



# **COMMUNITY GRANTS AND ASSISTANCE POLICY**

Public Document

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Adopted by Council on 1 May 2018

Ownership: Manager Community Services

## Community Grants and Assistance Policy

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### Purpose

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Mosman Council recognises the importance of community-based organisations and the significant contribution they make to the Mosman community. To acknowledge this contribution, Council makes funds available through this Policy. The Policy and awarding of grants are underpinned by a community development philosophy and driven by three key principles.

1. Capacity building of the community
2. Empowerment of community members through the work of community groups
3. Social wellbeing of the community

The Policy provides a framework for the assessment of applications for community grants or other assistance and the determination of funding or other allocations in a manner that is transparent, ethical and fair.

This Policy does not preclude Council providing limited assistance to local residents in crisis.

### Scope

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This Policy applies to all not for profit organisations seeking funding, support or assistance. It also applies to Mosman residents in crisis.

### Budget

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An annual allocation is made by Council for the Community Grants Program and for emergency financial support. In addition, Council may provide in-kind assistance to organisations, and special allocations may also be voted on during the year to make provision for emergencies or other financial assistance requirements following consideration by Council and subject to available resources.

### Funding and Assistance Categories

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#### 1. Community Grants Program

##### Objectives

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1. To support community development initiatives that improve the social and mental wellbeing of the Mosman Community
2. To assist community organisations to provide key services to the Mosman community that supplement those offered by Council
3. To recognise and encourage the efforts of community-based projects that progress Council's Strategic Directions
4. To encourage collaboration and partnerships between community organisations

##### Funding Eligibility

To be eligible for a community grant, **organisations and groups** must:

- be a registered, incorporated not-for-profit organisation or be auspiced by one
- have a management structure
- have appropriate insurance cover
- operate according to relevant regulations and legislation and with sound WHS and risk management principles and practices
- have no outstanding debt to Council and have acquitted all previous grants

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To be considered eligible for funding, **projects** must:

- progress one or more of Council's Strategic Directions
- demonstrate measureable outcomes
- benefit the Mosman community
- be completed within the same financial year and not require ongoing funding
- be inclusive of people with disability and those from the CALD community

The following will **not** be eligible for funding:

- Deficit funding requests, for example: funding of past activities, loan repayments or operational deficits
- Fundraising appeals
- Funding for individuals
- Requests for more than one grant from the same organisation

### Project Priorities

Applications will be assessed against the criteria outlined in the Community Grants Guidelines.

While Council understands that infrastructure, capital works and equipment play a role in facilitating community wellbeing, preference will be given to community development projects that demonstrate direct impact on the social and mental wellbeing of community members.

Favourable consideration will also be given to projects that aim to:

- promote social inclusion
- partner or collaborate with other community organisations

### Community Grants Process and Funding Conditions

A brief overview of the application process and funding conditions are provided below. For a more detailed guideline for preparing community grants applications, please refer to the Community Grants Guidelines.

- Applications must be made on the Council application form
- All forms of Council assistance currently received by an organisation must be declared in the application form
- Applications must be submitted by the advertised deadline
- Grant offers will be made in writing
- Successful grant recipients must return a signed copy of their letter of offer to confirm acceptance of the grant and its conditions, which include strict financial accountability, an acquittal of the funds, and an evaluation of the project
- Grant recipients must measure their progress against the key outcomes identified in their submitted application

Failure to meet the funding conditions will render organisations ineligible for further funding until the requirements have been met.

## **2. Emergency financial support**

### **Objective**

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1. To provide a source of emergency funds for local residents who are in crisis and require immediate financial support.

### **Eligibility**

Emergency financial assistance may be given to Mosman residents in situations of crisis.

## **3. Other partnerships and sponsorship arrangements**

At times, Council receives requests to enter into partnership or sponsorship arrangements that require either the allocation of non-budgeted funds or other in-kind assistance (including allocation of staff resources) of a significant nature. Such requests will first be reviewed by Council officers and may then be referred to Council for determination.

Review of these requests will consider:

- The nature and timing of the program, project or activity and whether it aligns with Council's values and priorities identified in Council's Strategic Directions
- The level of support requested
- The role of Mosman Council in the proposed arrangement
- The benefits to the Mosman community and Council
- The availability of Council funds and/or other forms of in-kind support
- The availability and/or support being provided by other parties including individuals, government and private organisations
- Previous support provided by Council to the organisation requesting sponsorship or other assistance and the nature of that support

## **Recommendations**

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All decisions and recommendations regarding community grants and assistance by Council are made in accordance with Council's Code of Conduct. This is to avoid conflicts of interest, including both pecuniary and non-pecuniary interests.

## **Review**

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This policy is due for review every four years.

## **Responsible Department and Policy Contact**

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The Community Development Department is responsible for the administration of this policy.

Enquiries regarding this policy should be directed to the Manager Community Services – Phone 9978-4006

## Amendments

<b>Date</b>	<b>Amendment</b>	<b>Reference</b>
14 April 1998	Adopted	PF/99
6 March 2007	Revised	CD/7
19 September 2009	Revised	CD/21
6 May 2014	Revised	CD/19
1 May 2018	Adopted	CD/11