



FINANCIAL ASSISTANCE POLICY

POLICY TYPE	DOCUMENT CONTROLLER	RESPONSIBLE MANAGER	POLICY ADOPTED	REVIEW DUE
Council	Community Services Manager	Deputy General Manager	23 August 2021	July 2023
PURPOSE	To provide Council with a framework to manage requests by a person, group or body for financial assistance. It aims to provide clear guidance to Councillors, staff and those making a request for financial assistance and supports the consistent management of the various Grants, Donations and Remissions provided by Council.			
SCOPE	<p>This policy applies to Council in the provision and representation to any person, group or body making a request of Council for financial assistance. Financial assistance is taken to mean the provision of any financial benefit, including but not limited to:</p> <ul style="list-style-type: none"> • A grant of funds: <ul style="list-style-type: none"> ○ Minor Community Grants; ○ Major Community Grants; and ○ Individual Development Grants • Rate remissions • Donations • Subsidised costs • Any write-down or write-off of an applied rate, fee or charge • Provision of plant or equipment • In the absence of a defined fee or charge, the provision of services or use of facilities at a cost below what would otherwise be commercially provided; or • Any in kind contribution such as works or infrastructure <p>The following are outside the scope of this policy:</p> <ul style="list-style-type: none"> • Procurement of goods and services from incorporated organisations, other businesses or individuals; • Concessions for Council rates and charges (e.g. pension rates); • Negotiated sponsorship arrangements and/or deals; • Reduction of waiving of Council's adopted fees or charges (e.g. building and planning fees); • Fees and Charges adopted by Council identifying any one group as a discount beneficiary; and • Statutory contributions. 			
DEFINITIONS	<p>For the purposes of this Policy, the following definitions apply:</p> <p>Acquittal - the process by which a recipient demonstrates in writing to the Council that it has expended the funds in accordance with the terms and</p>			

	<p>conditions of the funding agreement on completion of the activity or project.</p> <p>Auspicing – when an organisation takes responsibility for ensuring the funds are used as specified in the grant allocation. An auspicing organisation will be responsible for:</p> <ul style="list-style-type: none"> a) The receipt, banking and administration of all moneys; b) Project monitoring and completion; c) Ensuring the applicant acquits the funding within allocated timeframe; and d) Sign off on the acquittal form. <p>Business - a person, partnership or organisation which is not a Community organisation, and is engaged in a profit-seeking enterprise or activity.</p> <p>Community Organisation - an entity that carries on activities for a public purpose; or an entity whose primary objective is not directed at making a profit.</p> <p>Donation - a cash and/or non-cash contribution to an organisation that may be associated with a particular activity/event/program, purpose or project but does not carry with it any specific requirements for use. In addition, the contribution does not seek benefits in exchange.</p> <p>Grant - a sum of money given to organisations or individuals for a specified purpose.</p> <p>In-Kind Contribution - the provision of paid and volunteer labour, administrative support, hire-free facilities or donations of materials, equipment or services.</p>
<p>POLICY</p>	<p>1. Policy Statement</p> <p>In adopting the annual budget, Council may approve an allocation of funds and/or in kind-in-kind contribution to support a range of Grants, Donations and Rate Remissions Schemes for eligible community organisations and individuals.</p> <p>Relevant guidelines will be established for each Grant, Donations or Rate Remissions defining eligibility, assessment and acquittal criteria under which Council funding will be considered.</p> <p>Council may contribute to business or other partnerships where projects, events or activities will contribute significantly to individual, community, cultural, social, economic, recreational and environmental development.</p> <p>Organisations and individuals are expected to apply responsible management of any financial assistance received from Council, which may include acquittal of funds received.</p> <p>Where funding is provided to an individual, the recipient should reside permanently within the Devonport municipal area.</p>

Council will only consider applications from organisations or individuals outside the Devonport municipal area where it can be demonstrated that the project, activity or initiative will benefit the community of Devonport.

2. Requirements

The activity/program/event must contribute to and align with the goals and strategies outlined in the Annual Plan for the year in which the financial assistance is proposed to be given.

The activity/program/event is accessible to all persons within the municipality or to a significant group of persons within the area. (Charging a fee to participate does not preclude the event being accessible to all persons).

3. Assessment Process

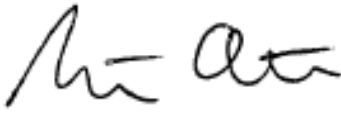
A proposal to provide or request financial assistance will not be actioned, reported to Council or decided upon unless:

- (a) Clear and detailed information on all assistance that is proposed or requested is provided in the manner prescribed by Council;
- (b) Current financial statements, (and where one should reasonably be available, an audit opinion on these statements), are provided to assist Council in assessing the needs of the proposed/requesting beneficiary. This does not apply to donations and/or Sports Travel Assistance Grants;
- (c) The details of any recipients that stand to benefit from the activity/program/event including donations to be made to groups from the proceeds of activity/program/event, are identified in the application.

The total amount of assistance provided to any organisation/ group/person/ project/event in each financial year is not to exceed, the budgeted financial assistance amount unless otherwise determined by Council. The request can be a mix of cash donation and in-kind support.

Staff delegations are in place to simplify the process of approving applications that comply with the principles outlined in the policy. All applications that exceed delegation are to be presented to the relevant Council Committee for assessment, before being presented to Council for consideration.

Once the budgeted amount allocated for Financial Assistance has been distributed no further allocations will be made available in that financial year – even if the applicant meets all eligibility requirements, without the approval from Council. Requests may be considered if they form part of a program budget and can demonstrate how they meet the objectives of the funding.

	<p>4. Conditions</p> <p>The following conditions apply to assistance issued under this policy:</p> <ul style="list-style-type: none"> • The use of any part of the financial assistance for purposes other than specified in the letter of approval and/or funding contract is not permitted without prior approval in writing by Council; • Where specified, successful applicants must ensure that Council is appropriately recognised as a partner; • Any approved assistance will lapse if not claimed within three months following the date of approval; • Assistance to community organisations does not include GST; and • No retrospective funding will be granted. <p>5. Notification</p> <p>Applicants determined as successful/unsuccessful in accordance with the guidelines will be advised accordingly in writing.</p>			
LEGISLATION AND RELATED DOCUMENTS	<p>Local Government Act 1993 Rates and Charges Policy Devonport City Council Strategic Plan 2009-2030</p>			
ATTACHMENTS (IF APPLICABLE)	<p>N/A</p>			
STRATEGIC REFERENCE	<p>4.7.3 – Promote the equitable distribution and sharing of resources throughout the community that supports the delivery of quality outcomes</p>			
MINUTE REFERENCE	<p>21/173</p>			
OFFICE USE ONLY	Update Register	Y	Training/Communication	Y
	Advise Document Controller	Y	Advise HR / MCO	Y
	<p>Management Sign Off:</p>  <p>Date: 23 August 2021</p>			