

# THE BAROSSA COUNCIL

## COMMUNITY ASSISTANCE SCHEME POLICY



<b>Community Plan Outcome:</b>	1.2 Youth 1.5 Culture 3.1 Character & Heritage	<b>Document Code:</b>	Tbcpoc4450
<b>Policy Owner:</b>	Manager Community and Facility Development	<b>Last Revised Date:</b>	20/06/2017
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### 1. Purpose

- 1.1 The purpose of this Policy is to outline the general principles for The Barossa Council's ("Council's") assessment and approval of funding applications under the Community Assistance Scheme.
- 1.2 The Policy aims to ensure that Community, Youth and Heritage grants are administered in a consistent, responsible, transparent and equitable manner.

### 2. Scope

- 2.1 This Policy applies to Council's Elected Members, committees and its employees.
- 2.2 This Policy applies to all grant funding applications made under the Community Assistance Scheme and includes Community, Youth and Heritage Grants.
- 2.3 This Policy is administered under established Guidelines for the assessment of applications for each funding area and limited to Council budget provisions in the following areas:
  - Youth Grants are provided to youth who are excelling in their field of endeavour or have been selected for a significant development opportunity as a result of excellence in a particular field, for amounts of \$200 and \$250 depending on their representation level and will be considered and approved by the Community Assistance Scheme Committee Administration (CASCA). A summary report is provided to the Community Assistance Scheme Committee (CASC) meeting for information.
  - Community Grants are provided for non-profit groups, clubs and organisations whose interest or purpose is towards projects and activities which contribute to the development of the community within the Council area in line with Council's Community Plan. Applications for amounts up to and including \$3,000 (ex GST) will be considered and approved by CASC;

- Heritage Grants are provided to the owner(s) of a property which is of Local Heritage significance or a contributory place as listed within The Barossa Council authorized Development Plan. Financial incentives may be provided for maintenance improvement works, which exceed the owner(s) funding capability and will be considered and approved by CASC.

2.4 All other requests for Council funding/assistance that are outside of the Community Assistance Scheme scope and Guidelines will be assessed by the CASC in the first instance. The Application, together with a report and the CASC recommendation will be presented to the next Council Meeting for decision.

2.4.1 A Case Officer shall be appointed by the relevant Director for projects on Council Property. The Case Officer is selected dependent on the type of project for which grant funds are sought eg Arts, Building, Planning, Engineering. The Case Officer shall provide reporting on the quality and safety aspects of the project for consideration by the Community Assistance Scheme Committee.

2.5 Requests for Community Loans and/or Council to be a Guarantor are referred to the Treasury Management Policy.

<b>3. Definitions</b>	
The Barossa Council's Community Assistance Scheme	Covers three funding areas: Heritage Grants, Community Grants and Youth Grants
CASC	Community Assistance Scheme Committee
CASC Administration	Three officers including CASC Executive Officer, CASC Administration Officer and one Council Officer from the Organisational Management Group (OMG). <i>(Should any of the three CASC Administration members not be available, Council Officers from OMG will be seconded to undertake the role; therefore three staff will always be involved in the assessment and decision making process).</i>
Grant	A sum of money given to organisations or individuals for a specific purpose directed at achieving goals and objectives consistent with Council's Community Plan.
Community Loans	A sum of money loaned to incorporated associations for a specific purpose directed at achieving goals and objectives consistent with Council's Community Plan. This may include request for Council to be Guarantor.
Case Officer	A Council Staff member who is appointed to ensure quality and satisfactory completion of projects undertaken on Council Assets

#### **4. Policy Statement**

4.1 Principles

- 4.1.1 Council is committed to working in partnership with its community to encourage a wide range of quality recreational, cultural, heritage and social initiatives that make a positive contribution to the Barossa community.
- 4.1.2 Accordingly, Council provides financial assistance through its Community Assistance Scheme to individuals, community groups and not-for-profit organisations to support the provision of projects, programs and services which respond to identified community needs, help develop strong local communities and which are in accordance with Council's Community Plan.
- 4.1.3 Council recognises that it is accountable to the community for the management and disbursement of its funds and that this must be done in a manner that optimises the benefits to the community. This process must be, and must be seen to be responsible, transparent and equitable.
- 4.1.4 Council also recognises that the community groups and individuals in receipt of Council funds have a responsibility to use those funds for the purposes for which they were given.
- 4.1.5 While Council has a role in supporting groups and individuals providing benefit to the community, groups and individuals should not seek to be maintained or substantially developed through Council funding.
- 4.1.6 To assist the application assessment process Council has delegated its powers under Section 41 of the *Local Government Act 1999* to its Community Assistance Scheme Committee (CASC).

## 4.2 Determination of Applications

- 4.2.1 All community requests for Community, Heritage or Youth Grants must be made on the appropriate application form and will then be considered in accordance with adopted Guidelines.
  - 4.2.1.1 Applications requiring further information must submit the required documentation within twelve months of their first application, or a new application will be required.
- 4.2.2 Council and CASC administer the Community and Heritage Grant funding. CASC Administration is delegated to approve Youth Grant applications (ensuring criteria are met and documentation submitted) with a summary report presented to CASC at the following meeting.

## 4.3 Payment of Grants

- 4.3.1 Community Grants are paid on receipt of a tax invoice from the applicant.
  - 4.3.1.1 Grant funds must be expended within 12 months of the Grant approval. Any unspent funds must be returned to Council.

- 4.3.2 Heritage Grants are generally paid in one lump sum on the production of evidence of expenditure and work standard to the satisfaction of Council's Heritage Advisor
- 4.3.2.1 The Grant is made available for a period of twelve months from the approval date of the Community Assistance Scheme Committee and payable upon receipt of proof of expenditure
- 4.3.3 Youth Grants are paid on receipt of a completed Payment Voucher from the applicant.

#### **4.4 Expenditure of Funds and Acquittal Requirements**

- 4.4.1 For Community Grants, a written assessment of the project, including a financial statement (Acquittal Statement) is required from the Grant recipient on completion of the project, which is to be within 12 months of the Grant being approved, unless an extension has been applied for and approved.
- 4.4.1.1 Should an acquittal not be received within 12 months of the Grant being awarded (or within the approved extended time), future applications for funding will not be accepted from the applicant.
- 4.4.2 For Heritage Grants, if expenditure associated with works are not completed within the 12 month period of the approval date the approved grant shall expire, unless a written extension of time is obtained from Council.
- 4.4.3 For Youth Grants, successful applicants are required to either attend a Council Meeting for the presentation of a certificate or provide a written summary of their event.
- 4.4.3.1 Grant recipients who do not attend a Council Meeting or provide a written summary within 3 months of the event will be ineligible for funding in the future.

#### **4.5 Conflict of Interest Provisions**

- 4.5.1 Subject to clause 4.3.2, during the Grant application assessment process, anyone having a conflict of interest should not debate, be involved with any discussions, or vote on any matter relating to the specific applicant.
- 4.5.2 However, where the CASC, CASC-A or Council decides to accept and manage such a conflict, the decision-making process and the strategies for managing the conflict must be recorded in the Minutes.

#### **4.6 Information and Referral**

Information about Council's Community Assistance Scheme will be made available on Council's website, newsletters and in local newspapers throughout the year. Grant recipients have opportunity to be featured on Council's Facebook page.

## 4.7 Grievance Process

- 4.7.1 All applicants must be informed of the outcome of their application in writing and offered the opportunity to discuss the application process.
- 4.7.2 In accordance with Council's Internal Review of Council Decision Policy, applicants have the opportunity to request, in writing, an internal review of the decision by Council, the CASC or CASCA, if not satisfied with the selection process. The applicant will be notified of the outcome in writing.

## 5. Supporting Documentation

This Policy is supported by a detailed set of processes that are consistent with Council's broader aspirations for its community and good governance principles.

- Community Assistance Scheme Committee Terms of Reference
- Community Grant Guidelines and Application Forms
- Youth Grant Guidelines and Application Forms
- Heritage Grant Guidelines and Application Forms
- Community Grant Administration Process
- Youth Grant Administration Process

## 6. Related Policies

- Code of Conduct for Elected Members
- Code of Conduct for Employees
- Caretaker Policy
- Internal Review of Council Decision Policy
- Treasury Management Policy

## 7. Review


This Policy shall be reviewed by the Council in consultation with the relevant stakeholders, within four years or more frequently if legislation or Council needs change.

## 8. Further Information

This policy is available on Council's website [www.barossa.sa.gov.au](http://www.barossa.sa.gov.au). It can also be viewed electronically at Council's Principal Office at 43-51 Tanunda Road, Nuriootpa and all Council Branches, during ordinary business hours. A copy of this Policy can be obtained at those venues upon a payment of a fixed fee.

Any complaint in relation to this Policy or its application should be forwarded in writing addressed to the Chief Executive Officer, PO Box 867, Nuriootpa SA 5355.

SIGNED:

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Mayor Bob Sloane

DATED: 16 / 4 / 18