

# Council Policy

## Financial Assistance

## CONTROLLED DOCUMENT INFORMATION

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Document History		
Date	Resolution No.	Details/Comments
22 January 2019	19-044	Policy created and adopted.
21 November 2023	OCM320/23	Updates include the general assessment criteria section and a reference to all of Council's existing grant programs.

Further Document Information and Relationships	
<b>Related Legislation*</b>	<a href="#">Section 356 Local Government Act 1993</a>
<b>Related Policies</b>	<a href="#">Leasing and Licensing Policy</a>
<b>Related Documents</b>	<p><b>Website Links</b></p> <p><a href="#">Applying for grants</a></p> <p><a href="#">Council's grants programs</a></p> <p><a href="#">Acquitting your grant</a></p> <p><b>Applications Forms and Guidelines</b></p> <p><a href="#">Community Financial Assistance - General Application Form</a></p> <p><a href="#">Community Financial Assistance - Rates and Charges Application Form</a></p> <p><a href="#">Community Financial Assistance - Leasing and Licencing Application Form</a></p> <p><a href="#">Cultural Grant Application form</a></p> <p><a href="#">Local Heritage Fund Guidelines</a></p> <p><a href="#">Local Heritage Fund Application Form</a></p> <p><a href="#">Sports Grants Guidelines</a></p> <p><a href="#">Sports Grants Application Form</a></p>
<p><b>Note:</b> Any reference to Legislation will be updated in this Policy as required. See website <a href="http://www.legislation.nsw.gov.au/">http://www.legislation.nsw.gov.au/</a> for current Acts, Regulations and Environmental Planning Instruments.</p>	

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## 1. Purpose

The purpose of this policy is to:

1. Ensure compliance with the provisions of Section 356 of the Local Government Act 1993; and
2. Provide a framework so that requests to the Council for financial assistance can be assessed.

## 2. Commencement

This Policy is effective from date of adoption by Council resolution and shall remain in force until repealed by resolution of Council.

## 3. Scope and Application

Parkes Shire Council regularly receives requests for donations from organisations and individuals. Council values the various cultural, community and sporting initiatives, and the events and festivals in the Parkes Shire and acknowledges the contribution made by those organisations and individuals within the community.

Council is willing to support these organisations or individuals to achieve their goals where possible and has historically committed limited funds within the annual budget for that purpose.

This policy will assist in maintaining a consistent, open, transparent and equitable approach for the consideration and distribution of Council donations.

This Policy applies to all Council Officials, including Councillors, Council staff, Council committee members, Council delegates, and volunteers of Council.

## 4. Definitions

In this Policy, the following terms shall be interpreted as having the following meanings:

Term	Definition
<b>Council</b>	means Parkes Shire Council.
<b>Business Day</b>	means a day that is not a Saturday, a Sunday, 27/28/29/30/31 December, nor a public holiday observed by the residents and businesses of Parkes Shire.
<b>General Manager</b>	means the General Manager of Parkes Shire Council appointed under section 334 of the <i>Local Government Act 1993</i> .
<b>Governing Body</b>	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor
<b>Community Consultative Committee or CCC</b>	means the recognised community group representing the various towns and villages withing the Parkes Shire LGA.

## 5. Policy Statement

Council will consider making financial donations and paying subsidies under the various funding programs listed below to any individual, body or organisation if the individual, body or organisation meets the criteria as set out in this policy or relevant funding program.

## 6. Financial Assistance Programs

The following financial assistance programs are available and supported in Council's Operational Plan with a budget allocation:

- a. Community Financial Grants Program (including for events, specific purposes, waving or reducing fees or reducing lease or license costs).
- b. Cultural Grants
- c. Heritage Grants
- d. Northparkes Mines / Parkes Shire Council Sports Grants
- e. Event Support Program

### 6.1. Community Financial Assistance Grants Program

To support our community, and to ensure Council maintains a consistent, open and equitable approach for the consideration and distribution of Council funds, a Community Financial Assistance Program was implemented in 2018. The Program covers three types of assistance.

1. A 'helping hand' through the provision of funds for a specific purpose or event.
2. The waiving of fees and charges on properties owned by local not for profit community groups or organisations.
3. Reducing leases and licensing fees on Council owned properties.

#### 6.1.1. Applications

The application process to facilitate the provision of this financial assistance occurs throughout the year and is publicised in the local media, through community contact networks and on Council's social media platforms. There are three application forms available online through the [Council Grants Programs webpage](#):

- [Community Financial Assistance - General Application Form](#)
- [Community Financial Assistance - Rates and Charges Application Form](#)
- [Community Financial Assistance - Leasing and Licencing Application Form](#)

#### 6.1.2. Assessment

At the conclusion of the application submission period, applications will be assessed by an Evaluation Panel against an eligibility criterion, as listed below under [General Assessment Criteria](#). The Evaluation Panel is appointed by Council and consists of three Councillors.

#### 6.1.3. Selection and Approval

The minutes of the Evaluation Panel selection meeting are to be tabled at the next Ordinary Council meeting for endorsement.

#### 6.1.4. Acquittal

Successful applicants will be required to report back to Council on how the funding was spent, using the online acquittal form available on Council's website.

## 6.2. Cultural Grants Program

Parkes Shire Council's Cultural Grants Program was developed to stimulate and encourage creative and innovative cultural activity, assist in the development of skills and abilities, enhance cultural facilities and boost community awareness of the importance of culture. The application, assessment, selection and acquittal process for applications made under the Cultural Program are included on Council's website and listed in the application form.

## 6.3. Heritage Grants Program

The Local Heritage Fund is offered on an annual basis to provide financial support for owners and/or lessees of heritage listed items or properties within conservation areas to assist with the maintenance of their properties on a matched dollar for dollar basis. The application, assessment, selection and acquittal process for applications made under the Heritage Grants Program are included on Council's website and listed in the application form.

## 6.4. Northparkes Mines & Parkes Shire Sports Grants Program

The application, assessment, selection, and acquittal process for applications made under the Northparkes Mines and Parkes Shire Council Sports Grant Program are included in the Guidelines document as published on Council's website.

## 6.5. Event Support Program

Events listed in Council's adopted Operational Plan and included in the annual events budget can be supported without the need to seek further Council approval.

## 7. Other requests for Financial Assistance

Requests for financial assistance may also be received in writing from individuals or organisations, including from the various Community Consultative Committees. In such cases, these requests are assessed against the [general assessment criteria](#) and if warranted, tabled at a Council meeting for a final decision. When reporting to Council the appropriate source of funding must be identified. For example, a community event could be funded from any excess funds available from the Events budget. Another example is where a request for a contribution to a project within a shire township could be funded from the Town Improvement Fund.

## 8. General Assessment Criteria

Where an assessment process is not indicated for an individual grant program or procedure, the assessment of requests for financial assistance should consider the following criteria where appropriate.

1. **Budget Compliance:** Ensure the request falls within Council's budget.
2. **Community Accessibility:** Verify that the activity or event is open to the Parkes Shire community.
3. **Participation Costs:** Assess whether the costs for patrons to attend or participate are reasonable.
4. **Local Government Area:** Confirm that the activity or event takes place within the Parkes Shire Local Government Area.
5. **Timeframe:** Ensure that the activity or event occurs or the funds are spent within 12 months of notification of approval.
6. **Community Benefit:** Evaluate how any excess proceeds will benefit the Parkes Shire community, particularly if proceeds are for charity.
7. **Request-Outcome Alignment:** Assess how the requested amount compares with the stated outcomes of the activity or event.

8. **Strategic Goal Alignment:** Determine how the objectives or outcomes align with one or more of Council's strategic goals.
9. **Public Liability Insurance:** Verify that public liability insurance is required and current for the activity or event.

Any requests received that are not part of an existing grant program, must be assessed against the above criteria and reported to an Ordinary Council meeting for final approval.

## **9. Review**

As part of Council's commitment to good governance and continuous improvement, this Policy must be reviewed and re-adopted by Council not less than once every four years or as Council otherwise determines in line with legislative requirements and policy changes.