young local individuals to attend State, National or International representative activities.

Annual Budget Allocation

Council allocation of \$3,000 per year with up to a maximum of \$450 per application

- Up to a maximum of \$150 per person if events are held within South Australia (or within the Sunraysia district).
- Up to a maximum of \$250 per person if events are held interstate.
- Up to a maximum of \$450 per person if events are held overseas.

Application and Notification Process

Applications can be made by completing the Youth Sponsorship Guideline and Application Form at any time during the year and lodging with Council.

Applicants will be advised of their funding outcome as soon as practicable.

Successful applicants must complete and return an acceptance agreement form and submit to Council a tax invoice/Statement by a Supplier form for the approved funding amount. Payment will be made by electronic fund transfer into the applicant's nominated bank account.

No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

Eligibility Criteria

Applicants must be:

1. A resident of the Loxton Waikerie Council area
2. Reliant on parental support (as a general rule)
3. Aged 21 years or under at the time of the sponsored event.
4. Participating in competitions, events or programs representing the District, State or the Country within South Australia, Australia or internationally such as (but not limited to):
 - Sport and recreation.
 - The Arts e.g., visual, creative, performing, music, dance.
 - Debating.
 - Youth Leadership eg Youth Parliament, youth forums.
 - Community, culture, and heritage.
 - First Nations.
 - Environmental.
 - Technology and innovation.
 - Events or workshops that develop personal or professional skills and experience.
 - Leadership programs or conferences
5. Your application will require evidence from your local club, state, or national body.
6. Only one successful application can be proposed per person per 12 month financial year period.

Preference will be given to individuals who may not otherwise be able to attend the function without this support.

Further information can be obtained from Council's Youth Sponsorship Guideline and Application Form.

Decision Making Process

Delegated Authority for approval will be granted by the Director Commercial and Community Services or Community Development Officer.

b) Minor Support Funding - Quick Response Applications

The Quick Response Funding Program is to assist community groups to commit to time sensitive programs/activities that would otherwise not be able to be pursued e.g., assistance for programs, events, materials and capital improvements up to a value of \$1,000 (*for larger amounts apply using the Community Support Application form*)

The need must be time sensitive in nature and requires assessment outside of the normal Community Support Application Program timeline. Funding will be considered for similar activities as outlined below:

- Assist with minor works to buildings, sports fields and other venues.
- Support community events.
- Develop the capacity of organisations; and to
- Support programs meeting the needs of residents that may not be delivered without additional support.
- Materials e.g., sand and/or gravel
- Urgent equipment replacement where insurance and 'provisions for replacement' are still not adequate for the timely continuation of the organisations core activities.
- A time sensitive commitment to a project or opportunity that has unexpectedly presented itself.
- Where events are planned by community groups and plant and/ or equipment are required reasonable notice must be given

Annual Budget Allocation

Council allocation of \$10,000 per year with up to a maximum of \$1,000 per application per year.

Application and Notification Process

Applications can be made by completing the Quick Response Application & Guideline Form at any time during the year and lodging with Council.

Only one successful application can be permitted per group/organisation in a financial year period.

Applicants will be advised of the application outcome as soon as practicable following internal processes and delegation approval.

Successful applicants must submit to Council a tax invoice from their group (not from where items/goods/services have been purchased) for the approved grant amount. Payment will be made by electronic fund transfer into the applicant's nominated bank account.

No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

Eligibility Criteria

Any community group that provides a service in the District Council of Loxton Waikerie that achieves our strategic objectives and meets the criteria set out in the Quick Response Application & Guideline Form.

Applicants must:

- Be an incorporated not-for-profit organisation or be sponsored by an incorporated organisation.
- Evidence of Public liability certificate to cover the program/project/event.
- Submit the organisation's most recent audited financial statement or a treasurer's report covering the previous 12 months.
- Be based in the Loxton Waikerie area.
- Operate within the District Council of Loxton Waikerie boundaries.
- Have acquitted previous Loxton Waikerie Council grants satisfactorily.
- Are free of debt with the District Council of Loxton Waikerie.
- Specific project or activity criteria are not essential, but applicants must prove that they provide a strong community service and have a limited capacity to raise funds in the provision of those activities.
- Applicants should indicate how they are attempting to ensure financial sustainability in the future.

Ineligibility

- For individuals.
- Commercial venture or political activities.
- Recurrent costs associated with day-to-day operations.
- Projects that do not target a large proportion of the Loxton Waikerie community.
- Retrospective funding. This includes activities that have already occurred, reimbursement for funds already spent, or items that have been invoiced prior to notification of the outcome of the application.
- For services that are a primary funding responsibility of either the State or Federal Government. For example, schools are generally ineligible as they are considered a primary funding responsibility of State Government (however; in kind support may be provided).
- Proposals that will lead to a dependency on Council funds.
- Unsatisfactory or incomplete reporting on any previous funding allocation received from Council.
- Where organisations are not fulfilling existing legal obligations with Council regarding leasing, or any other financial obligation with Council.
- Fundraising or activities that have a primary aim of supporting a charity (however; in kind support may be provided).
- For sporting equipment (i.e., disposable items of low cost and a short life, unless integral to the activity applied for).
- For clubs/organisations that receive substantial income from other sources, such as commercial sponsorship(s) or ongoing government funding for their core activities.

Conditions of Acknowledgment to Council

The following table indicates the type of acknowledgment that will be required upon receipt of various levels of fee waiver support.

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Level 2 \$101 - \$500	Acknowledge Council's contribution in any publicity prior to and during the event/project.
Level 3 \$501 - \$1000	Acknowledge Council's contribution in any publicity prior to and during the event/project. Council's logo to be displayed on any marketing relating to the event/project. (Council staff to approve marketing prior to publishing)

Decision Making Process

Delegated Authority for approval will be granted by the Chief Executive Officer, Director of Infrastructure Services or Director Commercial and Community Services in accordance with conditions noted in the delegations register:

- Chief Executive Officer
Authority across all departments of council
- Director Infrastructure Services
Limited to the activities within the director's department
- Director Commercial and Community Services
Limited to the activities within the director's department

Other Important information on successful applicant obligations

The following conditions cover all funding programs in these guidelines pertaining contributions from council.

- Council's contribution is limited to the amount granted with all other costs associated with the project or event being borne by the recipient.
- All projects must specify a completion date, and, where applicable, recipients must complete the prescribed final report (acquittal) on the funded project within 30 days of the completion of the project or event (or by the 30 June of the year, whichever is earlier). Failure to do so will result in ineligibility for future grant or contribution applications.
- Funding must only be used for the purposes outlined in the offer of the grant by council. Any request for variation to the agreed purposes must be made to council in writing.
- Event funding – if the community organisation intends to donate proceeds to other community groups or charities from an event where council has provided funds to support the event. Council must be notified before this process and provided reasons why and the amount/s expected to be donated. If council is not notified the recipient may not be considered for future funding.
- Any unspent fund of more than 10% of the funded amount must be returned to the Council in full, unless otherwise stated in the funding agreement.
- Council reserves the right to withdraw funding and / or cease partnership with an organisation if objectives, eligibility, or funding conditions are breached; or if the project is not progressing satisfactorily; or if the project risks the positive reputation of council. Full liability for costs in this instance will be borne by the recipient and funds must be returned to council.
- Council reserves the right to withdraw funding and / or cease partnership with an organisation if the project is managed negligently, unsafe and at risk which has the potential of a negative reputation to council and the community.
- Receiving a letter of offer to fund or assist in any way with a project or event will not absolve the recipient of statutory approvals required for the given project or event. The onus to obtain relevant permits or approval is upon the funded recipient.
- The District Council of Loxton Waikerie is to be acknowledged in all promotional material for the funded project or event as indicated in the letter of offer. Council's logo will be provided to successful applicants to use as stated in the agreement letter.
- All successful applicants will be asked to submit an invoice to Council to obtain the approved funding. Note - Council staff will not follow up on council funding invoices and if not received within the budget period, funding will be potentially void.

Availability of the Guidelines

These guidelines will be available for inspection at the Council Offices at Loxton or Waikerie during ordinary business hours at no charge.

Copies of these Guidelines will also be available from Councils website www.loxtonwaikerie.sa.gov.au or postal copies may be obtained from the Council Office free of charge.