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<b>POLICY TITLE:</b>	<b>COMMUNITY GRANTS AND SPONSORSHIP</b>
<b>FOLDER NUMBER:</b>	F2007/00307
<b>POLICY OWNER / DIVISION:</b>	Community and Environment
<b>POLICY OWNER / BRANCH:</b>	Library and Community Services
<b>FUNCTION:</b>	Finance
<b>RELEVANT LEGISLATION:</b>	Local Government Act 1993 - Section 356
<b>POLICY ADOPTION/AMENDMENT DATE:</b>	12 October 2022 <b>REPORT NUMBER:</b> CE3/22
<b>REVIEW YEAR:</b>	2024
<b>AMENDMENT HISTORY:</b>	9 September 2015 (Report EH8/15) 12 September 2018 (Report EH16/18) 14 September 2022 (Report 16CE/22)

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### **GENERAL POLICY PURPOSE**

This Policy provides an overarching framework to manage cash grants and in-kind sponsorship requests. The following funding streams are available.

1. Community Event Grants
2. Venue Support Program
3. Fee Waiver Requests for Waste Services
4. Fee Waiver Requests for Council Health, Building and Planning Services
5. Mayors Youth Trust Fund
6. Emergency Relief Fund

## **PROGRAM ONE:**

### **COMMUNITY EVENT GRANTS**

#### **PURPOSE**

To provide seed funding to community driven, event-based initiatives with the view to events being sustainably delivered by the community over time.

- \$60,000 will be available per annum through two (2) funding pools – either a ‘Community Event Partnership Grant’ or a ‘Place Activation Grant’.
  - A total of \$42,000 per annum will be provided under Community Event Partnership Grant funding pool. Cash funding, in kind support and sponsorship is available up to a total value of \$7,000 per applicant organisation per annum under this pool.
  - A total of \$18,000 per annum will be provided under the Place Activation Grant Pool. Cash funding, in kind support and sponsorship is available up to a total value of \$3,000 per annum, per applicant organisation under the Place Activation Grant pool. Place Activation Grants are designed to be one-off grants.
- Priority will be given to two grants in each funding pool per Council ward.
- A Memorandum of Understanding (MOU) or agreement will form the basis of a funding agreement for both pools.
- Community Event Partnership Grant MOU’s will run for up to four years in line with Council terms and conclude on 30 June following the end of a Council term.
- Successful applicants will not be eligible to apply for additional funding or in-kind support from Council for the duration of the grant/partnership.

#### **EXPECTED OUTCOMES**

- Increased vibrancy within the Shire.
- Increased participation in community life which will build a sense of community and promote social inclusion.
- Support Council’s place making initiatives by supporting the delivery of local events by local community organisations.

#### **CONDITIONS OF FUNDING**

- Applicants must meet the conditions of funding set out in the Grants and Sponsorship Policy Guide as well as any other items stipulated in the MOU/agreement that is developed with successful applicants.

#### **PROCESS**

- Applications are only accepted online.
- Expressions of interest will be called for interested community organisations to develop and deliver events.
- Awarding of grants will be the subject of a Council resolution.

- Council may request further information in support of an application if required, in order to determine eligibility.
- Council is under no obligation to continue funding any given project beyond the term of the MOU/agreement.

## **PROGRAM TWO:**

### **VENUE SUPPORT PROGRAM**

#### **PURPOSE**

To support community not-for-profit groups utilising community and cultural facilities and parks to participate in fundraising activities for registered charities.

#### **EXPECTED OUTCOMES**

- To improve awareness and use of cultural and community services and resources within the Shire.
- Increase the capacity of local not for profit groups to undertake fundraising activities by waiving the fees associated with the hire of a Council facility.
- Increase participation at local events within the local community, building a sense of community and promoting social inclusion.

#### **PROCESS**

- Applicants must meet the conditions of funding set out in the grants and sponsorship policy guide.
- A total of \$17,000 is available annually.
- Applicants will complete a Fee Waiver Application Form and submit it to Council with accompanying information as required.
- Applications will be assessed monthly in the order of which they are received.
- Applications must be received at least six weeks prior to the hire of the centre, park or reserve.
- Once the funding allocation has been exhausted, the application process will close.
- Applicants will be notified in writing of the outcome of their application.
- Individual applicants must be residents of the Shire and organisations must be located within the Shire of Hornsby.
- Council officers will determine if a fee waiver request to support the provision of services that Council would otherwise provide is valid.

## **PROGRAM THREE:**

### **FEE WAIVER REQUESTS FOR WASTE SERVICES**

#### **PURPOSE**

To support community not-for-profit groups, charities, churches and schools to provide activities and that encourage participation in social, creative, cultural, and community driven events and activities.

#### **EXPECTED OUTCOMES**

- Increase the capacity of local not-for-profit groups, charities, churches and schools to undertake fundraising activities by waiving the fees associated with Council waste services.
- Increase participation at local events within the local community, building a sense of community and promoting social inclusion.
- Increasing capacity for local non-for-profit groups to undertake fundraising activities by waiving the fees associated with hire of rubbish bins.
- Increasing community participation in waste education and management.
- Improving awareness of waste education and management strategies needed for events.
- Improving waste disposal methods and encouraging reductions in waste to landfill.

#### **PROCESS**

- Applicants must meet the conditions of funding set out in the grants and sponsorship policy guide.
- A total of \$5,000 is available annually.
- Applicants will complete a Fee Waiver Application form and submit it to Council with accompanying hire/service fee information, a separate Bin Hire Form may also be required.
- Applications will be assessed monthly in the order of which they are received.
- Applications must be received at least six weeks prior to the fee payment date.
- Once the funding allocation has been exhausted, the application process will close
- Applicants will be notified in writing of the outcome of their application.
- Council officers will determine if a fee waiver request to support the provision of services that Council would otherwise provide is valid.

## **PROGRAM FOUR:**

### **FEE WAIVER REQUESTS FOR COUNCIL HEALTH, BUILDING & PLANNING SERVICES**

#### **PURPOSE**

Circumstances can arise where it is appropriate and in the public interest for consideration to be given to waiving, reducing or refunding Council's fees and charges associated with the provision of Council's health, building and planning services.

This Program will be applied to assist:

- Not-for-profit local community-based organisations that provide a community benefit and which align with Council's policies, strategies and activities
- Council with some of its own projects and activities; and
- In resolving issues that may have a potential risk or liability for the Council.

#### **ELIGIBILITY:**

A recognised not-for-profit group or organisation that carries out one or more of the following activities:

- provides services to the community such as social and age services, childcare or health services, charity services or services of a similar type
- reinvests or applies revenue it receives predominately for public interest services or activities
- principally provides social or sporting or recreational activities
- Government Public School P&C fundraising activities
- supports public events or information of an historical, cultural or community arts focus.

A community-based organisation generally would not include:

- any religious or political organisation
- a profit-making organisation
- schools and tertiary institutions
- professional sporting organisations
- State or Federal government agencies and departments
- any organisation where its income is derived predominately from any State or Federal government programs or from other sources of funding.

#### **PROCESS:**

- All applications must be made on the Fee Waiver Application form.
- Prior to lodgement of a planning or building application, a request under this Policy must be forwarded to Council and a decision made under the Program
- The waiver of annual fees such as essential fire safety registration fees, food premises inspection and administration fees and the like, may be granted as a reoccurring exemption
- Applicants will be notified in writing of Council's decision.

## **PROGRAM FIVE**

### **MAYOR'S YOUTH TRUST FUND**

#### **PURPOSE**

To support young people participating in representative activities, on a regional, state and international basis.

#### **EXPECTED OUTCOMES**

- Increase the participation of young people in their local community, schools, social groups and sports groups representing the Shire at a state, national or international level in events and activities.
- To encourage social contributions, cultural initiatives and athletic achievements among young people residing in Hornsby Shire.

#### **PROCESS**

- Applicants must meet the conditions of funding set out in the grants and sponsorship policy guide.
- A total pool of \$3,000 is available annually.
- 12 grants of \$250.00 will be made available each financial year.
- Once the total funding is expended, the application process will close and no further applications will be assessed during that financial year.
- Applications will be assessed by a Council officer on a monthly basis throughout the year.
- Applications will be processed in the date order in which they are received.
- Applications are accepted throughout the year but must be received by Council at least eight weeks prior to the proposed event.
- Applicants will be notified of the outcome in writing.
- Applicants seeking to change the purpose for which the grant was awarded must seek Council's permission to do so in writing.
- Recipients must provide an evaluation report on the highlights of the event for which they were funded.

**PROGRAM SIX:**

**EMERGENCY RELIEF FUND**

**PURPOSE**

- To provide financial support to communities affected by natural disasters.

**EXPECTED OUTCOMES**

- To provide emergency relief to a natural disaster recovery effort via local, national and/or international humanitarian aid projects.

**PROCESS**

- Grants are awarded following a resolution of Council
- Funding may be allocated to local, national or international disaster recovery efforts.
- Funds will be directed to a registered charity with minimal administrative overheads.
- Staff with an appropriate delegation may nominate the recipient charity.
- \$5,000 will be made available per annum for this purpose.