

| | |
|---------------------------------|--|
| Policy Reference Number: | 1.53 |
| Classification: | General |
| First Issued/Approved: | 9 September 2020 (Res 70/2021) |
| Review Frequency: | Annual |
| Last Reviewed: | |
| Next Review Date: | September 2021 |
| Responsible Officer: | Chief Executive Officer |
| Applicable Legislation: | N/A |
| Related Documents | Annual Business Plan and Budget Community Plan Action Plan |

1. OBJECTIVE

Council receives many requests from Community Organisations for financial assistance and in kind assistance to undertake a wide variety of activities. This policy aims to encourage community groups to partner with Council in delivering on a key objective from its Community Plan and Action Plan:

CP Goal 2: A strong, diverse economy that is innovative and adaptable
 AP Objective 2.1: Our unique features provide a great setting for business and lifestyle
 AP Objective 2.3: The Robe District is regarded as a good place for business
 AP Strategy: 2.3.2 Support business growth

2. SCOPE

The Community Assistance Fund (CAF) is available to eligible not-for-profit community based groups for activities with the District Council of Robe.

3. POLICY STATEMENT

By providing funding to support community groups with activities and events, the Council intention is to enable:

- A vibrant community that actively supports activities and services in the Council area;
- Well used community facilities (including parks, libraries, swimming pools) and sustainable sporting and community organisations and club membership levels;
- Activities that encourage the local community to participate, increase the opportunities to develop skills and allow involvement, particular as volunteers;
- Organisations, including Community Development Associations, to promote the region, enhance community amenities and develop facilities through their project and event activities;
- Management of an event that seeks to promote the region and increase visitor numbers, to provide economic benefit for the community by attracting visitors from outside the region;
- Sporting bodies that promote physical activity and practice good governance

The following criteria must be met for community groups to access the Community Assistance Fund:

- Be a not-for-profit community organisation based in the District Council of Robe area
- Be incorporated under the Associations Act (or other Act) or affiliated with an incorporated parent organisation
- Not be a community event supported with budget allocated by Council (e.g. New Year's Eve, Australia Day, Boat Show)
- Not be any of the following:
 - Individuals;
 - Commercial entities
 - Other Councils
 - Political parties
 - Government Departments undertaking activities or programs considered to be the responsibility of State or Federal Government
 - Organisations that obtain income from poker machines or similar, or facilitate or encourage gambling

For an application to be considered, the project must:

- be conducted within the Council's region
- be directed at supporting an event that enhances the Tourism and Events Strategy
- have a clearly defined start and end date
- include measurable outcomes
- recognise that Councils contribution for monetary/project assistance from the CAF will be limited to \$2000 or 50% of the total project expenditure budget, whichever is the lesser.
- commit to use councils funding acquittal form to report on the outcomes of funded projects.

4. NOTIFICATION AND PAYMENT

All organisations will be notified in writing of the Council decision regarding their application and the amount, if any, of funds allocated.

Successful applicants will be required to sign a Memorandum of Agreement to indicate their acceptance of their allocation, under the guidelines and requirements of the Fund.

No payment will be made until a Memorandum of Agreement and a tax invoice (if required) has been received by Council. Payment will be made by cheque or Electronic Fund Transfer (EFT) to a nominated bank account.

Council may request that successful applicants attends a cheque presentation ceremony at the Council Chamber atprior to a Council meeting (usually held on the 2nd Wednesday of every month).

4. RELEVANCE TO ACTION PLAN

Theme 2: Economic Development
Goal: *A strong, diverse economy that is innovative and adaptable*
Objective 2.1 Our unique features provide a great setting for business and lifestyle
Objective 2.3 The Robe District is regarded as a good place for business
Strategy 2.3.2 Support business growth

5. BUDGET

Council will determine a Budget for Community Assistance Funding purposed during the preparation of its Business Plan and Budget each year, to identify allocations for:

- Council Organised and funded events
- Community organised, Council supported events
- Applications from eligible organisations
- Any other contributions within the intention of this Policy.

A report will be provided to Council in February/March recommending such assistance for the coming financial year. The report will include details of such assistance provided in the current financial year.

No application is required for a community event that has a specific line in the Council budget.

6. APPROVAL AND CHANGE HISTORY

| Version | Approval Date | Approval By |
|------------|------------------|----------------------------|
| New Policy | 9 September 2020 | Council Resolution 70/2021 |
| | | |
| | | |

7. FURTHER INFORMATION

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: www.robe.sa.gov.au

3 Royal Circus, Robe SA 5276

Copies will be provided to interested parties upon request. Email council@robe.sa.gov.au

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

8. POLICY REVIEW

This policy may be amended at any time and must be reviewed at least every four years since its adoption (or latest amendment).