



PALM ISLAND ABORIGINAL SHIRE COUNCIL COMMUNITY GRANTS POLICY

AUTHORITY: Council of the Whole.

DELEGATION: Authority in respect of this Policy is hereby delegated to the Council

INTENT:

The intent of the Palm Island Aboriginal Council Community Grants Policy is to provide grants and in kind

Assistance to organisations, groups or individuals who make positive contributions to the quality of life and the community or offer benefit to the shire as a whole.

SCOPE:

This policy applies to all direct grants, in-kind support, indirect subsidies and donations from council via mayoral and CEO discretionary funds that are fully funded by Palm Island Aboriginal Council. This policy is subject to the allocation of funding in the annual budget.

DEFINITIONS:

Grants are defined as: support, either direct cash or in-kind; or indirect subsidies provided to organisations, groups or individuals. Discretionary funds are defined as: funds in the Palm Island Aboriginal Council's operating fund that are budgeted for use by the mayor or CEO.

PROVISIONS:

1. LEGISLATION

This Policy has been prepared after consideration of the following (as amended) pieces of legislation and plans:

Local Government Act 2009 (Chapter 1 Section 4.2)

Local Government (Finance, Plans and Reporting) Regulation 2009 (Part 4 Section 137-8)

2. GENERAL POLICY

POLICY STATEMENT

Council undertakes to provide funding through the community grants program to organisations, groups or individuals for purposes that are in the public interest. Council aims to be recognised as a Council which supports community projects through a transparent and effective process.

3. COMMUNITY GRANTS PROGRAM DESIGN

A risk management approach is used in the design and administration of the community grants program.

Standard processes and forms are used for all grants. Grant categories may vary to reflect Council priorities. Guidelines are provided for all grant categories. An annual report on the community grants program is completed.

4. SELECTION CRITERIA FOR GRANTS

- Alignment with council corporate and operational plans
- Applications must meet a demonstrated need in the community
- Level and nature of community support
- Benefit of the activity to the community
- Value of any previous grants to the same organisation
- Ability of the applicant to deliver the project

WHO IS ELIGIBLE TO APPLY FOR COMMUNITY GRANTS

Individuals, community groups and not-for-profit organisations are eligible to apply to relevant categories within the community grants program. Individual applicants must be selected, supported or nominated by a community organisation and written evidence of this support is required. Individuals must be permanent residents of Palm Island Aboriginal Shire and have resided in the shire for at least the preceding 12 months. Organisations must be properly constituted not-for-profit incorporated organisations based within Palm Island Aboriginal or otherwise eligible at the discretion of Council. Community groups which are not incorporated may put forward their project under the auspices of an organisation which is incorporated.

WHO IS NOT ELIGIBLE FOR COMMUNITY GRANTS

- Groups and entities that have gaming machines
- Government agencies or departments of local, state or federal government
- Groups, entities or individuals that have not completed acquittal requirements for previous Council funding.

WHAT PROJECTS ARE NOT ELIGIBLE FOR COMMUNITY GRANT FUNDING

- Projects proposed by school Parents and Citizens Associations and churches unless the project responds to an identified community need and provides wider community benefit
- Political activities
- Items included in another Council grant application
- Top-up funding for a previous Council grant
- Regular operational costs including fuel or administrative expenses.

PROCESS FOR APPROVING COMMUNITY GRANTS

The level of assistance available is limited by Council's budget decision and priorities listed in the Corporate and Operational plans.

- All applications are received in writing on the approved form
- Applicants are assessed for eligibility
- Applications are assessed against the selection criteria listed in this document and relevant guidelines by staff and the manager of Community Services Division
- A summary of each application and the recommendations of Community Services Division are tabled at the Council meeting for consideration
- Council decisions are recorded in a resolution

Applicants are advised in writing of the outcome of their application.

PROCESS FOR MAYORAL/CEO DISCRETIONARY FUNDS

Applications to the Mayoral/CEO Discretionary Fund must be received in writing and assessed using the selection criteria listed in this policy. Applications will be tabled at the next Shire Council General Meeting.

This policy is to remain in force until otherwise determined by Council.

Officer responsible for review:

Community Services Manager Formal review Council will formally review this community grants policy after 4 years of operation.