

COMMUNITY ASSISTANCE POLICY

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1 PURPOSE

Council wishes to support the community through events that enhance the community connectedness and build community pride. To facilitate this wish Council, invites applications from Community Organisations for financial and in-kind assistance to undertake a wide variety of events and activities. This policy outlines the types of assistance Council may consider, to encourage and support initiatives that respond to local needs, enhance community well-being and quality of life and are of benefit to the wider community.

2 SCOPE

Community Assistance is available to eligible not-for-profit community based groups for activities within the Port Pirie Regional Council area. The different types of activities that will be considered for support are outlined in this policy.

Requests for support that are outside of the criteria of this policy must be submitted in writing and will be considered on their merit. Additional information may be requested.

Council reserves the right to part-fund or refuse an application.

3 DEFINITIONS

NIL

4 OVERVIEW

By providing funding to support community groups with activities for projects and events, the intention is to enable a vibrant community that actively supports and participates in activities within this Council area. Ideally funding provided via this policy will enable projects and events that impact a wide cross section of our community.

Eligible applicants must:

- Be a not-for-profit community group or organisation; and
- Be incorporated under the Associations Act (or other Act) or affiliated with an incorporated parent organisation. Un-incorporated applicants may apply under the auspice of another incorporated organisation; and
- Operate within the Council area or be auspicing an activity that will take place within the Council area.

Applicants are not to be any of the following:

- Individuals;
- Commercial entities;
- Other Councils;
- Political parties;
- Organisations that obtain income from poker machines or similar, or facilitate or encourage gambling;
- Government departments undertaking activities or programs considered to be the responsibility of State or Federal Government.

***** An exception to this rule is that Governing Councils of local Government or Private schools, may be considered where the purpose provides a wider community benefit.***

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NB: That for the avoidance of doubt, guidance for the Chief Executive Officer's discretion in relation to support for Governing Councils of local schools, extend only to in-kind support and reduction of fees for the use of Council facilities and equipment

5 COMMUNITY ASSISTANCE FUND

This Fund is available for not-for-profit organisations, community and sporting groups based in the Council area to obtain funds for projects or events, which cannot be obtained from other sources.

Grant funding of up to a maximum of \$4,000 is available for financial and/or in-kind assistance per application, per organisation, per year.

Each year during the preparation of the Business Plan, Council will consider the amount of the budget allocation for the Fund.

5.1 Assessment Criteria

Applications must meet the following:

- Events must demonstrate opportunity for the wider community to attend and participate;
- Projects must demonstrate their ability to benefit the wider community;
- Projects must have a clearly defined start and end date, and must be completed within 6 months of being awarded funding, unless otherwise agreed. Acquittals must be submitted within 60 days after completion;
- A risk assessment must be completed. Additional event management documents may be required.

The following events and projects may be considered for funding (this list is not exclusive):

- Local community events/programs;
- Minor infrastructure improvements;
- New equipment that increases the ability of a group to deliver a service or program;
- Projects that develop community capacity, strength and wellbeing;
- Projects or programs that promote participation and/or opportunities to develop skills, increase memberships or volunteers.

The following will not be considered to receive funding:

- Activities that seek to make financial gain or are deemed to be of a commercial nature;
- Projects already commenced or completed by the current rounds closing date;
- Regular annual events seeking monetary assistance – only in-kind assistance will be considered to annual events if a group cannot access assistance from elsewhere
- Ongoing general/operating or maintenance expenses;
- Renovations or Capital works, defined as permanent improvements to a building or grounds that will increase capital value.

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5 COMMUNITY ASSISTANCE FUND (Cont'd)

5.1 Assessment Criteria (Cont'd)

Any activity undertaken to raise funds for a third party (including charities). A proposal for a community event held to raise funds for a charity may be assessed on its own merits and clearly where there is a local community benefit. Only in kind support will be considered.

Support will be provided to assist and guide applicants with incomplete applications, however forms must be fully submitted before the funding due date..

Late applications will not be considered.

5.2 Application process

Applications should be made using the Community Assistance Program Application Form which includes:

- Organisation information, including financial position;
- Description of the activity, community benefit, participation details and a proposed budget;
- Indication of how Council would be acknowledged for their contribution;
- Certification by primary committee members of the applicant organisation; and

with the following information attached:

- Copy of the most recent certified (signed by club Treasurer) or audited Statement of Financial Performance (Income and Expenditure Statement) and/or Statement of Financial Position (Balance Sheet);
- Relevant licence and approvals i.e. use of facility, development approval (if applicable);
- Copy of a current Public Liability Insurance Indemnity Policy which provides the applicant organisation, the event or project activity, cover of at least \$20 million;
- Copy of the Associations Incorporated Certificate or evidence of being affiliated with an incorporated parent organisation;
- Risk assessment, Event Management Plan, (if applicable).

Other information may be requested depending on the nature or the complexity of the proposed activity.

5.3 Application assessment

Applications will be assessed on a quarterly timeline as follows:

Applications to be	For projects to commence in:
April to May	July, August or September
July to August	October, November or December
October to November	January, February or March
January to February	April, May or June

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5 COMMUNITY ASSISTANCE FUND (Cont'd)

5.3 Application assessment (Cont'd)

All applications will be assessed based on the information provided and how this meets the criteria. Council reserves the right to part-fund or refuse an application.

In considering an application, the following will also be assessed:

- the organisations financial position, that is, the organisations financial capacity to conduct the event without Council support.
- the organisations ability to raise funds from other sources;
- previous allocations for similar projects or events and whether it is a significant milestone event;

For In-Kind works:

- an assessment of cost and availability of employees and equipment will be made, using a Council private works estimate;
- Council has no obligation to provide this support in which case the applicant will need to apply for a financial contribution to engage the services of a private contractor;

The Chief Executive Officer (or delegate) has delegated authority to approve the level of support being In-Kind or Financial up to a maximum of \$4,000 per application, within the budget allocation.

A report will be provided to Council following the end of each quarter to show the applications received in that period and the amounts that have been allocated.

5.4 Notification and Payment

All applicants will be notified in writing of the decision regarding their application and the amount of, if any, funds allocated.

If successful, prior to payment being made, all additional support, approvals, or permissions from other areas of Council must have been obtained.

Applicants are required to sign a Memorandum of Agreement to indicate their acceptance of their allocation.

No payment will be made until a signed Memorandum of Agreement and an invoice has been received by Council. Payment will be made by Electronic Funds Transfer (EFT) to a nominated bank account.

5.5 Evaluation and Acquittal

An assessment of the success of an activity must be undertaken and a written evaluation report forwarded to Council within 60 days of completion of the activity, using the Community Assistance Acquittal Form.

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5 COMMUNITY ASSISTANCE FUND (Cont'd)

5.5 Evaluation and Acquittal (Cont'd)

The following information should be provided:

- Review of learnings from the project including evaluation of successes/failures;
- Summary of outcomes achieved e.g. participant numbers, feedback comments, increased membership;
- Photos from the activity (up to 5);
- Summary of financials including receipts of purchases (if any);
- Evidence of Council acknowledgement.

Failure to complete this report will affect eligibility for future applications.

6 EVENT DEVELOPMENT FUND

The aim of this fund is to provide support for community events to encourage community groups to partner with Council or host an event that will see a direct economic stimulus for the region. It is available to support new and different events that, if successful may continue to be held annually. It is expected that the community group will seek to partner with local business and other organisations to encourage participation by the community to achieve the maximum stimulus benefit.

The support of Council will be offered for up to a maximum three year period in order to allow time for the event to grow and attract sponsorship and so become self-sustainable. The support can be a combination of financial and/or in-kind contribution. In-kind support will be for event planning and co-ordination. Financial support of up to \$5,000 will be provided as initial seed funding and this amount will reduce in each of the following years.

If the event is not an annual event e.g. Regional, State or National sporting events, the application will be considered on merit. Council support will be limited to In-Kind if the event is held at a Council facility or venue and will be subject to the confirmation of other partner contributions and sponsorship.

There will be a maximum of two new events approved each year up to a maximum of six events in any one year. The budget allocation for the Fund will be considered during the preparation of the Business Plan.

6.1 Application Requirements

All host organisations should aim for an application to be submitted at least four months prior to the event.

All applications must be in writing on the appropriate form, providing:

- Organisation information;
- Description of the Event, including participation details, community and economic benefits and a detailed budget;
- Indication of how Council would be acknowledged for the contribution;
- Certification by primary committee members of the applicant organisation.

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6 EVENT DEVELOPMENT FUND (Cont'd)**6.1 Application Requirements (Cont'd)**

To be attached:

- copy of the most recent certified (signed by club Treasurer) or audited Statement of Financial Performance (Income and Expenditure Statement) and/or Statement of Financial Position (Balance Sheet);
- a copy of the Organisation meeting minutes to show support for the event and confirm the seeking of support from Council; and
- a copy of the current Public Liability Insurance indemnity policy which provides the applicant organisation and event, cover of at least \$20 million.

For in-kind works:

- An assessment of cost and availability of employees and equipment will be made, using a Council private works estimate;
- A copy of the Council private works estimate will be included with the application in the report to Council if the work is to be undertaken by Council employees.
- Council has no obligation to provide this support in which case the applicant will need to apply for a financial contribution to engage the services of a private contractor;

6.2 Assessment

The event:

- must be conducted within the Council area;
- must be clearly defined with a start and end date, and the outcomes measurable by a quantitative measure including but not limited to attendance numbers;
- should provide a measurable economic benefit to the community and tourism benefits to the region;
- demonstrate the ability to attract a minimum of 30% of attendees from outside the Council area.

In considering an application, the following will be considered:

- the wealth of the applicant organisation and its ability to raise funds from other sources;
- whether this is a significant milestone event;
- Council may allocate the full amount of funds requested within the application, or any part thereof, or make no allocation, at its own absolute discretion.

A report will be submitted to Council including recommendations in consideration of the criteria guidelines set out within this Policy. The granting of any assistance is subject to the approval of Council and will be subject to any restriction or conditions that Council so resolves.

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6 EVENT DEVELOPMENT FUND (Cont'd)**6.2 Assessment (Cont'd)**

Successful applicants will also need to provide:

- a completed event permit application;
- evidence of a current public liability insurance indemnity policy with a cover of at least \$20 million.
- copy of all licences and approvals for the event;
- evidence that a risk assessment has been undertaken.

A Memorandum of Agreement is to be entered into which may be a multi-year agreement. If the event is planned to be held annually the maximum period of time is three years.

If a financial contribution is approved, the amount of the contribution will reduce in each subsequent year until the end of the agreement.

6.3 Evaluation and Acquittal

A project evaluation must be undertaken and forwarded to Council within 60 days of completion of the activity, using the Event Evaluation Form.

The following information should be provided:

- Review of learnings including evaluation of planned outcomes and those actually achieved i.e. successes/failures;
- Participant numbers goal and the number that attended;
- Feedback comments;
- Income and Expenses summary;
- Financial viability and economic benefit report;
- A report on quantified tourism benefits to the region;
- Evidence of Council acknowledgement;
- Photos from the activity (up to 5); and
- Other information deemed appropriate or requested by Council.

The applicants not fulfilling these requirements may forfeit future funding or /and become ineligible for consideration for future assistance.

7 STANDING COMMUNITY EVENTS

Council will each year provide assistance (to be determined during preparation of the Business Plan and Budget) to support certain events (e.g. Australia Day, Smelters Picnic, Crystal Brook Show) in the Council region, which provide a social connection and well-being community benefit.

Assistance to a host organisation may be in the form of a financial contribution or in-kind services provided by Council. Both financial and in-kind (including but not limited to traffic management, preparation and clean-up of the event site, waste management and use of Council facilities) contributions will be reviewed during the annual budget process to provide an agreed level of service and may vary according to annual circumstances.

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7 STANDING COMMUNITY EVENTS (Cont'd)

Where the event is hosted by a community organisation, a funding agreement will be put in place for a period of four years so that there is the opportunity to review the contribution amount during each term of the Council.

To seek a change in the amount of the contribution, financial or in-kind, a written proposal should be submitted by the host organisation in March/April of the year to allow adequate time for consideration by Council as part of the Business Plan preparation, or otherwise at least four months prior to the event.

The funding amount is to be the total of in-kind and financial, as a guide, based on the estimated number of attendees:

- Small Events (0 - 500 attendees) up to \$2,000
- Medium Events (501 - 2,000 attendees) from \$2,001 – \$3,000
- Large Events (2,000+ attendees) from \$3,001.

The estimated number of attendees will be moderated, subject to comparisons with past similar events held locally or within the wider region to ensure as little as possible distortion.

The CEO has delegated authority to assess and approve applications that are received during the year, up to a maximum of \$4,000 per application and that this information will be included in the quarterly report to Council.

8 COMMUNITY LOANS

8.1 Application for Loan or Guarantee

Incorporated not-for-profit community organisations may make an application to Council to borrow funds or for Council to act as guarantor for community projects. An online application form with a draft copy of the Memorandum of Agreement will be provided.

Applications to Council for the guarantee or provision of a loan to be taken out by local organisations will be considered by Council where:

- The applicant has submitted copies of audited financial statements of the previous three fiscal years or such lesser period that the organisation has been in operation;
- The applicant can demonstrate, to the satisfaction of Council, that in all probability it will be able to meet instalment payments as and when they become due;
- The applicant is a community organisation, sporting body or such other venture which does not have a profit-earning motive satisfactory to the Council; and
- In instances where the work, undertaking or facility will not be undertaken on Council property, the organisation can provide sufficient security to enable the Council to satisfactorily recover any amounts due.

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8 COMMUNITY LOANS (Cont'd)**8.1 Application for Loan or Guarantee (Cont'd)**

The applicant must provide the following information:

- Purpose of the loan or guarantee;
- Reason for the need for the loan or guarantee;
- Amount and term of loan or guarantee;
- Previous loan history;
- Demonstrate ability to meet repayments; and
- Copy of the meeting minutes supporting the application.

All applications are assessed on a risk based approach so Council will not consider a loan amount of more than \$500,000 or a combination of loans from one organisation where the total loan amount would be greater than \$500,000 at the same time or where the total community loan portfolio would exceed \$1,500,000.

8.2 Loans Conditions

Successful applicants will be required, during the term of the loan or guarantee:

- To have and maintain appropriate insurance policies, to the satisfaction of the Council, covering all aspects of the work, undertaking or facility during the term of the guarantee;
- To keep Council informed by letters addressed to the Chief Executive Officer, of the address of the registered office, if any, and the names and addresses of the organisation's office bearers;
- To provide to Council a copy of the annual audited financial statement and also copies of the annual non-financial reports, each year within 60 days of their AGM;
- To keep Council informed of any issue or risk that may arise during the loan period that will influence the ability of the organisation to meet payments as and when they fall due.

Where the loan is for a project on Council owned or Council controlled land, there must be a current lease over the land for a period exceeding the term of the loan. Any current lease agreement will acknowledge that in the event of default, the Council may terminate the lease.

Council may at its discretion, charge any late fees or penalty interest if repayments by community groups are not made when due.

Interest will be charged on loans consistent with that available through the Local Government Finance Authority (regardless of whether the loan is funded by the Authority or not). It is Council's practice to not provide interest free loans.

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8 COMMUNITY LOANS (Cont'd)**8.3 Acquittal of Loan or Cessation of Guarantee**

Within 60 days of the final loan payment to Council or where the Guarantee facility is no longer required, the organisation must undertake an evaluation of the project or activity that was funded or supported by Council and provide the following information to the Council:

- Summary of project success;
- Comparison of planned outcomes to actual achievements;
- Finance summary;
- Evidence of Council acknowledgement;
- Any other reasonable information that is requested by Council.

Any organisation that does not meet these requirements may be ineligible for consideration for any future assistance.

9 SPORTING REPRESENTATION – STATE AND NATIONAL

All requests for financial assistance received from sporting organisations and/or individuals for players/officials to represent South Australia or Australia must be referred to the Sporting Association of Port Pirie, and not through the Mayor, Elected Members or employees of the Council. Council will not directly support requests for sporting organisations and/or individuals to represent South Australia or Australia in competitive sport.

Council supports the Sporting Association of Port Pirie each year and reviews the amount of contribution, each year during the preparation of its Business Plan and Budget.

10 COMMUNITY DEVELOPMENT ASSOCIATIONS

Communities outside Port Pirie are represented by Community Development Boards that provide support for local amenities and initiatives, enhance community amenity and develop local facilities through their activities.

Council recognises the contributions made by the following organisations and provides an annual contribution as part of the preparation of its Business Plan and Budget to each of the following:

- Crystal Brook Community Association Inc;
- Koolunga Development Association Inc;
- Napperby Memorial Hall Inc.;
- Pirie Districts Development Association Inc;
- Port Pirie History Group;
- Redhill Development Association Inc;
- Wandearah Memorial Institute Inc.

To ensure transparency and accountability between Council and the community organisations, a funding agreement will be put in place for a period of four years so that there is the opportunity to review the contribution amount during each term of the Council.

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11 WASTE DISPOSAL CONCESSIONS

Council recognises that its waste management responsibilities and obligations necessitate a significant commitment of funding each year. Council also understands that users of these services and facilities should be primarily responsible to meet these costs.

Council receives requests from community, charitable and subsidised employment organisations for concessional or free disposal of waste at Council's Waste Transfer Station. All requests should be in writing, email is acceptable. Council will consider applications on their merits and in some cases, provides relief in the form of free passes for green waste (and in limited cases, general waste).

Council will review these concessions each year during the preparation of its Business Plan and Budget. Council may request re-application from organisations where circumstances may have changed or where conditions could be varied. Concessional fees will be recorded as income to the Waste Transfer Station and as a cost to Community Assistance.

12 FACILITY AND EQUIPMENT HIRE FEE CONCESSIONS

Council recognises that the users of council operated services, facilities and equipment should meet the cost of their use. However there are many small not for profit community organisations that provide and support many activities and projects that make a positive contribution to the community.

Applications for the full or partial waiving of the fees and charges should be submitted in writing, email is acceptable at least one month prior to the planned date of use. The applications will be considered on merit.

Allowing delegation to the Chief Executive Officer of up to \$1,000 per application, constrained at all times by the available budget for in-kind Community Assistance.

The concessional fees will be recorded as income to the facility and as a cost to the Community Assistance.

Council will review the budget allocation each year during the preparation of its Business Plan and Budget.

For a list of equipment and facilities refer to Councils - [Fees and Charges Register](#)

13 DEVELOPMENT FEE CONCESSIONS

All development applications are to be accompanied by the appropriate regulatory fee before development approval may be granted.

Council recognises that not for profit community organisations, being lessees and licensees of Council land, may wish to develop their facilities. Council encourages such development and will provide for such development fees to be funded. All requests should be in writing, email is acceptable.

The Chief Executive Officer (or delegate) is provided delegated authority to approve such grants up to a value of \$500.

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13 DEVELOPMENT FEE CONCESSIONS (Cont'd)

Concessional fees will be recorded as a cost to the Community Assistance.

Council will review the budget allocation each year during the preparation of its Business Plan and Budget.

14 FURTHER INFORMATION

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: www.pirie.sa.gov.au.

- Port Pirie Council Administration Centre, 115 Ellen Street, Port Pirie
- Crystal Brook Office, Bowman Street, Crystal Brook

Copies will be provided to interested parties upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

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