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Responsible Officer:	Manager Corporate Services & Finance
Applicable Legislation:	N/A
Related Documents	Business Plan and Budget Community Plan Action Plan
Purpose	To provide a guide for how applications to the Community Assistance Fund will be assessed.

1. PRINCIPLES

- A vibrant community that actively supports activities and services in the District Council of Robe area.
- Well used community facilities and sustainable sporting and community organisation and club membership levels.
- A fund to assist not-for-profit community groups improve social cohesion for residents of the Council area.

2. DEFINITIONS

“CAF” means Community
Assistance Fund

3. THE FUND

Each year, during its annual budget process, District Council of Robe will allocate an amount for the Community Assistance Fund.

The fund will provide financial support for projects undertaken by community groups to encourage and support business growth for our community. To encourage tourist visitation to our Council Area.

4. APPLICATION REQUIREMENTS

4.1 Application forms are available for:

- Monetary/Project Assistance, and
- In-kind Assistance.

4.2 All applications must be in writing on the appropriate form, providing:

- Organisation information, including financial position (NB Full financial statements will not be reproduced in public Council agendas);
- Description of the Project, including participation details, community and economic benefits and a detailed budget;
- Indication of how Council would be acknowledged for the contribution;
- Certification by senior officers/office bearers of the applicant organisation.
- Incomplete applications will not be considered until all the required information has been received;
- No outstanding feedback forms from previous years;
- Applications received from organisations that have monies owing to Council and where there are amounts that are overdue by more than 60 days, will not be eligible for consideration until all outstanding have been paid.

4.3 In relation to applications for in-kind works:

- An assessment of cost and availability of staff and equipment will be made by Management;
- Council has no obligation to carry out any private works. The applicant will need to make their own arrangements for any services that Council does not provide.
- A private works estimate will be included with the application for Council's information if the work is to be undertaken by Council staff.

4. ASSESSMENT CRITERIA

Applications will be required to be received on an annual basis. The opening and closing dates for applications will be advertised on Council's website, Facebook and newsletter. Closing dates will be the last week prior to enable presentation to the Ordinary Council meeting for the following month.

A report will be submitted to Council including recommendations in consideration of the criteria set out within these Guidelines. The granting of any assistance is subject to the approval of Council and will be subject to any restriction or conditions that Council so resolves.

4.1 The project:

- Should provide a measurable benefit to the community, enhance a community amenity, or stimulate an economic benefit within the community.

4.2 In considering an application:

- Council may take into account the wealth of the applicant organisation and its ability to raise funds from other sources before making an allocation of funds, and at its absolute discretion Council may reduce the allocation accordingly.
- Council may take into account previous allocations for similar projects, and whether the project is a significant milestone event.
- Council may take into account (in the case of a sporting organisation) whether the applicant is a member of the STAR

CLUB or other Club development program.

- Council may allocate the full amount of funds requested within the application, or any part thereof, or make no allocation, at its own absolute discretion.

4.3 Contributions may be made as follows:

- For monetary/project assistance, the contribution by Council will be no more than \$2,000 or 50% of the total Project Expenditure Budget, whichever is the lesser amount.

4.4 Applicants will need to provide:

- Evidence of a current public liability insurance indemnity policy which provides the applicant organisation, the event or project activity, cover of at least \$ 20 million.
- Evidence that a risk assessment has been undertaken before the project commences.

5. FUNDING ACKNOWLEDGEMENT

In many cases, successful applicants will be asked to acknowledge District Council of Robe's contribution through local newspapers, stationary, brochures, promotions, media and other forms of publicity. A copy of the District Council of Robe logo will be provided to successful applicants upon request, along with guidelines on the use of the logo. District Council of Robe welcomes examples of any materials or publicity which recognises the funding assistance.

6. FEEDBACK

Successful applicants will be required to complete a feedback form that details the success or otherwise of their event or project, including financial statement and estimated number of attendees/participants from within and outside the region, as a minimum