



Croydon Shire Council

Community Grants Policy

Document Control

Responsible Officer:

Community Services Manager

CEO Signature:

Date:

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Category (tick):

- ☒ **Policy** *Council resolution required*
☐ **Procedure** *CEO approval required*
☐ **Guideline** *CEO approval required*

Approval date	Head Policy #	Reference Number	Reason/Comment	Next review
20/06/2024	N/A	POL STRAT 18	Policy Review and New Format	May 2025
18/06/2025	N/A	POL STRAT 18	Annual Review	June 2026

1. Purpose

The purpose of this policy is to provide a consistent process when applying to Council for community grants and support which is open, transparent, legal, and equitable and furthers the aims and objectives of Council.

2. Scope

The policy applies to all community grant and support applications, including financial and in-kind support, requested by not-for-profit community groups, clubs, committees and other community organisations within Croydon Shire.

3. Objective

To ensure Croydon Shire Council "Council" maintains compliance with Section 164 (2) and Section 195 of the *Local Government Regulation 2012*.

To allocate funding to not-for-profit community groups to enhance their capacity to provide services, leisure activities and opportunities within the Croydon Shire community that aligns with Council's aims and objectives as set out in the Corporate Plan

4. Policy

1. Financial Community Grants

- a) There will be one funding round per financial year, opening in July.
- b) Council will consider applications of in-kind support and applications for financial support with a funding limit up to a maximum of \$4,000 for the financial year.
- c) All applications must be received by close of business on the closing date otherwise the application may not be considered.
- d) Limited funds are available through a competitive process, with applications determined according to funding criteria and merit. Applicants must use the correct form and adhere to the Community Grants Policy. Submission of an application is not a guarantee of success. No applicant is guaranteed to receive approval for all or any funding applied for. All decisions are at Council's absolute discretion.

2. In-kind Community Grants under \$500

One-off in-kind donations can be accessed all year round. Wherever possible applications must be received four weeks prior to the event occurring and must meet the criteria of this policy. The Chief Executive Officer shall determine all requests for in-kind support with a value of up to \$500.

3. Application Process

- a) All applications must be made using the approved Community Grants program application form and signed by the applicant. Council will provide application forms to applicants. (*Note: letters or verbal requests will not be accepted*).

- b) Only one application may be submitted per organisation per funding round. Organisations wishing to apply for more than one event per funding round are required to complete one application form detailing all events.
- c) In-kind applications under the value \$500 must be received by Council four weeks prior to proposed event or activity.
- d) Applications for Community Grants must:
 - 4.3.4.1 be made within the funding round timeframes notified by Council. Applications received outside the funding round may not be considered; and
 - 4.3.4.2 attach at least one quote with the application;
 - 4.3.4.3 attach a copy of the Audited Financial Statements for the past year;
 - 4.3.4.4 attach a copy of the minutes confirming the decision to seek financial assistance for the project;
 - 4.3.4.5 attach a copy of a Certificate of Currency for Public Liability Insurance.
- e) Letters of support from organisations and individuals directly involved with the project for which funding is being sought are highly recommended. Letters of support from Councillors or Council Officers will not be accepted.

4. Eligibility Criteria

- a) The requested support must provide a direct benefit to the Croydon Shire community.
- b) The applicant must be based in the Croydon Shire Council region, have a membership base within the Croydon Shire, and be delivering a service which will be of a direct benefit to members of the Croydon Shire community.
- c) The applicant must be a not-for-profit community organisation.
- d) The applicant must have appropriate insurance.
- e) Have satisfactorily acquitted all previous grants.

5. Ineligibility Criteria

The applications which will generally be considered ineligible for consideration under this Policy include where:

- a) the applicant is a political organisation;
- b) the applicant has previously received support and has failed to meet the conditions of that support;
- c) the applicant has an outstanding debt with Council (including rates and excess water bills);
- d) the project is for a private commercial (for profit) activity;
- e) the project does not provide a direct benefit to the Croydon Shire community;
- f) the application is for retrospective support;
- g) the request is for maintenance of community facilities that are owned by Croydon Shire Council. (These requests are to be referred to the relevant operational area of Council);
- h) the community organisation has a lease agreement or Memorandum of Understanding (MOU) where support is included as a term of that agreement or MOU;

- i) projects do not involve the Croydon Shire community;
- j) the purchase of land;
- k) operational funding for organisations;
- l) prize money;
- m) the purchase of trophies, ribbons and prizes; or
- n) the purchase of food and beverages.

6. Assessment Criteria

- a) Preference will be given to applicants that demonstrate strong community benefit, including to local businesses, and the need and support for a project or activity;
- b) Consideration will be given to whether the applicant sought funding from a variety of sources or demonstrate a commitment to contribute funding towards the project;
- c) Each application will be considered on its merits having regard to the community benefit and funding available from Council's operational budget;
- d) The assessment of applications will be conducted in a transparent and accountable manner in accordance with the Community Grants Policy; and
- e) Applications are considered and approved by Council.

7. Acquittals

- a) Recipients who receive a financial donation are required to complete an acquittal report no later than six (6) weeks after completion of the project, activity or event. If an applicant fails to complete and lodge the acquittal report to the satisfaction of Council or delegate, Council reserves the right to recover the granted funds. Council will provide acquittal forms to applicants.

8. Acknowledgement of Council

Organisations are required to acknowledge Council's contribution in any publications, publicity material or signage associated with the funded project or activity.

5. Related Documents

- Community Grants Program Application Form
- Community Grants Program Acquittal Form