



Community Assistance Policy

Classification:	Council Policy
Version Number:	5
Review Frequency:	Once in Term of Council
Last Reviewed:	May 2023
Review Due:	2027
Responsible Officer:	Chief Executive Officer
Applicable Legislation:	<ul style="list-style-type: none"> • Local Government Act 1999 • Local Government (Financial Management) Regulations 2011
Related Policies/Procedures:	<ul style="list-style-type: none"> • Annual Business Plan and Budget • Community Plan • Community Group Loan Policy • Individual Sport and Cultural Policy • Treasury Management Policy

1. PURPOSE:

1.1 The purpose of the Community Assistance Policy is to provide financial support to eligible individuals and groups to help with the delivery of community initiatives, projects and events that directly benefit the community. This Policy provides clear parameters and procedures for the administration and allocation of Council funds, including:

- Eligibility
- Funding Categories
- Assessment Criteria
- Application and Approval Process
- Funding Exclusions
- Conditions of Funding
- Calling for Applications

2. LEGISLATIVE CONTEXT:

Kingston District Council's 2019-2029 Community Plan

Theme 4 - "Strong Communities"

A knowledgeable community that looks beyond its boundaries for inspiration and learning

- Develop an ongoing community development program
- Benchmark the township and district's performance

A healthy & resilient community

- Provide facilities that encourage a physically active community
- Facilitate the delivery of health and wellbeing programs
- Support and promote programs and networks that encourage community leadership, participation and volunteering

3. SCOPE:

- 3.1 Eligible applicants can be individuals, community groups, sporting groups or community organisations, who can demonstrate that the project or event, for which they are seeking funding, will provide positive outcomes that directly benefit the community.
- 3.2 Applicants may be required to demonstrate that they will make a contribution, (e.g. financial, in-kind, fundraising or seeking sponsorship or grants from other sources) to help offset the cost of the initiative, project or event.
- 3.3 Funding is not available for retrospective projects or expenditure already incurred.

4. APPLICATION PERIOD:

- 4.1 Each year the Council sets aside a budget allocation in support of Community Assistance. Applications open on 1 July and close on 31 August of each year. No applications received after 31 August will be considered.
- 4.2 By having one annual application period, Council can consider and assess all applications concurrently, which will assist in ensuring the applications with the strongest community benefit receive appropriate funding.

5. FUNDING CATEGORIES:

- 5.1 Council provides four (4) Community Assistance categories that are designed to respond to different needs of the community. Applicants are permitted to apply to each of the funding categories each year.

Funding categories are:

Annual Event Sponsorship

The Annual Event Sponsorship Category will support regular, annual community events within the Kingston District, which are well established and that clearly demonstrate community inclusion, increased visitation and/or economic benefit to the community.

New Event Sponsorship

The New Event Sponsorship Category will support the holding of new, one-off or ad-hoc events within the Kingston District that increase tourism and raise the profile of Kingston as a destination, as well as demonstrating community inclusion, and/or economic benefit to the community.

Equipment & Facilities

The Equipment and Facilities Category will assist applicants with the delivery of community based projects or with the installation, upgrade or improvement of assets/equipment.

Community Health & Wellbeing

The Community Health & Wellbeing Category will support programs that encourage the community to remain physically active, maintain mental health and to generally assist in maintaining community wellness.

6. ASSESSMENT CRITERIA:

6.1 The following table outlines the criteria, available funding and matching funding/in-kind requirements:

Funding Category	Selection Criteria	Applicant Matching	Annual Category Allocation
Annual Event Sponsorship	1. Event well established and held annually. 2. Demonstrates social inclusion. 3. Increases tourism/economic benefit for the district.	Cash or in-kind	\$6,000
New Event Sponsorship	1. Increases tourism. 2. Raises the profile of Kingston. 3. Demonstrates social inclusion. 4. Increases economic benefit to the district.	Cash or in-kind	\$4000
Equipment & Facilities	1. Demonstrates community/club need/benefit. 2. Improves assets/equipment of a community organisation. 3. Written quotes must be provided. 4. Demonstrates co-operation with other organisations and/or funding sources. 5. Demonstrated ability to contribute to the project.	Cash or in-kind	\$8,000
Community Health & Wellbeing	1. Promotes and encourages social inclusion. 2. Improves community wellbeing. 3. Provides health & wellbeing training, education and/or coaching programs to the community. 4. Demonstrated ability to contribute to the project.	Cash or in-kind	\$2,000

7. APPLICATION AND APPROVAL PROCESS:

7.1 Each application will be assessed on its merits and must clearly demonstrate benefit to the community or organisation. Determination will be based on the information provided to Council on the 'Community Assistance' Application Form.

7.2 *Application Process*

- All applications are to be neatly handwritten or typed in the format of the application form.
- All questions on the application form must be answered in full.
- Applicants must be an incorporated not-for-profit organisation or be auspiced by an organisation that will take legal and financial responsibility for the administration of any awarded funds.
- Signed applications are to be received by 5.00pm on the closing date as advertised on Council's website, via Council's social media pages and through Council's "Kingston to the Cape" newsletter. Late applications will not be considered.
- Incomplete applications (e.g. insufficient detail, missing supporting documentation such as quotes) will not be considered.
- Applicants will be notified by mail of the outcome of their application.
- Budget restrictions will apply to each funding category and this may restrict the allocation of grants even if all criteria have been met. However, if the budget for a category is not expended, the funds may be redistributed to other categories.

- A review of all applications will be conducted at a Council workshop, with final grant allocation determinations to be made at an ordinary meeting of Council.

8. FUNDING EXCLUSIONS:

8.1 For all categories, applicants should be aware that funding will not normally be provided for:

- Event/projects for which there is a more appropriate funding source.
- Applications that are solely for fundraising purposes.
- Ongoing operational costs.
- Reimbursement of money already spent.
- Funding of commercial activities.
- Proposals that will lead to a dependence on Council funds.
- Covering a shortfall in an organisation's general operating costs.
- Applications that result in a duplication of existing services in the Council district.
- Groups/Organisations who have an existing Interest Free Community Loan arrangement with Council.

9. CONDITIONS OF FUNDING:

9.1 The following outlines conditions of Community Assistance funding:

- The allocated funds must be used for the approved event/project and expended within the financial year that funding was granted.
- Any changes to the event/project, which would result in funding being expended other than as detailed in the application, may not be undertaken without prior written approval of Council.
- If an event/project does not proceed, all allocated funds must be returned to Council.
- Acknowledgement of Council's funding must be given by the recipient in all promotional material and reports of the project/event.
- All successful applicants will be required to complete the Community Assistance Acquittal Form by 30 June of the financial year in which funding is granted. The Acquittal is a declaration that the funds received from Council were utilised for the purpose outlined in the application and that any funds remaining were returned to the Kingston District Council.
- Failure to complete the Acquittal or expend the funds within the allocated timeframe may jeopardise future applications for funding.

10. CALL FOR APPLICATIONS:

10.1 Council will call for applications for Community Assistance on Council's website, via Council's social media pages and through Council's "Kingston to the Cape" newsletter. Applications will be open from 1 July to 31 August each year.

11. CONFLICTS OF INTEREST:

- 11.1 Conflicts of interest must be declared by Council officers and Elected Members in accordance with the requirements of the Local Government Act 1999.

12. DELEGATIONS:

- 12.1 All Community Assistance funds will be allocated by Council. No other delegations are applicable.

13. AVAILABILITY OF THE POLICY:

This Policy will be available on Council's website: www.kingstondc.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon such payment of the fee set by Council.