

	POLICY# 9.01 Council & Community Event Funding	Version No:	1
	POLICY AREA Recreation Services	Issued:	Oct 2011
		Next Review:	2018 After Next Election

Aims & Objectives

To ensure Council has sufficient information to determine the overall worth of a particular request/application for funding support. As part of this support a determination must be made as to whether community groups or Council committees intend to donate proceeds to other community groups/ charities, from community events where Council has provided funds for the running of the event.

Policy Detail

Community Events:

Council recognises that individuals or groups may from time to time request funding assistance for an event or project of either local or regional significance.

Community groups or Council committees who are in receipt of Council funding for a community event and intend to donate back part of their proceeds to other community groups/ charities, must as part of their application for funding, advise Council of their intentions, including the expected amount or percentage to be re-allocated.

Community groups or council committees that do not inform Council of their intention to re-allocate some of their proceeds through a donation at the time of their funding application and proceed with the donation may not be considered for future funding. Groups may also be requested to refund all or part of the grant provided.

This policy looks to set standard requirements to be supplied to Council to then make an informed decision as to whether to support the funding application and to what level.

The applicant must be able to provide evidence of a local community or regional benefit.

Priority will be given to those applications that:-

- Are Special Events, including major events, which create community and/or economic benefits for the district.
- Assist Council in meeting outcomes outlined in Council's Strategic Plan.
- Demonstrate a strong self help trend through energetic fund raising from other sources.
- Encourage the greater use of existing facilities.
- Benefit a wide range of the community or activity areas.

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- Encourage the involvement of volunteers where appropriate.
- Detail the number of expected participants and whether they would be predominantly local or from out of the region.
- Make a determination of the expected economic benefit/return to the Council area.
- Have a Risk Management Plan.
- Have a detailed budget fully justified.

Types of non Council projects that will not receive funding:-

- A project that has been completed will not be considered for funding assistance.
- The scheme is not designed to replace financial assistance for projects where there is a more appropriate funding source. Hence organisations, which are aligned to and/or are affiliated with bodies funded from Federal and State Government sources, are ineligible for assistance.
- Primary School and Secondary school projects are generally excluded other than those which can be of benefit to the wider community.
- Commercial undertakings.
- Ongoing general running or maintenance expenses eg postage, telephone, electricity etc.
- Fundraising ventures.
- Those without a Risk Management Plan

Prior to the lodgement of the funding application communication must be made with the relevant Council contact, which in most cases will be the Community Development Officer to discuss all aspects of the proposed project.

Pursuant to this policy the following procedure will be adhered to:

- (1) All written applications for Community Event/Projects are to be forwarded to the Community Development Officer and accompanied with a Special Event Permit Application Form and Special Events Risk Assessment Checklist Form.
- (2) Where a project runs over budget, Council is not responsible for any shortfall.
- (3) Funding is not recurrent. Therefore funding in one financial year does not necessary mean automatic funding in subsequent years. All assessments will be made on their individual merits within the framework of the guidelines attached to the Application Form.
- (4) Applications should be received by at Council at least 6 months prior to the event and if possible by the 31st March in the year preceding the event taking place to allow sufficient time for Budget consideration.
- (5) An organisation/individual will only be eligible for funding once in any one (1) financial year.
- (6) Council's assistance is to be acknowledged in all literature and advertising of the event.

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(7) Funding Approvals;

The Compliance Officer will provide a report to Council providing a recommendation as to whether to support the request in regard to all funding applications. The report should include an analysis of the benefits to the community as outlined in the application.

(8) If the recipient group is registered for GST, a Tax Invoice must be submitted.

(9) Evidence of Expenditure:

a. Evidence of expenditure must be provided on all occasions by the organisation/individual receiving Community Event funding.

b. A report on the achievements and success, measured against the expectations of the event must also be provided for allocations of over \$1,000.

(10) There is no guarantee that an organisation will receive funding even though all prescribed criteria are met.

Council Managed Events:

In making a decision to internally fund an event priority will be given to events that:-

- Are Special Events, including major events, which create community and/or economic benefits for the district.
- Assist Council in meeting outcomes outlined in Council's Strategic Plan.
- Encourage the greater use of existing facilities.
- Benefit a wide range of the community or activity areas.
- Encourage the involvement of volunteers where appropriate.
- Detail the number of expected participants and whether they would be predominantly local or from out of the region.
- Make a determination of the expected economic benefit/return to the Council area.
- Have a Risk Management Plan.
- Have a detailed budget.

Staff need to address the above in their report to Council seeking funding.

Strategic Link:

Delegation:

Documentation:

See Policy #1.09 Special Event Permit Application Form

See Policy #1.09 Special Events Risk Assessment Checklist Form

Authority:	Adopted by Council: 10/10/2011	{Motion	No	19c/102011}
	Reviewed by Council: 10/11/2015	{Motion	No	7c/112015}

SIGNED:
Responsible Officer

Date: ____/____/____

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