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Contents

Policy statement and objectives	2
Scope	2
References	3
Consultations	3
Definitions	3
Variation and review	5
POLICY.....	5
1. Grants overview	5
1.1. Summary of the Grants Program	5
2. In-kind support	6
3. General funding conditions.....	6
3.1. General eligibility	6
3.2. General ineligibility.....	7
3.3. Further conditions.....	8
3.4. Ethics Framework.....	8
3.5. Conflict of Interest.....	8
4. Grants procedures.....	8
4.1. Application process.....	8
4.2. Assessment process.....	9
4.3. Approval	9
4.4. Funding agreement.....	10
4.5. Reporting and acquittal.....	10
Related forms and documents	10
Attachments.....	11
Authorisation.....	11

Policy statement and objectives

Kiama Municipal Council (Council) recognises the vital contributions that community members, interest groups, event professionals and businesses make to the wellbeing of our community. One way of this recognition is to provide financial assistance in the forms of grants and donations to address identified needs and foster community development. Council supports programs and projects that contribute to a vibrant, inclusive, resilient, innovative and sustainable goals across the Kiama Local Government Area (LGA).

Through the provision of the Grants and Donations Program (Grants Program), Council supports the implementation of community led initiatives that align with the Kiama Community Strategic Plan (CSP), corporate priorities and that meet the funding criteria.

Council grants and donations are allocated through a competitive process. Council reserves the right to consider and prioritise allocation of funds to projects and program on discretionary and non-discretionary basis as follows:

- a. Discretionary – applications that address strategic objectives, are high impact in nature and respond to existing and emerging needs and gaps.
- b. Non-discretionary – applications that meet the eligibility criteria of the Grants Program, are low impact in nature, and support strategic objectives and general community needs and aspirations.

The **strategic objectives** of Council's Grants Program are to support and invest in initiatives that:

- Align with at least one Pillar¹ of Council's **Community Strategic Plan** (CSP) and other key social, cultural, economic, and environmental policies and plans.
- Facilitate and maintain **partnerships and collaboration** between Council, community as well as those with propositions that bring positive social or economic outcomes to the community (in the case of Destination Event Funding).
- Develop and enhance **resilience and capacity building** among community groups.
- Contribute to the **economic growth, a sustainable environment and/or the social and cultural wellbeing** of Kiama communities.
- Ensure **good governance** of public funds, demonstrate integrity, professionalism and transparency in decision making and have strong procedures in place to support this.
- Contribute to the **enhancement of the reputation and brand** of the Kiama Municipality in accordance with the CSP.

Scope

The Grant and Donations Policy (the Policy) provides the framework for managing Council's Grants Program, its expenditure and accountability processes. The Policy guides the administration of the Grants Program in a manner that is aligned to the above strategic objectives and in accordance with the Local Government Act 1993, Section 356 (the Act). It

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- ¹ Belong and contribute
 - Thrive in a sustainable environment
 - Create a strong and diverse economy
 - Are part of a connected and liveable community
 - Expect accountable and transparent leadership, a financially sustainable Council

acts as a tool to ensure an equitable, open and transparent process for community organisations and groups to seek financial and in-kind assistance from Council.

Additionally, it will guide Kiama Council employees and Councillors during application assessment and grading, endorsement of funds, reporting and acquittal requirements and evaluation processes.

References

- Local Government Act 1993
- Kiama Municipal Council Strategies and Plans:
 - Code of Conduct
 - Community Strategic Plan
 - Disclosure of Conflict of Interest
 - Donations Policy 2012
 - Gifts and Benefits Policy
 - Tourism and Events Strategic Plan 2022-2026
- Internal Audit of Community Grants and Sponsorship-2021 Report

Consultations

This policy was developed in consultation with relevant departments across Council including:

- Community Hubs
- Library and Cultural Hubs
- Tourism and Events
- Office of CEO
- Health and Compliance
- Governance
- Chief Financial Officer

Definitions

For the purpose of this document the following definitions apply:

Term	Definition
Acquittal	The process by which a recipient demonstrates in writing to Council that it has expended the funds in accordance with the outcomes in the funding application and/or terms and conditions of the agreement. This could include providing a written outcome report, evidence of activities and how the funds were expended.

Term	Definition
Auspice	An agreement where an incorporated organisation agree to apply for funding or resources on behalf of an applicant that is not incorporated. If the application is successful, the auspicating organisation then administers the grant on behalf of the applicant and is legally responsible for ensuring that the terms of the agreement are met.
Charity	Listed on the Australian Charities and website as a registered charity.
Community Capacity building	Relates to the provision of programs and services that contribute to developing skills, knowledge, capabilities and resources that enable communities to manage their own affairs.
Community Group	A community or a not-for-profit run and managed group that does not have a status as a legal entity.
Community Strategic Plan (CSP)	A high level 10 year plan developed collaboratively by Council with the Kiama Municipality. It identifies the community's vision and objectives for the Municipality and strategies to achieve them.
Donation	<p>A one-off financial contribution or in-kind support where funds are provided to recipient through a formal process for a specific purpose that contribute to achieving goals and objectives consistent with Council policy.</p> <p>The donations is subject to a delivery of a direct or indirect benefit to community.</p>
Funding Agreement	A formally negotiated agreement between Council and an organisation, individual or community group that details the nature, quality and scope of how funds will be used. The purpose of a funding agreement is to formalise the expectations of Council and outline the responsibilities of both Council and the grant recipient.
Grant	<p>A one-off or recurring financial contribution where funds are provided to a recipient through a formal program for a specified purpose, directed at achieving goals and objectives consistent with Council policy, where the recipient is selected on merit against a set of criteria.</p> <p>The funding is subject to a funding agreement and an acquittal and acknowledgement of Council support is required.</p>
Incorporated Association	A legal entity (organisation) that provides legal protection to its members in legal transactions. Council verifies this using the ABN register and ASIC databases.
Not-for-profit Organisation	<p>A not-for-profit organisation is a registered incorporated association, including a charitable organisation that does not directly operate for the profit or gain of its owners, members or shareholders, either directly or indirectly.</p> <p>Any profit must be used to implement the organisation's purpose and must not be distributed to members, owners or shareholders either while the organisation is operating or when it winds up.</p>

Term	Definition
Sponsorship	<p>A one-off or recurring contribution can be financial or in-kind support. The sponsorship funds are subject to formal application process for a specific program that generate benefits to culture, economic and tourism outcomes.</p> <p>Council's expects negotiated benefits such as positive recognition by way of logo, banners or otherwise, in exchange.</p>

Variation and review

Council reserves the right to review, vary or revoke this policy.

That Council authorises the CEO to make minor changes to this policy to reflect changes in legislation, expiry of or changes to grant programs, and changes in Council structure.

Review history:

Date reviewed	Date adopted / endorsed	Brief detail of amendments
	xx/xx/2024	New policy

POLICY

1. Grants overview

The Grants Program demonstrates Council's commitment to building a strong and resilient community socially, culturally, economically and environmentally. Eligible community-based groups, not-for-profit organisations, event professionals, services and individuals living and based in the Kiama Local Government Area (LGA) may be provided with a grant for a project, program, service and or an activity that benefits the Kiama residents. Council's Grants Program provides funds to the following programs:

1. Small Community Grants and Donations
2. Signature Community Events Grant
3. Destination Events Funding
4. Cultural Grant
5. Health and Sustainability Grant
6. Community Sponsorship Grant

1.1. Summary of the Grants Program

Funding Program	Amount	Provided for:	Application timeframe	Responsible Department
Small Community Grants and Donations	<p>Maximum \$500 per application</p> <p>Total budget: \$15,000</p>	Small community event or a program that demonstrate	Open all year via SmartyGrants portal	Community Hubs

Funding Program	Amount	Provided for:	Application timeframe	Responsible Department
		direct benefit to residents		
Destination Events Funding	Maximum \$20,000 per application Total budget: \$130,000	Destination/Major Events	Two rounds annually via SmartyGrants portal	Tourism and Events
Signature Community Events Funding	Maximum \$7,000 per application Total budget: \$40,000	Community events that demonstrate significant benefit to residents	Two rounds annually via SmartyGrants portal	Community Hubs
Cultural Grant	Maximum \$2,500 per applications Total budget: \$15,000	Local artist or a creative project that develops the arts sector in Kiama.	Two rounds annually via Smarty Grants portal	Community Hubs
Health & Sustainability Grant	Maximum \$2,000 per application: Total budget: \$15,000	Small projects that promote local health & environmental sustainability	Two rounds annually via SmartyGrants portal	Community Hubs
Regional Arts Development Office - Contribution	Council resolution June 2022: \$19,500 recurrent funding + 3.5% increase	Supports administration, programming and activity by the RADO in the region.	Standing Council resolution - annually	Community Hubs
Total grants per annum	\$234,500 (allocated amount subject to annual budget planning)			

2. In-kind support

Applicants must identify requests for in-kind support, inclusive of Council related services such as waste, venue hire and field lighting. Requests for in-kind support will be assessed in accordance with the eligibility criteria outlined in this policy and will be costed as per Council's fees and charges.

3. General funding conditions

3.1. General eligibility

Applications for the Grants Program must:

- Be an incorporated not-for-profit (or under auspice of an incorporated organisation) or charitable organisations and hold a current ABN. (*In some instances funding for-profit organisations who have demonstrated they are best placed to deliver a public benefit and meet the relevant grant program's outcomes will be considered*). Exempt from this criterion are Destination Event Grants applicants, which may be commercial in nature.
- Operate within the Kiama Local Government Area (LGA) or can demonstrate that the project or program will benefit residents of the Kiama community.
- Have or will obtain appropriate insurance and adhere to sound Workplace Health and Safety practices or be under the auspice of another organisation.
- Demonstrate meeting at least one of the strategic outcomes outlined in the policy and at least one of the CSP Pillars.
- Have no debt to Council and have met and successfully complied with all Council funding, reporting and acquittal conditions for previous Council grants.
- Not be the recipient of any other financial or other type of assistance from Council for the same event or project.
- Meet the eligibility criteria and terms/conditions set out in the specific funding program as set out below.
- Complete each mandatory application questions and submit all required documents.
- Build and enhance the reputation and brand of Kiama Municipal Council in accordance with Kiama CSP.
- Work collaboratively and respectfully with Council and staff representatives.

3.2. General ineligibility

- Projects that do not meet Kiama's Community Strategic Plan outcomes.
- Projects that have already commenced or have been completed.
- Applications from government agencies, political parties/activities, clubs that profit from gaming machines.
- Commercial and profit making entities and private organisations (not applicable to applicants to the Destination Event Grant).
- Projects that directly contravene existing Council policies.
- Projects that duplicate existing Council services or programs.
- Applications to cover funding shortfall from other government programs.
- Applications that do not demonstrate a direct benefit to Kiama residents.
- Requests for funding toward salaries/wages and operational expenditure including administration, insurance, office equipment, transport, travel, IT equipment.
- Applications for development of privately-owned facilities.
- Applications to pay off a debt.
- Applications for funding toward core operational costs i.e. day to day operations of a community group or organisation.

- Individual requests for funds to attend national or international sports events.

3.3. Further conditions

Council will not:

- Provide in-house design, print or distribution services.
- Provide cleansing and waste service for events. If required, the cash value must be clearly identified under in-kind contributions from Council.
- Support political activities or activities that could be perceived as benefiting a political party or a political campaign.
- Support religious activities or projects exclusive to religious based groups.
- Support activities that deliberately exclude any individuals or groups from participating or attending.

3.4. Ethics Framework

Council will not provide funding support to projects or activities that:

- Pollute land, air or water, or destroy or waste non-recurring resources.
- Market or promote products/services in a misleading or deceitful manner.
- Produce, promote, or distribute products/services likely to be harmful to the community.
- Entice people into financial over-commitment.
- Exploit people through the payment of below award wages or poor working conditions.
- Discriminate by way of race, religion, or sex in employment, marketing, or advertising.

3.5. Conflict of Interest

- Council staff assessing applications must declare and document any conflict or perceived conflict of interest across all stages of the process in accordance with Council's Code of Conduct and Disclosure of Conflict of Interest Form.
- Council staff and Councillors must ensure that any affiliation with an applicant is declared and appropriately included in the register.
- Applicants must declare any actual, potential or perceived conflict of interest in line with Council's Code of Conduct.

4. Grants procedures

4.1. Application process

All applicants must register with Council's online grants management system, the SmartyGrants Portal before applying. Once registered, applicants must use the online application form on the portal when applying for any form of financial assistance/grants from Council. Hard copy and emailed requests for funding or late applications will not be considered.

4.2. Assessment process

- All applications submitted will be referred to the internal Grants Assessment Panel for review and to make recommendations to Council. The Internal Grants Assessment Panel will comprise of staff with expert knowledge relevant to specific grants program. The Panel members are to adhere to the Terms of Reference.
- An exception to the above, the Small Community Grants and Donations Program, which is open all year round, will be assessed and recommendations will be submitted to the CEO (as per Council delegation of approving grants under \$1,000) to approve, and reported to Council for their information at the first cycle of the grants report.
- Recommendations for the bi-annual grants will be submitted to Council within two months of the closing date.
- Due to the competitive nature of the grants program, some eligible applications might not be successful in securing a grant during certain rounds.
- Due to the competitive nature of the grants program, some eligible applications might only receive partial funding, therefore applicants are highly encouraged to consider and identify in-kind and cash contributions in their applications, and clearly demonstrate the value and benefits of the request.
- Council uses the Australian Business Number (ABN) to confirm an applicant's status as an incorporated not-for-profit (or under auspice) or charitable organisation.
- The following criteria will apply to all applications:
 - Contribute to sustainability practices
 - Offer value for money
 - Demonstrated track record of sound project and financial management
 - Detail how the project/event/program is responding to a need/ gap in the community
 - Provide an estimate of the number of people in the LGA that benefit from the program/project/event
 - Additional sources of money received to fund the project/event/program
- Council's Advisory Committees will be informed and consulted on local priority issues and gaps ahead of grants opening round. Feedback from the Advisory Committees will be used to encourage grant applications for initiatives that respond to identified local needs.

4.3. Approval

- Recommendations for funding of \$1,000 or less may be approved by the CEO or their delegate, provided the funding is in accordance with sections 3562 (3), 3773 (1A) of the Local Government Act 1993. All funded projects will be documented

² Section 356 of the Local Government Act 1993 is a legislation that allows councils to provide financial assistance to other for the purpose of exercising their functions.

³ Section 377 of the Local Government Act 1993 gives the council the general power to delegate any of its functions to the general manager or any other person or body, except for some specified functions such as rate setting, borrowing money or adopting a management plan.

and reported at the first Grant Report to Council, details to be made available on the website through Council agenda papers.

- Recommendations for funding over \$1,000 will be submitted to Council for consideration and endorsement in accordance with Section 356 of Local Government Act 1993.
- Only the elected Council has authority to approve applications to a grant and donation program, except for specific delegation given to the CEO.
- Approval of a grant, donation or sponsorship does not imply that Council has given any other consent. Applicants are advised to obtain relevant information and consent from Council, NSW Police, and other state government agencies in advance for the project they are seeking grant.

4.4. Funding agreement

- All successful applicants will be notified by an email.
- All successful applicants are required to enter into a funding agreement before funds are released and before a project can commence.
- Council's grant or sponsorship must be acknowledged on all promotional material. The Council logo should be used with the text "This project is proudly supported by Kiama Municipal Council".
- All promotional material where Council logo is used must be approved by Council prior to publication.
- Council reserves the right to receive the following for Destination Event Funding and Signature Community Events Funding: joint media release opportunities, opportunity for the Mayor (and/or the Mayor's delegate) to speak at the event or occasion, space at the event (table/stall), and tickets to attend the event or occasion.
- Council will not be responsible for shortfalls in event budgets if the successful applicant is unable to meet event costs. All unspent funds in excess of \$100 are to be returned to Council.

4.5. Reporting and acquittal

- All grant recipients are required to acquit their project as per the funding guidelines and unless stated otherwise, within 12 months of receiving the fund.
- Reports are to be submitted through the SmartyGrants portal. Reports should include information on the agreed project outputs and outcomes, relevant data, and any lessons learnt.
- All reports must be accompanied by a detailed financial report. Grant recipients may be requested to provide further documentation and evidence of expenditure. Council may audit recipients at any time.
- All grant recipients must submit reports and acquit funds prior to applying for new funding from Council.

Related forms and documents

Grants and Donation Guidelines.

Attachments

Nil.

Authorisation

Name: Council Resolution 24/145OC

Date: 21/05/2024
