

COMMUNITY FUND POLICY

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Community Fund Policy

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Community Fund Policy

1. Policy Statement

Each year Council may determine that an appropriation of funds shall be set aside in each Budget for the purpose of meeting emergent requests for financial assistance from community groups, individuals and /or organisations for projects, programs or activities that benefit the Town of Walkerville community.

2. Purpose of this Fund

A fund has been established to enable eligible community groups, individuals and organisations to apply for projects, programs or activities that benefit the residents of the Town of Walkerville. A grant should not be treated as a source of ongoing funding nor is it a means for community groups to fund their day to day operational activities.

3. Who can apply for a grant?

- Not for profit community groups and organisations operating in the Town of Walkerville.
- Ratepayers and Residents of the Town of Walkerville.

4. Who cannot apply for a grant:

- Political Parties,
- State or Federal Government Departments and Services,
- Employees and Elected Members of The Corporation of the Town of Walkerville,
- Unions,
- Professional Associations,
- Organisations registered as a company limited by shares,
- Organisations who are not eligible to apply for a grant cannot apply on behalf of another eligible organisation
- Individuals who are not ratepayers or residents of the Town of Walkerville.

5. What does the program support?

The Community Fund Program is primarily intended for;

- Projects, programs or activities that benefit the Town of Walkerville community;
- Capital purchases in support of a community project, program or activity;
- Purchases that are clearly one off i.e. Grants for individuals to participate in sporting, musical, artistic or other competitions in any 12 month period, where the applicant is a resident or ratepayer of Walkerville and is required to travel interstate or overseas to participate. For Individuals, funding amounts will be at Council's discretion taking into consideration if the event is being held nationally or internationally.
- Memorial Plaques - funding towards the purchase of memorial plaques are to be covered initially by the applicant, however they can apply for funding assistance through the community fund as per the Plaque Policy.

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6. What does the program not support?

- Any purpose or service which is considered to be the primary responsibility of the State or Federal Government, including projects targeted at students in a school setting.
- Projects, programs or activities that have already been completed or purchased.
- Recurrent operating or maintenance costs associated with the operation of the organisation or group, e.g. printing of newsletters.
- Servicing any debt of the organisation or group.
- Retrospective funding or funding of budget deficits.
- Purchase, replacement or new materials for the public realm that are already covered in the assets and infrastructure program e.g. park benches etc.
- Heritage plaques

7. Funding Evaluation

Consideration will be given to (but is not limited to) the following:

- The level of benefit to the Town of Walkerville community resulting from the expenditure of the funds;
- The ability to complete the project; program or activity
- Previously funded programs, projects and activities.
- Copy of the organisations most recent financial statement outlining income, expenditure, assets and liabilities;
- What level of funding the organisation or group receives from other sources;
- Whether the organisation or group does charitable or good works for the community;
- Whether the project is one that will deliver genuine benefit to the community;
- Whether the organisation or group is located and / or provides services within the Town of Walkerville Council area;
- For individuals, applicants must demonstrate that the funding will benefit the recipient and / or the community;
- Whether the funding will benefit a specific cultural, artistic sporting or recreational group in the community.

8. Conditions of Funding

Applicants must acknowledge Councils Community Funding assistance in any publications or publicity. All applications received will be reviewed by Council and funding will be awarded on merit.

Applicants are limited to one application per financial year.

9. Process

An internal evaluation will be undertaken by Administration to determine whether applicants have met the criteria. A decision report will then go to an Ordinary Meeting of Council for decision.

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10. When can persons/organisations apply?

Applications can be received anytime during the financial year. The program, project or activity is to be completed within the financial year that the funds have been awarded, with the acquittal form of the funds spent, returned to Council Administration by 30 June or 30 days after the event has been finalised.

11. Successful/Unsuccessful Applicants

Successful and unsuccessful applicants will be advised in writing. Unsuccessful applicants will be given reasons as to why their application was unsuccessful.

Successful applicants will be invited to attend the following Ordinary Meeting of Council, where they will be formally awarded a certificate by the Mayor.

12. Reporting Requirements

Successful applicants will be required to provide Council, with a signed financial acquittal form together with a brief financial statement detailing how the funds were expended. This form will be provided with the Fund approval letter. The financial acquittal form is to be received by Council Administration by 30 June or 30 days after the event has been finalised.

To be successful for further funding, applicants must have acquitted all previously successful Funds under the Town of Walkerville Community Fund Policy & Guidelines.

13. Payment of successful applications

Should an application be successful, payment will be made by Electronic Funds Transfer (EFT).

14. Applications must include:

The following documents are essential to assess the application, please attach:

- Any documentation, which might support the application
- Written quotes for any proposed purchases or purposes
- A signed or certified copy of the groups most recent financial statement outlining the group's income, expenditure, assets and liabilities
- Any documentation that sets out the groups or individuals community objectives.

Applications together with attachments should be forwarded to:

Community Fund Applications Town of Walkerville
PO Box 55
Gilberton SA 5081

Or email: cfund@walkerville.sa.gov.au