


SECTION 1 Service Management
 PART 8 Financial Accountability

	POLICY NO:	1.8.12(v4)
	POLICY TITLE:	Financial Assistance to Community
	DATE ADOPTED:	27/06/2016
	RESOLUTION NO:	287/2016
	SUPERCEDES:	1.8.12(v4) Adopted: 26/09/2012 Resolution No: 512/2012
	PROPOSED REVIEW DATE:	27/06/2019

POLICY

Bourke Shire Council will provide a systematic and equitable process for allocating financial assistance and support to individuals and community based non profit organisations, where:-

- the community or non profit organisation has significant local membership
- the team has members residing in, working in, or has a definite connection to Bourke Shire
- The individual resides in, works in, or has a definite connection to Bourke Shire
- The project / event will deliver tangible benefits (e.g. financial or social) to the ratepayers of Bourke Shire

All decisions and recommendations regarding financial assistance by Council shall be made in accordance with Council's Code of Conduct, so they are free from any conflicts of interest including pecuniary and non pecuniary interest.

20% of Council's Financial Assistance Fund shall remain in reserve for special allocations which may be voted throughout the year, to make provision for emergencies or unforeseen developments following consideration by Council, whilst remaining within the financial allocations limit.

Where applicable, bonds must be paid regardless of any concessions or fee waivers that may be granted in association with the hire of Council operated facilities, and any associated equipment.

Council's work requirements will always take precedence, but provision for limited use of Council's plant / equipment and of Council Staff, as "in kind" support, may be considered subject to the following provisions:-

- that the equipment is operated by an accredited Council employee
- that the equipment is available and in the area

Funding for schools and the TAFE campus is limited to assistance with awards nights and associated prizes. Council will determine a level of support for all schools and the TAFE campus, and the level of support will be the same for each educational body.

All applications for donations by Council must be submitted on Council's standard form, and requests for donations by way of fee reduction or other "in kind" support are to be included on the financial assistance application form. Council will only consider the project specified in the

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application and negotiations on project proposals will not be entered into once an application has been received.

BACKGROUND

Bourke Shire Council receives a range of requests for financial assistance. As a result, Council needs to provide transparency and accountability in the granting of financial assistance to others, by ensuring an appropriate balance between prudent financial management and Council's ability to effectively meet meritorious requests for financial assistance.

Section 356 of the Local Government Act 1993 prescribes the requirements when Councils provide financial assistance to others (including charitable, community and sporting organisations and private individuals):-

(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 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 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.

OBJECTIVES

1. to establish guidelines for determining donations to be made by Council
2. to establish an annual calendar for the processing of all financial assistance requests
3. to provide a process which allows Council to conduct a meaningful comparison of requests for financial assistance
4. to provide a process which allows Council to maintain a more equitable distribution of Council's financial assistance budget

DEFINITIONS

- **Financial Assistance** is the value of any assistance, including "in kind" assistance (involvement of Council staff and assets for which a cost has to be assigned for the involvement); the waiving of fees and charges which can be defined as the allocation of funds; the use of facilities or the provision of services to individuals, community groups or non profit organisations for the purpose of enhancing or improving the quality of life in Bourke Shire.
- **For the purpose of exercising its functions** – where Council will consider financial assistance to individuals, community groups and non profit organisations for various purposes and projects, which provide community benefit and are in accordance with Council's objectives, vision or management plans.

PROCEDURE

Applications will be called for by way of public advertisement in March and October each year and shall be considered on their merits, taking into account the circumstances of each case, the availability of funds in Council's budget and the provisions of the Local Government Act 1993. Closing date will be the end of April and November respectively, to allow time for consideration in conjunction with the preparation of Council's annual budget / Management Plan. Successful applications will be published in the Western Herald. Organisations / individuals who receive support in one year do not automatically receive ongoing funding in future years.

Funds allocated are to be used only for the purposes of the project as described in the application, and must not be used for any other purpose or transferred or assigned to any other party, without the prior approval of the General Manager in writing.

All financial assistance must clearly acknowledge the contribution of Bourke Shire Council, and documentary evidence must be supplied to Council, e.g. photos, copies of flyers, newsletters, receipts.

Failure to satisfactorily adhere to any of Council's criteria may disqualify recipients from further assistance from Council.

Council retains the right to amend, vary or revoke this policy at any time.

FINANCIAL ASSISTANCE APPLICATION GUIDELINES

Application Criteria Overview

- Assistance will not be approved for community initiatives or events that generate financial profits for commercial companies and/or individuals (except in exceptional circumstances)
- Organisations / individuals must be based in Bourke Shire, or the funds are to be used on a service or activity for Bourke Shire.
- Financial assistance will generally not be given to Government Departments, agencies or religious groups. Funding for schools and the TAFE campus is limited to assistance with awards nights / prizes.
- The funds are not to be used for social activities for members of the organisation exclusively; and
- The allocation of funds for activities conducted outside Bourke Shire must clearly document the reasons for approving such funds highlighting the benefits to Bourke Shire
- Application for funding must be expended within the same financial year that the funds were granted
- Council will not approve donations retrospectively, or where projects have already been conducted and are now seeking funds to meet past shortfalls or costs
- Council will not consider applications for continuous funding. A new application must be submitted each year and Council does not guarantee renewed funding each year
- Council will not consider applications for major capital items or equipment, political or commercial activities
- Council will not consider applications for administration costs for existing services such as rent, salaries, telephone, electricity, insurance etc
- Council will not consider applications for legal and incorporation costs

Communication and Assistance

All communications in regards to applications are to be made to Council's Manager Corporate Services on 02 68308000. Individual letters of support from Councillors or Council staff will not be accepted.

Recurrent funding

Council does not provide automatic recurrent funding, and organisations or committees must submit a request for funding each year. It must be noted that funding in any one year will neither preclude nor guarantee funding in any other year.

Fund Raising

Council will not provide funding to individuals or functions raising funds on behalf of a community group / organisation. To be eligible for funding, applications must be received directly from the group or organisation.

Section 355 Committees

A Section 355 Committee is a Committee of Council and funding for such Committees is separately allocated through the budget process.

Recognition

Community groups or organisations who are the recipients of funding under the Financial Assistance Policy, must give due recognition in all advertising, promotional or merchandising material that is produced relating to the funded project.

Donations via Waiving of Council Fees and Charges

Council will consider applications to donate fees and charges for Council services associated with an event or activity for not for profit organisations established in Bourke Shire, providing a service to our communities, and is in the opinion of Council, a benefit to the community. However, Council will not waive these fees where the organisation is:

- providing a personalised service for fees
- is a profitable operation, or
- operates licensed premises

Applications for Donations Invited by Council

Each year Council will by public advertisement in the Western Herald and local radio stations, call for applications for Financial Assistance. All applicants must complete Council's form and meet the criteria set out in the policy.

Council will determine the level of financial assistance to be included in its budget for the relevant year. Requests for Assistance will be reviewed by staff and recommendations submitted to Council, along with a complete list of all requests received by Council. Requests approved by Council shall be included in Council's draft budget. Council will publicly advertise the list of successful applicants.

Donations sought from Council during the course of a financial year

A minimum of 20% of Council's total budget allocation for financial assistance shall be set aside each year for donations sought from Council during the year. Applications under this section must be advertised for a period of 28 days.

To be eligible, organisations must:-

- submit an application on the prescribed form
- meet the criteria and the guidelines set out in this policy, and
- explain why their request was not submitted through the annual process



**APPLICATIONS FOR FINANCIAL ASSISTANCE
(DONATIONS, SPONSORSHIP, "IN KIND" SUPPORT)**

Name of applicant organisation:	
Postal Address:	
Contact person:	
Position:	
Phone number:	
Mobile number:	
Fax number:	
Email address:	

Enquiries are to be made to Council's Manager Corporate Services on 0268308000.

Completed applications are to be returned to Council no later than 4pm Friday,

(Date(s) to be specified each year)

An electronic version of the form can be made available upon request, or applications can be posted or hand delivered to:-

Bourke Shire Council
Financial Assistance Program
P O Box 21 / 29 Mitchell Street
BOURKE NSW 2840
Phone: 02 68308000 Fax: 02 68723030
Email: bourkeshire@bourke.nsw.gov.au

INFORMATION REGARDING YOUR REQUEST FOR FINANCIAL ASSISTANCE

Please provide a brief overview of your group /organisation:-

Is the Group/organisation based in Bourke Shire?:- Yes/No

If no, where is it located?

What is the number of current members of your group/organisation?

Purpose for which the donation will be used:-

If not stated above, briefly describe the way in which this donation will benefit Bourke Shire:-

Has your group/organisation received financial or in kind support from Bourke Shire in the last 12 months? Yes No
If yes, please provide amount and details of purpose:
Has your group/organisation received any grants from the State or Federal Government in relation to the project for which this donation is sought? Yes No
If yes, briefly list details and amount of grant
Rates Donations – if you are only applying for a donation of rates (general or water) please provide the following details:-
Property for which rates donation is sought:
Council’s Rates Assessment Number:
Owner of land on which property is located:
Purpose for which the property is used:
Approximate number of days per year that the property is used for these purposes:

APPLICATION FOR FINANCIAL ASSISTANCE

What is the total amount of your request (exclusive of GST)?	\$	
Is your group / organisation registered for GST	Yes	No
Does your group / organisation have an ABN (Australian Business Number)?	Yes	No
Is your group / organisation incorporated?	Yes	No
If yes, please quote your ABN		
If yes, please quote your Incorporation No		
Does your group / organisation have Public Liability Insurance?	Yes	No
If yes, please attach a Certificate of Currency		

To be completed for “in kind” support:-

(Please arrange appointment with appropriate Council staff to obtain a quote where necessary)

ITEM	Applicant's Contribution	Support sought from Council
A. Monetary		
Total (A)		
B. Equipment costs		
Total (B)		
C. Labour costs		
Total ©		
D. Other project costs		
Total (D)		
TOTAL COSTS (A+B+C+D)		

ORGANISATION’S BANK ACCOUNT DETAILS

Name of bank:	
Name of bank account:	
Bank BSB Number:	
Bank Account Number:	

APPLICATION CHECKLIST

- For first time applicants, a copy of your group/organisation’s constitution and if that constitution changes, then an updated copy is to be forwarded with any subsequent application
- A copy of the most recent annual report (including financial statements of income and expenditure) – preferably audited
- Copy of notification of ABN Number and GST Registration (if applicable) from the Australian Taxation Officer
- Evidence of Incorporation
- A copy of the applicant’s current public liability insurance policy (i.e. Certificate of Currency)
- Where the applicant is a registered public charity, a copy of the registration certificate is required

CERTIFICATION

I certify that all the details supplied in this application form and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the applicant group / organisation.

I have read the Financial Assistance Policy provided with this application form.

Signed:

Name:

Position:

Date:/...../.....