

Council Policy

Financial Assistance



CONTROLLED DOCUMENT INFORMATION

ECM Number	1216042
Document Owner	Director Customer, Corporate Services and Economy
Document Development Officer	Manager Governance, Risk and Corporate Performance
Review Timeframe	2 Years
Last Review Date	June 2024
Next Scheduled Review	June 2026

Document History		
Date	Resolution No.	Details/Comments
22 January 2019	19-044	Policy created and adopted.
21 November 2023	OCM 320/23	Updates include the general assessment criteria section and a reference to all of Council's existing grant programs.
13 June 2024	OCM 001/24	Policy amended to include the Events Financial Assistance Program and associated documentation.

Further Document Information and Relationships	
Related Legislation*	Section 356 Local Government Act 1993
Related Policies	Leasing and Licensing Policy
Related Documents	<p>Website Links</p> <p>Applying for grants</p> <p>Council's grants programs</p> <p>Acquitting your grant</p> <p>Applications Forms and Guidelines</p> <p>Community Financial Assistance - General Application Form</p> <p>Community Financial Assistance - Rates and Charges Application Form</p> <p>Community Financial Assistance - Leasing and Licencing Application Form</p> <p>Cultural Grant Application form</p> <p>Local Heritage Fund Guidelines</p> <p>Local Heritage Fund Application Form</p> <p>Sports Grants Guidelines</p> <p>Sports Grants Application Form</p> <p>Events Financial Assistance Program Guidelines</p>

Note: Any reference to Legislation will be updated in this Policy as required. See website <http://www.legislation.nsw.gov.au/> for current Acts, Regulations and Environmental Planning Instruments.

Contents

1. Purpose	2
2. Commencement	2
3. Scope and Application	2
4. Definitions	2
5. Policy Statement.....	3
6. Financial Assistance Programs	3
6.1. Community Financial Assistance Grants Program	3
6.1.1. Applications	3
6.1.2. Assessment	3
6.1.3. Selection and Approval.....	3
6.1.4. Acquittal	3
6.2. Cultural Grants Program.....	4
6.3. Heritage Grants Program.....	4
6.4. Northparkes Mines & Parkes Shire Sports Grants Program.....	4
6.5. Events Financial Assistance Program	4
6.5.1. Applications	4
6.5.2. Assessment	5
6.5.3. Selection and Approval.....	5
6.5.4. Acquittal	5
7. Other requests for Financial Assistance	5
7.1. General Assessment Criteria.....	5
8. Review.....	6

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
Council	means Parkes Shire Council.
Business Day	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.
General Manager	means the General Manager of Parkes Shire Council appointed under section 334 of the <i>Local Government Act 1993</i> .
Governing Body	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
Community Consultative Committee or CCC	means the recognised community group representing the various towns and villages within 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, waiving or reducing fees or reducing lease or license costs).
- b. Cultural Grants
- c. Heritage Grants
- d. Northparkes Mines / Parkes Shire Council Sports Grants
- e. Events Financial Assistance 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. Events Financial Assistance Program

Parkes Shire Council values and acknowledges the contributions made by community organisations in promoting and coordinating initiatives that enhance and promote a safe, inclusive and growing community that provides a great quality of life for people of all ages and abilities.

Council receives regular requests for financial assistance from community groups and organisations and commercial entities for the delivery of community and destination events. In accordance with section 356 of the *Local Government Act 1993*, Council can provide financial assistance through a specific program providing the details of the program have been included in Council's draft Operational Plan for the year in which the financial assistance is proposed to be given.

Council's Events Financial Assistance Program includes two separate funds:

1. Community Events Fund
2. Destination Events Fund

6.5.1. Applications

Community Event Fund

Applications for the Community Event Fund occur twice per year (May and October). A call for applications is publicised in the local media, through community event contact networks and on Council's social media platforms. The application form is available online through the [Council Grants Programs webpage](#).

Destination Event Fund

Applications for the Destination Event Fund are accepted throughout the year with no set rounds in place. A call for applications is publicised in the local media, through

community event contact networks and on Council's social media platforms. The application form is available online through the [Council Grants Programs webpage](#).

6.5.2. Assessment

At the conclusion of the application submission period, applications will be assessed by the Events and Festivals Specialist against an eligibility criterion and evaluation matrix before being referred to an internal Evaluation Panel.

The Evaluation Panel is comprised of four staff members, including two (2) Events and Festivals staff, Executive Manager Economy and Engagement and an independent panel member.

Following completion of the assessment process, funds will be dispersed to the nominated bank account of the successful applicants.

6.5.3. Selection and Approval

By way update, a report detailing the funds awarded from the Events Financial Assistance Program will be tabled to the strategic Advisory Committee that oversees events and will subsequently be tabled at the next Ordinary Council Meeting for endorsement.

6.5.4. Acquittal

All successful applicants will be required to provide an acquittal report within two months of completion of the sponsored event. The Grant Acquittal form can be found on Council's website via [Acquitting your grant Parkes Shire Council \(nsw.gov.au\)](#).

The report must include outcomes of the event funded by Parkes Shire Council, an income and expenditure summary, examples of promotional material and photos of the event.

Applicants will not be considered for future funding if the report is not completed and returned.

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 request for a contribution to a project within a shire township could be funded from the Town Improvement Fund.

7.1. 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.

Budget Compliance: Ensure the request falls within Council's budget.

Community Accessibility: Verify that the activity or event is open to the Parkes Shire community.

Participation Costs: Assess whether the costs for patrons to attend or participate are reasonable.

Local Government Area: Confirm that the activity or event takes place within the Parkes Shire Local Government Area.

Timeframe: Ensure that the activity or event occurs or the funds are spent within 12 months of notification of approval.

Community Benefit: Evaluate how any excess proceeds will benefit the Parkes Shire community, particularly if proceeds are for charity.

Request-Outcome Alignment: Assess how the requested amount compares with the stated outcomes of the activity or event.

Strategic Goal Alignment: Determine how the objectives or outcomes align with one or more of Council's strategic goals.

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.

8. 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.