Grants and Donations Policy

Policy administration

Dates	Policy approved 23/10/2023 This policy is effective upon its approval. Policy is due for review 10/2026
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Policy Type	☐ Executive Policy ☒ Council Policy
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Policy Owner	Manager Community and Early Learning Services, Community and Culture
Related Documents	Sponsorship Policy Individual Grant Program Guidelines Outgoing Sponsorship Guidelines Councillor Ward Discretionary Fund Policy Financial Assistance Guidelines Community Lease Policy Code of Conduct Customer Feedback and Complaints Management Policy Collection Management and Conservation Policy Library Collection Development Policy Statement of Business Ethics Grants and Program Funding in the public sector (2018) – Independent Commission Against Corruption (ICAC) Council Codes, Policies and Registers available here. This policy supersedes the Grants, Donations and Sponsorship Policy (2020).
References & Legislation	*Local Government Act 1993* *Modern Slavery Act 2018 (Cth)*
Document Identifier	Policy #: Pol-097.01 Doc #: D23/267005
Breaches of Policy	Breaches of any policy will be dealt with and responded to in accordance with adopted codes and/or relevant legislation.
Record Keeping	All documents and information obtained in relation to the implementation of this policy will be kept in accordance with the

	NSW State Records Act 1998, Georges River Council's Corporate Records Policy and adopted internal procedures.

Contents

Purpose

The Grants and Donations Policy guides the application and assessment process, allocation and evaluation of funding to address community needs under Section 356 of the *Local Government Act 1993*.

Georges River Council's Grants and Donations programs support initiatives and projects that build the social, cultural, environmental and economic life of the area. Through these programs, Council partners with the community and businesses to further the actions, strategic directions and vision of Council's [Community Strategic Plan](#).

Council recognises and respects the vital contribution of community and business in developing and delivering projects that contribute to a vibrant and sustainable community. Through these programs, Council provides financial and in-kind support for a diverse range of projects.

This policy provides an overarching framework to manage grant and donation requests. It sets the parameters of support and highlights expected outcomes for each funding program. Details on program eligibility, assessment criteria and key dates can be found in Individual Grant Program Guidelines.

The associated programs are based on the following Policy Principles:

- **Priority** – Funding is allocated to priority areas to meet identified community needs. Priorities are identified through community consultation and Council's Community Strategic Plan.
- **Impact** – Funding is provided to programs and events that demonstrate the greatest ability to positively impact identified needs and value for money. Council actively encourages partnerships with a variety of community organisations to deliver on its objectives.
- **Community wellbeing** – Funding is provided to programs and events that will improve the general wellbeing of the local community as a whole.
- **Equity and inclusion** – Funding will be accessible to a diverse range of groups and people and will not support initiatives that discriminate or disadvantage groups within the community. Council acknowledges the range of capacity in community organisations to apply for funding and applications are encouraged from people of all abilities, ethnicities, cultures, ages and sexual orientations. All applications will be assessed on their individual merits.
- **Responsiveness** – Funding programs are responsive and may adapt to changing community needs.
- **Accountability** – Use and acquittal of funds should demonstrate measurable outcomes and accountability in the purpose, use, aims and objectives of the original application or request.

- **Governance** – Staff and Councillors administering this Policy are bound to act ethically, fairly and with transparency, abide by Council's Code of Conduct, policies and Corporate Mission and Values, and follow the application procedure. Application forms and acquittal requirements will be proportionate to the size of the funds awarded and the expected outcomes of the relevant program. Grant recipients are accountable for ensuring that acquittals accurately reflect approved expenditure. Council will ensure there are systems and opportunities for feedback on grants and donations processes.
- **Eligibility and procedure** – Applicants must meet the defined eligibility criteria and follow the application procedure.

Council seeks to optimise the use of public funds through effective and efficient grant processes, and clear grant program objectives linked to the organisation's strategic goals.

This policy applies to all outgoing grants, donations and value-in-kind provisions to enhance social, cultural, economic and environmental outcomes.

Council may, by resolution of Council, approve grants and donations outside this policy as it sees fit, in accordance with relevant legislation. The policy does not prevent Council giving occasional small gifts to organisations, providing support for civic functions or one-off events in accordance with the relevant legislation.

Scope

This Policy applies to any individual, organisation, business or community group applying for a grant or donation. Sponsorship is dealt with separately in accordance with the Council's Sponsorship Policy.

This Policy applies for all Council officials as defined in Council's Code of Conduct.

This Policy provides a framework for distribution of funds under section 356 of t*he Local Government Act 1993*, s356.

Section 356 of **t**he *Local Government Act 1993* **(the "Act")** states:

1) *A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.*

2) *A proposed recipient who acts for private gain is not ineligible to be granted financial assistance, but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.*

3) *However, public notice is not required if:*
   a) *the financial assistance is part of a specific program, and*

b) *the program's details have been included in the council's draft management plan for the year in which the financial assistance is proposed to be given, and*

c) *the program's proposed budget for that year does not exceed 5 percent of the council's proposed income from the ordinary rates levied for that year, and*

d) *the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.*

4) *Public notice is also not required if the financial assistance is part of a program of graffiti removal work.*

Section377 of the Act states:

1) *A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:*

q) A decision under section 356 to contribute money or otherwise grant financial assistance to persons.

1A) Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if:

a) *the financial assistance is part of a specified program, and*

b) *the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*

c) *the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*

d) *the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.*

Definition of Terms

Term	Meaning
Acquittal	An acquittal is a written report submitted after the funded program or event is complete. It details how the grantee administered the grant funds and met the project outcomes in the funding agreement. An acquittal report includes promotional material including media reports, evidence of project activities and outcomes, data that may include employment numbers, attendances and audience/stakeholder satisfaction metrics and a detailed financial report that includes project income and expenditure. Project update reports may also include a summary of the above information at intervals throughout the life of the grant.

Auspice	An entity that applies on behalf of an organisation, group or individual without an ABN / Public Liability insurance / incorporation. The group or individual may be responsible for delivering the project but the auspice is responsible for entering into the funding agreement, obtaining Public Liability insurance, and receiving and acquitting the funding. Auspiced applications must include a letter or memorandum of understanding confirming the auspice arrangement.
Community	A term which encompasses both the entire body of constituents in the Council local government area, as well as individual groups (social, cultural, sporting or other) within the local government area.
Conflict of interest	As per Council's [Code of Conduct](). A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person will also have a pecuniary interest in a matter if that person's spouse or de facto partner or a relative of the person or a partner or employer of the person, or a company or other body which the person, or a nominee, partner or employer of the person is a member, has a pecuniary interest in the matter. Non-pecuniary interests are private or personal interests the Council official has that do not amount to a pecuniary interest as defined in the Act. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.
Council official	As defined in Part 2 of Council's Code of Conduct, a Council official includes councillors, members of staff of Council, contractors, administrators, community members of wholly advisory committees, members of the Audit Risk and Improvement Committee, members of reference panels, Council committee members and delegates of Council.
Donation	The provision of financial, in-kind or material contribution to an individual or organisation, with no expectation of any activity or benefit

	in return. It assumes a philanthropic motivation, and is voluntarily and freely given. Political Donations will not be accepted by Council.
Incoming Donation	A Donation from an individual or organisation to Council.
Outgoing Donation	A Donation by Council to an individual or organisation.
Event	Any organised gathering or function where people congregate for a unique purpose.
Gift	An item of value, for example a gift voucher, entertainment, hospitality, travel, commodity, property etc., which one person or organisation presents to another.
Grant	Funds (financial or in-kind) given to a recipient for a specified project or purpose as outlined in the funding guidelines, which result in community benefit.
In-kind support / funding	An arrangement whereby Council foregoes revenue (either in full, or a percentage) on goods or services that would normally incur a fee or charge.
Not-for-profit	A not-for-profit is an organisation that does not operate for the profit, personal gain or other benefit of particular people. Not-for-profits may include registered charities and incorporated associations.
Recipient	A party who has successfully applied for a grant or donation. In the case of grants, also known as the grantee.
Unincorporated community group	A community group of people who have agreed to come together to pursue a common purpose. An unincorporated community group is not a formal organisation.

Policy Statement

1. General Principles

1.1. Council will provide or accept Grants or Donations only when the benefit to the community can be clearly defined.

1.2. Council will only provide or accept Grants or Donations to organisations whose values, identity and direction align with Council's strategic direction and image, and comply with Council's Statement of Business Ethics, policies and legislative requirements.

1.3. Council will not provide or accept Grants or Donations to an organisation if the arrangement could compromise, or be seen to compromise, Council's ability to exercise its regulatory and planning functions.

1.4. A Grants or Donations agreement must not impose or imply conditions that could limit, or appear to limit, Council's ability to carry out its functions fully, impartially or ethically.

1.5. Council will not award Grants or Donations to entities or individuals for projects that:

    a) involve a political or politically motivated organisation or activity, program or event.

    b) involve activities, programs or events for religious purposes, unless the applicant can demonstrate broader community benefit.

    c) involve activities, programs, or events that could be perceived as divisive within the community.

    d) will discriminate, or encourage discriminatory behaviour, including discrimination on the basis of age, disability, race, religion, sex and/or sexual orientation.

    e) will contribute to the infringement of human rights, including operating contrary to Modern Slavery Legislation.

    f) will demonstrate behaviour that does not align to Council's strategic direction.

    g) may pollute land, air or water, or otherwise damage the natural environment.

    h) may produce, promote or distribute products or services likely to be harmful to the community.

    i) may exploit people through the payment of below-award wages or poor working conditions.

    j) involve children or young people but do not comply with Council's expectations and obligations as a Child Safe Organisation.

    k) may represent a reputational risk for Georges River Council to partner with or support or be seen to partner with or support.

1.6. Eligible applicants must abide by the principles within this policy and any published guidelines for individual funding programs.

1.7. All applications will be considered on their individual merits. All information pertaining to the assessment, prioritisation and decisions about applications will remain confidential.

1.8. Council may seek independent advice in regards to any Grants or Donations arrangement to ensure the potential recipient's values, identity and policies support Council's strategic direction and image.

1.9. Applicants who have received prior funding from Georges River Council under any Council Grants program must have submitted any outstanding reports or acquittals prior to submitting a new application. Failure to do so will render new applications ineligible.

1.10. Any organisation or entity receiving Council funding that totals more than $15,000 per annum in any financial year must provide a set of Audited Financial Statements to Council. Some organisations may be exempt in alignment with the auditing requirements of the Australian Charities and Not-for-profits Commission. This applies to all organisations, individuals and entities that receive grant funding, including but not limited to Community Grants, Event Grants, Venue Hire Grants, Heritage Building Grants, Micro Grants, Councillor Ward Discretionary Funds, rental subsidies, sponsorship and/or donations in both cash and in-kind funding. Failure to do so will render new applications ineligible.

1.11. To measure the ongoing effectiveness of Council's financial assistance programs, the Community Capacity Building team will evaluate the program following each round, using continuous improvement principles of feedback, review and implementing changes. This will include:

   a) Seeking feedback from applicants (successful and unsuccessful) on all aspects of the program and how it meets community needs;

   b) Collating grant recipients' acquittal reports to measure the benefits the program has brought to the community;

   c) Consulting with stakeholders including grant recipients and other community organisations on an annual basis to identify community needs;

   d) Incorporating new findings and improvements into new grant guidelines;

   e) Annual reporting to Council on the previous year's grants program/s.

1.12. Applicants will only use Council's intellectual property, imagery and material in accordance with the Guidelines and only as permitted in any contract entered into with Council.

1.13. Any feedback or complaints regarding the delivery of the programs in this Policy may be made as per Council's Customer Feedback and Complaints Management Policy.

1.14. Funding programs and maximum funding limits

Funding program	Maximum amount	Program frequency
Community Grants	$25,000 – Major Projects $10,000 – Small Projects	Two rounds of funding per financial year
Heritage Building Grants	Up to 50% of the cost of a project (up to a maximum value of $10,000 per application)	Maximum one funding round per financial year

Event Grants	$20,000 (total maximum for combined in-kind and financial funding)	Applications assessed throughout the financial year, pending availability of funds
Micro Grants	Up to $1,000 per application	At least one funding round per financial year
Quick Response Donations	Up to $2,000 per request (Up to $200 for individuals, $1,000 for teams or $2,000 for strategic priorities or philanthropic ventures)	Requests assessed throughout the financial year, pending availability of funds
Venue Hire Grants	Up to $40,000	Applications assessed throughout the financial year, pending availability of funds

2. Grants

2.1. Applicants applying for any Georges River Council grants program must submit an application form for that grant program.

2.2. Applicants must demonstrate that they provide, or have the capacity to provide, services, activities, events and/or programs that benefit the Georges River community.

2.3. Council's Grants programs will be implemented in the following way, guided by Council's Community Strategic Plan objectives:

  a) Receiving and incorporating feedback from the community, and Council's reference groups and advisory committees;

  b) Abiding by Council's robust Governance guidelines;

  c) Following the principles and objectives of this Policy and the individual grant program Guidelines.

2.4. The allocation of grants will take into account other Council subsidies given to that grant recipient in the current financial year.

2.5. All grant allocations made by Council are made on the assumption of honest and full disclosure of information contained in the application. Evidence of any breach will render the grant null and void in which case any funds paid under the scheme must be returned to Council.

2.6. Grant funds will not be provided towards any unlawful, unethical or profit-making purposes, or towards any political or religious purposes.

2.7. Applicants must immediately advise Council of any proposed changes to the purpose or proposed use of grant funds from those detailed in the application, and

of any significant changes in the aims and objectives or management structure of the applicant group or organisation. The decision to withdraw funding following notification of proposed changes shall be made at Council's discretion.

2.8. Unexpended funds must be returned to Council, unless negligible, as per Council Guidelines or as permitted in any agreement entered into with Council.

3. Donations

3.1. Council is not obliged to accept a Donation from any organisation. Council reserves the right to decline a Donation agreement where the potential Donor, their activities or their proposals are in conflict with Council's core values or could have a negative impact on the community.

3.2. Donors must provide evidence of the philanthropic motivation for their Donations.

3.3. Donations will not be sought from, accepted from or provided to political parties.

3.4. Potential Donation arrangements will be risk-assessed for the possibility of a real or perceived Conflict of Interest. Council has the discretion to decline offers of Donation where the Donor's involvement (including parent companies or subsidiaries) could compromise, or be seen to compromise, Council's role and public image.

3.5. Incoming Donations may be allocated to a particular event or activity to enable the event or activity to be undertaken or carried out, or to be enhanced or expanded, in Council's absolute discretion, having regard to the Donor's wishes in respect of the intended purpose of the Donation.

3.6. Incoming donations under this Policy are not a development contribution under the Environmental Planning & Assessment Act 1979 (the EPA Act). Donations under this Policy do not reduce any obligation to make development contributions required pursuant to a condition of development consent imposed under the Act or a planning agreement within the meaning of the Act. Donations made under this Policy are not be taken into consideration in determining any contribution under the Act, or in determining whether to grant development consent to any development application, or to progress any proposal to amend any planning instruments. Any identified conflict of interest that is outside Council's risk appetite will result in the application being declined.

3.7. Donations of public infrastructure will be assessed against Council's Strategic Plan and accepted if deemed to be of community benefit.

3.8. All organisations accepted for incoming Donations will be disclosed on Council's website.

3.9. Incoming Donations are only to be accepted if the time and resources used to obtain the Donation is proportionate to the value of the Donation.

Funding Programs

4. Community Grants Program

4.1. Program Objectives

4.1.1. The objectives of Council's Community Grants program are to:

a) Provide a structured and strategic program through which funding can be allocated to meet identified community needs;

b) Harness the expertise, skills, research, contacts and networks of community organisations to deliver and facilitate specialised high quality services and programs in the community;

c) Support and facilitate the development of a more liveable community and enrich community social capital through targeted and timely support to community organisations;

d) Build and support the capacity of community organisations, groups and individuals to deliver ongoing benefits to the local community;

e) Recognise the significant and valuable role that community organisations play across a wide range of key program areas, and the services they deliver in our community.

4.2. Eligibility

4.2.1. Applicants must be a registered not-for-profit organisation, and be able to provide evidence of their not-for-profit status. Organisations must also demonstrate that they provide or have the capacity to provide services, activities and/or programs that benefit the Georges River community.

4.2.2. Groups not registered as a not-for-profit organisation must be auspiced by a registered not-for-profit organisation to be able to apply for a Community Grant. Auspiced applications must include a letter or memorandum of understanding confirming the auspice arrangement.

4.2.3. Organisations are able to submit one (1) application only in each category of the Georges River Council Community Grants program. If an organisation is auspicing one or more groups, this will not impact the eligibility of the auspicing organisation to apply for a Community Grant.

4.2.4. Applicants must provide proof of current Public Liability insurance.

4.2.5. Partnership applications may be submitted, and are encouraged, and will not negatively impact an individual application submitted by any of the partnership organisations. Please note, where partnership applications are submitted,

support letters from each eligible organisation outlining their role in the project are required for the partnership application to be considered.

4.2.6. When grant applications relate to modifications to Council's facilities, or the purchase of equipment to be stored in Council's facilities, the organisation must attach written Council approval for their application to be considered. Applications that do not meet this requirement will not be deemed eligible.

4.2.7. Applications will be deemed ineligible and not accepted for:

   a) Projects that have already commenced (retrospective programs);
   b) An organisation's operating and/or maintenance costs, including salaries unrelated to the delivery of this project;
   c) Commercial programs for personal profit;
   d) Uniforms, travel or subsistence costs;
   e) Funding for organisations whose main purpose is fundraising;
   f) Any unlawful or unethical purposes, or towards any political or religious purposes;
   g) Submissions from schools or Government agencies.

4.3. Assessment Process

4.3.1. A panel comprising Council officers will use the defined Assessment Criteria to assess and recommend applications for funding.

4.3.2. The recommendation of Council officers will be submitted in a report to the Community and Culture Committee.

4.3.3. The final recommendation will be endorsed at a Council meeting.

4.3.4. Applicants will be notified of the outcome of their application.

4.3.5. Successful applications will be registered on Council's website.

5. Event Grants Program

5.1. Program Objectives

5.1.1. Council recognises the valuable contribution that organisations provide in the initiation and running of events in the Georges River area, showcasing our rich cultural diversity and delivering social, cultural, economic, and environmental benefits. Council may seek to support and further develop partnerships with these community organisations. Council's support could include:

   a) Financial support

b) In-kind support (e.g. waiving of park hire fees, electricity and water fee, amenities cleansing fee)

5.1.2. This program provides registered not-for-profit organisations with an opportunity to apply for grant funding to support the running of a community event, held on Georges River Council-owned land or land managed by Georges River Council.

5.1.3. Priority will be given to events that contribute to the Georges River Council Community Strategic Plan and deliver community benefit in the areas of:
   a) Social and cultural awareness and celebration
   b) Local area promotion
   c) Economic development

5.1.4. Council's Event Grants program objectives are to:
   a) Provide a consistent, equitable, transparent, and accountable process for the allocation of Council funds.
   b) Build and support the capacity of community organisations to deliver events that provide ongoing social, cultural and economic benefits to the local community.
   c) Provide a structured program through which Council Event Grant funding can be allocated in support of the Georges River Council Community Strategic Plan and development of community events.

5.2. Eligibility

5.2.1. Applicants must be a registered not-for-profit organisation and be able to provide evidence of their not-for-profit status.

5.2.2. Applicants to Council's Event Grants program may apply for a maximum combined total of $20,000 of in-kind and financial funding per community organisation per financial year.

5.2.3. Applicants must provide proof of current Public Liability insurance.

5.2.4. Applications will be deemed ineligible and not accepted for:

   a) Any type of sporting club or association that currently hold leases, licences, or Management Agreements on Council parks or grounds and are running business as usual events including open days, end of year celebrations and award ceremonies
   b) Sporting events that are for-profit and have large monetary prizes
   c) Any type of private celebration including but not limited to street parties, birthday parties or Christmas parties
   d) Programs or events run for personal or company profit
   e) Weddings or wedding photography

    f)   Private company open days or private company charity fundraisers

    g)   Invitation-only events not open or accessible to the public

    h)   Temporary stall structures, providing community information or selling food or beverages

    i)   Food markets that are for-profit

    j)   Submissions from schools, school Parents and Friends committees or Government agencies

    k)   Requests for prize money

5.2.5. Council's Event Grants program excludes funding for any event or activity held at a Council Premium Facility.

5.2.6. Council will consider the capacity and capability of all registered not-for-profit organisations applying for an Event Grant. This may include a request to demonstrate:

    a)   Compliance with Council's Event Guidelines and other Council authority requirements, including Council event permits

    b)   Sufficient lead time to plan the event

    c)   Budget relevant to the event

    d)   Impact on the environment, including implementing sustainable event practices

    e)   Adherence to Work Health & Safety policies or practices as required under legislation

    f)   Compliance with Council's Risk Management Policy and Procedures

5.3. Implementation

5.3.1. Council will offer a minimum of one single round of Event Grant applications per financial year. Applications will be assessed throughout the financial year as applications are received, pending availability of remaining funds.

5.3.2. Funding will be allocated based on the size and reach of the event and assessed against criteria outlined in the Event Grants Guidelines.

5.3.3. Applications will be assessed in accordance with Council staffing and available resources.

5.4. Assessment Process

5.4.1. A panel comprising Council officers will use the defined Assessment Criteria to assess and make recommendations for funding to the Director Community and Culture for determination.

5.4.2. The Director Community and Culture will approve Event Grant applications to the value of $2,000.

5.4.3. Event Grant applications over $2,000 will be submitted in a report to the Community and Culture Committee. The final recommendation will be endorsed at a Council meeting.

5.4.4. Applicants will be notified of the outcome of their application.

5.4.5. Successful applications will be registered on Council's website.

6. Heritage Building Grants Program

6.1. Program Objectives

6.1.1. The Heritage Building Grants Program provides financial support to help conserve heritage listed buildings or initiate a heritage project.

6.1.2. These works are generally limited to small conservation projects or extraordinary maintenance works. Where works are supported, Council will fund up to 50% of the cost of a project (up to a maximum value of $10,000). The following are examples of the range of projects that may be supported under the Program:

a) Removal of paintwork to reveal original sandstone;
b) Repointing of brickwork;
c) Restorative work to windows;
d) Reconstruction of original elements;
e) External painting of traditional colour schemes;
f) Repair of tessellated floor tiles (where visually dominant);
g) Reinstatement of traditional fencing.

6.2. Eligibility

6.2.1. In assessing applications priority will be given to those projects that:

a) Result in sympathetic repairs to original fabric of the building, e.g. Repair of walls, verandahs, windows or roof plumbing etc.;
b) Reinstate original architectural features, e.g. reconstruction of timber frame windows;
c) Lead to streetscape improvements, e.g. reconstruction of front fences, appropriate for the architectural style of the building;
d) Enhance public amenity and are highly visible to the public, e.g. the replacement of a front verandah;
e) Are for projects which have high public accessibility, e.g. a local museum or church;
f) Meet other major strategic objectives and complement broader conservation objectives, e.g. projects which implement key findings of heritage studies or projects;

g) Will be undertaken by a non-profit organisation, e.g. community group or church.

6.3. <u>Implementation</u>

6.3.1. Owners need to ensure that they receive all appropriate approvals from Council in relation to changes and work to heritage items. A development application (DA) may be required.

6.3.2. For certain types of minor work, Council may give its approval without a DA being required. Examples include replacing roof guttering, a new fence or repainting a house in a new colour scheme. For this type of work, Council will need to be advised in writing of the proposal, and if it is acceptable, Council will write back giving approval for the work. The Development Consent Requirement Exemption Form is available on Council's website.

6.3.3. Minor maintenance work and most interior works that do not affect the structure of the building will generally not require consent. However, it is strongly recommended that applicants contact Council's Strategic Planning Team before commencing to clarify whether approval is required.

6.3.4. Applicants are directed to Council's [Heritage Building Grants Program Guidelines.](#)

6.4. <u>Assessment Process</u>

6.4.1. Applications are initially assessed by Council officers in conjunction with Council's Heritage Advisor, who will undertake a site inspection and consider the completeness and clarity of information provided.

6.4.2. Applications will be prioritised to ensure that those with the most merit can be approved within a set budget. Applications that do not satisfy the criteria will not be approved.

6.4.3. The recommendations of the Heritage Advisor and Heritage Working Group are then submitted to the Environment and Planning Committee.

6.4.4. The final recommendation will be endorsed at a Council meeting.

6.4.5. Applicants will be notified of the outcome of their application.

6.4.6. Once the approved work is completed to Council's satisfaction, payment will be made to successful applicants.

7. Micro Grants Program

7.1. Program Objectives

7.1.1. The objective of the Micro Grants Program is to provide Council with a framework for equitable and transparent assessment and determination of applications under this program.

7.1.2. This program provides local residents and groups, organisations and businesses registered in or located in the Georges River Council local government area with an opportunity to apply for funding of up to $1,000 to support community wellbeing, innovation and social change through grassroots initiatives.

7.1.3. Funding from the Micro Grants Program may be used to provide local solutions to improve community wellbeing including social enterprises or co-ops; small business development; training opportunities; healthy living; or social cohesion.

7.1.4. The program aims to encourage accessibility and community participation from all sectors of the community, increasing access and equity in the provision of community services.

7.2. Eligibility

7.2.1. Applicants must be a resident of the Georges River Council local government area, or a business, group or organisation registered or located in the Georges River Council local government area.

7.2.2. Ineligible activities

The following activities or uses are not eligible for funding:

a) Events or activities that primarily benefit a single individual;
b) Private functions;
c) Retrospective funding of any project.

7.3. Implementation

7.3.1. Council will offer at least one round of Micro Grants per year.

7.3.2. Applicants are able to submit one (1) application only in each round of the Georges River Council Micro Grants program.

7.4. Assessment Process

7.4.1. A panel comprising Council officers will use the defined Assessment Criteria to assess and recommend applications for funding.

7.4.2. The recommendation of Council officers will be submitted to the Director Community and Culture for determination.

7.4.3. Applicants will be notified of the outcome of their application.

7.4.4. Successful applications will be registered on Council's website.

7.4.5. Council will be informed of all successful applications.

8. Venue Hire Grants Program

8.1. Program Objectives

8.1.1. The objective of the Venue Hire Grants program is to provide Council with a framework for equitable and transparent assessment and determination of applications under this program.

8.1.2. Through the Venue Hire Grants program, Georges River Council provides equitable access to Council facilities in order to enable community participation, neighbourhood activation and a sense of belonging in the local government area.

8.1.3. This program provides not-for-profit organisations and unincorporated community groups with an opportunity to apply for a grant to subsidise venue hire fees for Council managed facilities.

8.1.4. Grants are available to not-for-profit organisations and unincorporated community groups to hire community spaces to run programs or activities that deliver targeted community and cultural services, through a streamlined application process.

8.1.5. The program only covers the venue hire of Council's facilities that are able to be hired by the public, as outlined in Council's annual fees and charges. Premium Facilities are not available under the Venue Hire Grants program.

8.2. Eligibility

8.2.1. Applicants must be not-for-profit organisations or unincorporated community groups.

8.2.2. Grants are for venue hire use only and will not cover additional costs incurred from use of Council venues, such as equipment hire or staffing.

8.2.3. Applicants must have made a tentative booking for Council's facilities before submitting an application.

8.2.4. Applicants may be requested to submit a risk assessment for the event/activity they wish to hold in Council's venue/s.

8.2.5. Ineligible Activities

The following activities or uses are not eligible for funding:

a) Exclusive use of a Council facility;
b) Events or activities by commercial organisations, businesses or for-profit organisations;
c) Events or activities for political purposes, including party meetings, party fundraising or lobbying, or religious purposes;
d) Events or activities that primarily benefit a single individual;
e) Private or social functions;
f) Seasonal park bookings for sporting associations or clubs;
g) Retrospective funding of any event or activity;
h) Venue bonds, equipment hire, staffing, catering or technical costs.

8.3. Implementation

8.3.1. Grants of up to $40,000 value per organisation per financial year are available, where approved.

8.3.2. Grants will be provided as in-kind support via a reduction in hiring charges for each venue per calendar year.

8.3.3. Council will offer a single round of grant applications per year. Applications will be assessed throughout the financial year as applications are received, pending availability of remaining funds.

8.4. Assessment Process

8.4.1. A panel comprising Council officers will use the defined Assessment Criteria to assess and recommend applications for funding.

8.4.2. The recommendation of Council officers will be submitted to the Director Community and Culture for determination.

a) Fully funded projects: 100% venue hire funding support;
b) Significantly funded projects: 75% venue hire funding support;
c) Partially funded projects: 50% venue hire funding support;
d) Projects not funded: 0% venue hire funding support.

8.4.3. Applicants will be notified of the outcome of their application.

8.4.4. Successful applications will be registered on Council's website.

8.4.5. Council will be informed of all successful applications.

9. Quick Response Donations

9.1. Program Objectives

9.1.1. The Quick Response Donations program supports small-scale projects and activities by community organisations and residents.

9.1.2. The program is open to not-for-profit organisations, unincorporated community groups and individuals.

9.1.3. Funding will be provided for:

a) One-off support for individuals and teams that can demonstrate financial hardship that are selected to participate in cultural, academic or representative sporting events;

b) Urgent support for unexpected or unplanned community, cultural or sustainability projects (e.g. disaster response initiatives);

c) Funding for other strategic priorities identified through Council's policies and Community Strategic Plan, not identified or addressed in other funding programs.

9.1.4. Pending availability, funding will be made available in each area up to the following amounts:

a) Representation in cultural, academic or sporting events, up to $200 per year per individual or up to $1,000 per year per team;

b) Strategic priorities support up to $2,000 per year;

c) Philanthropic ventures funding support up to $2,000 per year.

9.2. Eligibility

9.2.1. Council supports proposals for Donations that meet one or more of the following criteria:

a) Provides opportunities to meet community needs;

b) Improves inclusion, liveability, connectedness and engagement with Georges River's diverse communities;

c) Promotes the cultural diversity of the local government area;

d) Enhances positive social, cultural, sustainability outcomes for local communities related to Council's strategic priorities;

e) Provides opportunities for education and information exchange, regional, national and/or international events and activities that enhance the image and reputation of the area;

f) Increases the engagement of and opportunities for individuals and teams in cultural, academic or sporting arenas;

g) Delivers economic benefits to the Georges River local government area;

h) Benefits a local registered charity and/or the Georges River community;

i) Donations will not be extended to third parties conducting or participating in a fundraising activity for charitable causes;

j) Applying organisations arranging fundraiser dinner functions or events may be provided an appropriate Donation to the nominated charity in lieu of the purchase of group tables or individual seats at the event.

9.2.2. Retrospective funding is not eligible for any project or activity.

9.3. <u>Assessment Process</u>

9.3.1. Donation requests will be assessed by an internal panel in accordance with this Policy to determine whether it is in Council's best interests to provide that Donation.

9.3.2. The recommendation of Council officers will be submitted to the Director Community and Culture for determination.

9.3.3. Applicants will be notified of the outcome of their application.

9.3.4. Successful requests will be registered on Council's website.

9.3.5. Council will be informed of all successful donations.

Responsibilities

Position	Responsibility
Council	Decision making on the allocation of Community Grants program and Event Grants program over $2,000
Councillors	Participation in the governance of funding programs through the Community and Culture Committee and Council Meetings.
Director Community and Culture	Decision making on the allocation of Micro Grants, Venue Hire Grants, Event Grants up to $2,000 and Quick Response Donations. Liaison with Community and Culture Committee.

Manager Community and Early Learning Services	Update the Grants and Donations Policy when necessary. Oversee the implementation of Grants and Donations programs unless otherwise stated, investigate and report breaches and enforce compliance.
Manager City Life	Oversee the implementation of Event Grants, investigate and report breaches and enforce compliance.
Manager Strategic Planning	Oversee the implementation of Heritage Building Grants Program, investigate and report breaches and enforce compliance.
Coordinator Community Capacity Building	Update Grants Program Guidelines annually or as required with input from Community Strategic Planning objectives and in line with budget allocation.
Grants Officer	Administer the Community Grants, Venue Hire Grants, Micro Grants, and other grants and donations programs as required.
Coordinator Events and Sponsorship	Update Event Grants Guidelines as required with input from Community Strategic Planning objectives and in line with budget allocation. Administer the Event Grants program.
Office of the General Manager	Share Community Strategic Planning objectives to incorporate into program guidelines.
Information Management Technology Team	Information management of program applications and recordkeeping.

Version Control and Change History

Version	Amendment Details	Policy Owner	Period Active
1.0	New Grants and Donations Policy – Policy partially supersedes the Grants, Donations and Sponsorship Policy (2020) (Council Resolution COM031-23)	Manager Community and Early Learning Services	23/10/2023 – 10/2026