



Community Assistance Program

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COMMUNITY ASSISTANCE PROGRAM

POLICY AND GUIDELINES

1. Introduction

The purpose of the Community Assistance Program is to provide financial support to eligible individuals and groups to help with the delivery of community initiatives, projects and events that directly benefit the community. The Policy and Guidelines provide clear parameters and procedures for the administration and allocation of Council funds, including:

- Eligibility;
- Funding Categories;
- Assessment Criteria;
- Application and Approval Process;
- Funding Exclusions;
- Conditions of Funding;
- Calling for Applications.

2. Eligibility

Applicants can be individuals, community groups, sporting groups or community organisations, who can demonstrate that the project or event, for which they are seeking funding, will provide positive outcomes that directly benefit the community.

Applicants may be required to demonstrate that they will make a contribution, (e.g. financial, in-kind, fundraising or seeking sponsorship or grants from other sources) to help offset the cost of the initiative, project or event.

Funding is not available for retrospective projects or expenditure already incurred.

3. Application Period

Each year the Council sets aside a budget allocation in support of the Community Assistance Program. Applications open on 1 July and close on 31 August of each year. No applications received after 31 August will be considered.

By having one annual application period, Council is able to consider and assess all applications concurrently, which will assist in ensuring the applications with the strongest community benefit receive appropriate funding.

4. Funding Categories

Council provides four (4) Community Assistance Program categories that are designed to respond to different needs of the community. Applicants are permitted to submit an application to each of the funding categories each year.

Funding categories include:

- Event Sponsorship
- Equipment & Facilities
- Community Club Development
- Community Health & Wellbeing

Event Sponsorship

The Event Sponsorship Category will support community events within the Kingston District that clearly demonstrate community inclusion, increased visitation and/or economic benefit to the community.

Equipment & Facilities

The Project and Facilities Category will assist applicants with the delivery of community based projects or with the installation, upgrade or improvement of assets/equipment, which will provide benefit to the community.

Community Club Development

The Community Club Development Category will assist community organisations to improve administrative practices, achieve or maintain legislative compliance, or to deliver relevant educational and training programs (eg first aid, volunteers, responsible service of alcohol, child protection).

Community Health & Wellbeing

The Community Health & Wellbeing Category will support programs that encourage the community to remain physically active, maintain mental health and to generally assist in maintaining community wellness.

5. Assessment Criteria

The following table outlines the criteria, available funding and matching funding/in-kind requirements:

Funding Category	Selection Criteria	Applicant Matching	Annual Category Budget
Event Sponsorship	<ol style="list-style-type: none"> 1. Increases tourism and social inclusion. 2. Increases economic benefit for the district. 3. Demonstrates promotion of the district. 4. Demonstrated ability to contribute to the project. 	Cash or in-kind	\$8,000
Equipment & Facilities	<ol style="list-style-type: none"> 1. Demonstrates community need/benefit. 2. Improves assets/equipment of a community organisation. 3. Written quotes must be provided. 4. Demonstrates co-operation with other organisations and/or funding sources. 5. Demonstrated ability to contribute to the project. 	Cash or in-kind	\$8,000
Community Club Development	<ol style="list-style-type: none"> 1. Recognised not-for-profit community organisation. 2. Demonstrates relevant educational and/or training outcomes that will benefit club members and the community. 3. Demonstrated ability to contribute to the project. 	Cash or in-kind	\$2,000
Community Health & Wellbeing	<ol style="list-style-type: none"> 1. Promotes and encourages social inclusion. 2. Improves community wellbeing. 3. Provides health & wellbeing training, education and/or coaching programs to the community. 4. Demonstrated ability to contribute to the project. 	Cash or in-kind	\$2,000

6. Application and Approval Process

Each application will be assessed on its own merits and must clearly demonstrate benefit to the community or organisation. Determination will be based on the information provided to Council on the 'Community Assistance Program' Application Form.

Application Process

- All applications are to be neatly hand written or typed in the format of the application form.
- All questions on the application form must be answered in full.
- Signed applications are to be received by 5.00pm on the closing date as advertised in the Coastal Leader and Council's website. Late applications will not be considered.
- Incomplete applications (eg, insufficient detail, missing supporting documentation such as quotes) will not be considered.
- Applicants will be notified by mail of the outcome of their application.
- Budget restrictions will apply to each funding category and this may restrict the allocation of grants even if all criteria have been met. However, if the budget for a particular category is not expended, the funds may be redistributed to other categories.

7. Funding Exclusions

For all categories, applicants should be aware that funding will not normally be provided for:

- Projects for which there is a more appropriate funding source.
- Applications that are solely for fundraising purposes.
- Ongoing operational costs.
- Reimbursement of money already spent.
- Funding of commercial activities.
- Proposals that will lead to a dependence on Council funds.
- Covering a shortfall in an organisation's general operating costs.
- Applications that result in a duplication of existing services in the Council district.

8. Conditions of Funding

The following outlines conditions of Community Assistance Program funding:

- The allocated funds must be used for the approved project and expended within the financial year that funding was granted.
- Any changes to the project, which would result in funding being expended other than as detailed in the application, may not be undertaken without prior written approval of Council.
- Acknowledgement of Council's funding must be given by the recipient in all promotional material and reports of the project/event.
- All successful applicants will be required to complete the Community Assistance Program Acquittal Form by 30 June of the financial year in which funding is granted. The Acquittal is a declaration that the funds received from Council were utilised for the purpose outlined in the application and that any funds remaining were returned to the Kingston District Council.
- Failure to complete the Acquittal or expend the funds within the allocated timeframe may jeopardise future applications for funding.

9. Call for Applications

Council will call for applications to the Community Assistance Program in the Coastal Leader and on Council's website. Applications will be open from 1 July to 31 August each year.

10. Adoption of the Community Assistance Program

The Community Assistance Program was endorsed by the Council at its meeting held on 22 April 2005 (Resolution Number 2956).

The Policy was reviewed and subsequently adopted by Council at its meeting held on 19 May 2006, resolution number 3597.

This policy was reviewed by Council on 18 May 2007, resolution number 4202.

This policy was reviewed by Council on 27 May 2011, resolution number 7280.

This policy was reviewed by Council on 23 March 2012, resolution number 7779.

This policy was reviewed by Council on 20 June 2014, resolution number 9020.

This policy was reviewed by Council on 23 October 2015, resolution number 9376.

This policy was reviewed by Council on 26 May 2017, resolution number 9799.

11. Review of Effectiveness of the Community Assistance Program

The Community Assistance Program will be comprehensively reviewed by Council once during the term of the Council or as required.