



Community Grants Policy

(Policy Number – K-COMPOL002)
(Policy Type – Council)

1 Aim

The aim of the Community Grants Policy is to outline the criteria which the Council will consider when determining the provision of financial and in-kind assistance support to individuals, community groups, and organisations.

2 Policy Statement

Council will annually consider community grant applications from individuals, community groups, and organisations. For a grant to be considered the applicant will be required to demonstrate eligibility with the guidelines outlined within this policy.

3 Policy Detail

Purpose	Description
Small Grants (under \$500)	<ol style="list-style-type: none">1. Small community grants shall be defined as an amount below \$500.2. Where a request is made for a small community grant, approval will be determined by the Council's Grants Committee.3. The Grants Committee will meet on an as needed basis to assess applications.4. The Community Development Officer will administer all grant monies under \$500 in accordance with Grants Committee recommendations.5. Applications for small community grants may be submitted in writing without the need for a formal application form being submitted, providing the following information is included:<ol style="list-style-type: none">(a) The name of the grant applicant/s;(b) The purpose of the grant; and(c) A description of how the grant will assist the recipient/s6. Individuals applying for assistance with costs associated with State or National team selection must complete the application form.7. Applications may be submitted at any time rather than waiting for the annual community grants funding round.8. Small community grant recipients will be required to submit a short-written report (maximum of 1 A4 page) outlining how the



	<p>provided funds were spent (and where appropriate attaching receipts).</p>
<p>Large Grants (\$501 - \$2,500)</p>	<ol style="list-style-type: none"> 1. Where Council has determined that funding may be available, individuals, groups or organisations will be invited to submit applications for large community grants twice per year (usually March and September each year). 2. All applications are to be submitted using the <i>Grant Application Form</i> (available from Council's website and office). 3. All requests for assistance will be reviewed by the Council's Grants Committee with a report, with a report and recommendations being provided to the full Council for consideration (usually May and November each year). 4. All applications are to include copies of financial statements (i.e. the Committee's bank statement). 5. Where a community group or organisation is an incorporated body a copy of its last audited financial statements is to be attached to any application. 6. If a grant recipient ceases to operate and/or require the funding, Council has the right to request the return of all unexpended monies or items purchased. 7. In exceptional circumstances applications will be accepted outside of the March and September grant rounds. 8. All grant recipients are required to complete Council's evaluation/acquittal form one (1) month after the nominated completion date of their project.
<p>Guidelines</p>	<ol style="list-style-type: none"> 1. Essential Criteria <ol style="list-style-type: none"> 1.1 Projects must be community based and demonstrate a benefit to the Kentish community. 1.2 Projects must be supported by community members or organisations. 1.3 Projects must have defined, achievable outcomes and be financial feasibility. 1.4 Applicants must have proven capacity and expertise to deliver the project. 1.5 The project must be completed, all funds spent and the grant acquitted by the 30th June in the financial year of the grant being provided unless written approval is granted by Council to carry forward the project into the subsequent period. 1.6 Where available, written quotes should accompany the grant application.

2. Grants will not be considered for:

- 2.1 Projects outside the Kentish Municipality.
- 2.2 Ongoing administration (recurrent salary and operational costs) of the organisation.
- 2.3 Ongoing service delivery.
- 2.4 Donations or prizes.
- 2.5 Reimbursement of previously commenced works.
- 2.6 Duplication of effective local services/facilities/programs.
- 2.7 Projects, programs, or capital works that have previously received funding from this grant scheme.
- 2.8 Projects that are eligible from more appropriate source(s).
- 2.9 Private commercial ventures.
- 2.10 Facilities with little or no public access.
- 2.11 Organisations that already receive funding from Kentish Council via other means.
- 2.12 Applicants that have an outstanding acquittal.
- 2.13 Local, State and Federal Government agencies.
- 2.14 Local schools/education providers where the project is exclusive to students i.e., school fairs.
- 2.15 A political organisation.
- 2.16 For-profit organisations including small businesses and individuals.

3. Advantageous Criteria

- 3.1 Projects that have a high level of community participation and benefit or which generate a community resource.
- 3.2 Projects that will promote the area and bring economic benefit to Kentish.
- 3.3 Proposals that will attract other funding partners with Council funds acting as a catalyst in leveraging additional contributions.
- 3.4 Projects that recognise significant local achievements and have the potential to build upon them.

4. Amount of Grant

- 4.1 Grants will not exceed \$2,500.
- 4.2 Applicants may be requested to provide additional information to meet the criteria outlined above prior to the release of any funds.



	5. Subsequent Year Funding 5.1 Applications for subsequent funding will only be considered in exceptional circumstances.
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4 Associated Documents and References

4.1 Local Government Act 1993 Reference

77. Grants and benefits

- (1) *A council may make a grant or provide a pecuniary benefit or a non-pecuniary benefit that is not a legal entitlement to any person, other than a councillor, for any purpose it considers appropriate.*
- (1A) *A benefit provided under [subsection \(1\)](#) may include –*
- (a) in-kind assistance; and*
 - (b) fully or partially reduced fees, rates or charges; and*
 - (c) remission of rates or charges under [Part 9](#).*
- (2) *The details of any grant made or benefit provided are to be included in the annual report of the council.*

4.2 Strategic Plan Reference

KENTISH

Area	2	Community and Economic Development
Program	2.4	Community Facilities/Services
Objective	2.4	Provide a range of quality community facilities and services which engage and empower the community to participate.

APPROVED BY COUNCIL: 19 December 2023 Minute: 13.1

EFFECTIVE DATE: 19 December 2023

ADMINISTERED BY: Team Leader Community & Economic Development

This policy will be reviewed periodically to ensure its relevance in terms of community needs and expectations and Council goals, targets, budget and statutory requirements.