

COUNCIL POLICY

Council Policy Title:	Funding Advances to Community Organisations
Council Policy ref. no:	6.2
Responsible Department:	Corporate and Community Services
Date of adoption/review:	24 July 2013

1. INTRODUCTION

The Colac Otway Shire is committed to providing local organisations with the opportunity to access financial support to assist in the provision of recreational, welfare, sporting, cultural and event related activities which benefit the entire Shire community.

2. SOURCES OF FUNDING

Funding is available under two Council Support Funds namely:

Council Community Funding Program, comprising four categories:

- Community Projects (up to \$10,000)
- Recreation Facilities (up to \$10,000)
- Small Equipment and Training (total project up to \$2,000)
- COPACC Hire Assistance

Festival and Events Support Scheme

Local Government

Council Community Funding Program

The Community Projects category provides for funding to be allocated annually to community based, not-for-profit organisations which assist in the provision of community development programs/projects, arts, recreation and cultural activities and events for citizens of the Colac Otway Shire. The Council makes an annual budget allocation in recognition of the important contribution made by community contributions. Funding is not made on a recurrent basis.

The Recreation Facilities category provides financial assistance to Recreation Reserve Committees of Management and organisations responsible for recreation facilities including public halls in undertaking high priority items of cyclical maintenance and minor capital improvements for the benefit of the citizens of the Colac Otway Shire.

The Small Equipment and Training category provides financial assistance for purchases which are facility enhancing (designed to remain part of the facility) or which provide general benefit to groups through community projects. Funds are also provided for training in areas of development of specialised skills for volunteer community members.

The COPACC Hire Assistance category provides financial assistance for the hire of COPACC to local groups, organisations and schools for the provision of performing arts and cultural activities for the benefit of citizens of the Colac Otway Shire.

Festival and Events Support Scheme

The Festival and Events Support Scheme provides financial assistance for costs related to the delivery of new or established events which demonstrate a contribution to the social, cultural and economic growth of the Colac Otway Shire. The Colac Otway Shire Festival and Support Scheme is targeted at organisations with limited financial resources

Events can include but are not restricted to cultural, historical, artistic (music, theatre, visual) sporting, culinary, environmental or could include markets, festivals and shows. Events should enhance the region's profile, develop community co-operation and cohesion, build local skills or in other ways have a positive impact on the local community.

General guidelines and an application form are prepared on an annual basis;

The guidelines provide details on:

- Objective of each fund
- Eligibility
- Scope
- Consideration of Applications
- Timelines and Notification
- Assessment Criteria
- Evaluation of Successful Projects

The application form requires information on:

- Organisation details
- Project details
- Financial details
- Budget

Both funds are available for application annually and once approved, finances are distributed promptly based on receipt of the required information from successful applicants.

State/Federal Government and Philanthropic

There are also a variety of State/Federal Government and Philanthropic funding sources available to both Council and the community.

Information regarding those funds may be obtained by contacting the Colac Otway Shire's Recreation or Economic Development units.

3. POLICY

- 3.1 Council will consider providing funding to community organisations under the following criteria:
- Funding to eligible organisations who can demonstrate the ability to undertake projects as stated in their application and to the benefit of the Colac Otway Shire community.
 - Funding where project is on Government property where Council is Committee of Management or believes that the project is of community benefit.
 - Funding where Council is the freehold owner of the land upon which the expenditure proposes to be incurred.
 - Funding based on the amount provided in Council's annual budget.
- 3.2 Council reserves the right to charge a commercial interest rate where local funding contribution is not repaid in accordance with agreement entered into prior to the project commencing.
- 3.3 Council may require some or all of the following criteria to be met in approving funding for projects:
- Detailed financial statements (past 2 years)
 - Details of previous grants provided by Council to organisation in past 3 years;;
 - Detailed project briefs, plans, costings and scope;
 - Comprehensive projected budget for the project;
 - Details of any occupancy or tenancy agreement in place;
 - The organisation's ability to repay the loan (if applicable) based on the conditions provided in the agreement;
 - The organisation being prepared to sign an agreement with Council; and
 - Any other condition that is set by Council at the time of negotiation.
- 3.4 Council will allocate funding on a predetermined criteria which may include:
- Community benefits provided by the project both short and long term;
 - Whether the project creates new or increased opportunities for residents of the Colac Otway Shire;
 - Whether the project reduces gaps in existing services and programs;
 - Whether the project meets the communities needs;
 - Extent of forward planning demonstrated by the organisation;
 - Availability of the organisation's matching contribution;
 - Provision of sufficient documentation on the proposal;
 - Compliance with the guidelines of the relevant Council fund; and
 - Funding available.
- 3.5 Organisations who are allocated funding are required to complete an acquittal to Council. The acquittal must outline what works/events were carried out/held and how the funding was used. The General Manager Corporate and Community Services or their delegate will report on these outcomes to Council.
- 3.6 Council will not provide guarantees on behalf of the local organisations to funding institutions.

4. IMPLEMENTATION AND REVIEW

This policy will be implemented by Colac Otway Shire staff and will be subject to periodic reviews.

5. ACCOUNTABILITY

A summary report will be submitted to Council within one month of the end of the financial year to which the funds were applied.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
28 March 2007	Adopted by Council
25 November 2009	Review
24 July 2013	Review