GUIDELINES FOR

COMMUNITY INITIATIVES PROGRAM

to be read in conjunction with Council's Donations Policy

1. PROGRAM AREA

Community Initiatives Program.

2. POLICY

Clarence Valley Council Donations Policy (available on Council's website).

3. AIMS AND OBJECTIVES

Clarence Valley Council acknowledges and values the significant contribution made by community initiatives to both the social and economic well being of the local area.

The purpose of the Community Initiatives Program is to support local initiatives put forward by community groups and organisations that enhance the quality of life in the Clarence Valley.

4. ELIGIBLE ORGANISATIONS

Applicants must be an incorporated or sponsored non-profit community organisation or group:

   i)   that does not receive significant regular funding from a sponsor/auspice organisation; or

   ii)   an unincorporated non-profit community group that maintains its own bank account based in the Clarence Valley community (as defined by the Clarence Valley LGA boundary); or

   iii)   not based in the Clarence Valley provided that the service they provide benefits the Clarence Valley community.

5. INELIGIBLE ACTIVITIES

Assistance will not be approved:

- for community initiatives or events that generate financial profits for commercial companies and/or individuals (except in exceptional circumstances and in accordance with additional legislative requirements).

- for an initiative that duplicates existing available services to an identical target group within the same geographic location.

- for funding on-going operational or administration expenses with the exception of land rates or, if your organisation provides public toilet facilities (and there are no other public toilets in the vicinity), water rates. Examples of on-going operational or administration expenses include insurance, utility expenses (electricity, phone, etc) and rent. Furthermore, Council will not provide funding for garbage rates.

- for the purchase of large capital items or building improvements.

- where applicants are in a position to self-fund the project.

- activities that are the primary responsibility of other funding agencies or government departments.

- where the project is a core activity of the applicant organisation.

- where the project is to raise funds for other organisations and is not the applicant organisation's core business.

6.   FUNDING GUIDELINES

Applicants should note that:

- Community Initiatives will not be funded retrospectively i.e. **funding <u>must be approved before</u> the proposed event or activity.**

- Community Initiatives must be held within the financial year in which the funding is granted.

- No application will be guaranteed funding support nor can any applicant be guaranteed funding to the full amount requested. Clarence Valley Council reserves the right to vary sponsorships or donations funding at any time.

- Funding for schools and TAFE campuses is limited to assistance with awards nights. Council will annually determine a level of support for schools and TAFE campuses and the level of support will be same for each school and each TAFE campus.

- In-kind support, fees/charges waivers or fees/charges reductions are donations and must be budgeted for by Council. Applicants should refer to Fees & Charges on Council's website or contact the relevant Council venue or department to determine the value of the fee or charge to be waived, and when completing the Application Form relate their request to the relevant Category of Support detailed in Item 7.

7.   CATEGORIES OF SUPPORT

There are four categories of support offered by the Clarence Valley Council Community Initiatives Program. Donation requests are to be inclusive of all financial and cash equivalent contributions requested of Council. If applying for:-

Category 1:   Cash - you are required to complete all sections of the application and refer to the Checklist for supporting documentation required.

Category 2:   Education Institutions - you are required to complete all sections of the application and refer to the Checklist for supporting documentation required.

Category 3:   Rates donations only - you are required to complete all sections of the application and refer to the Checklist for supporting documentation required.

Category 4:   Fee waiver - you are required to complete all sections of the application and refer to the Checklist for supporting documentation required.

8.   ASSESSMENT CRITERIA

Applications under the **Community Initiatives Program** are to relate their submission to 1 or more of the following criteria:

- Not for profit community organisations providing a community service within the Clarence Valley region where there is a demonstrated community need or benefit

- Educational institutions in the Clarence Valley for award presentations only

- Sporting Associations to assist with sponsorship of an event or an award (as distinct from funding for an event itself - see Festivals and Events Development Program) only

- Organisations involved in cultural development within the Clarence Valley

- Financial viability of the organisations or groups making the applications

- Organisations that provide a valuable service or benefit for which there are no alternate funding sources.

- Preference will be given to donations that:

    (a)   assist to provide a service that falls within Council's area of responsibility, or

    (b)   benefit or assist a target group or activity identified in one of Council's strategic plans,

(c)   benefit areas where there is an obvious and documented community/local need.

- The donation request must be for an activity or service to be provided within the financial year for which the donation is approved by Council

- Council will only make one donation to any organisation each year

9.   SUBMITTING THE APPLICATION FORM

Application forms will only be accepted online via the SmartyGrants link on Council's website at www.clarence.nsw.gov.au.

All applicable sections of the application form must be completed, and supporting documentation uploaded as requested (refer to Checklist of application form). Failure to upload supporting documents will delay and or exclude your application from being considered.

If your organisation has multiple projects or events, please submit all proposed dates on one application form.

All funding is allocated at the discretion of Council and subject to budgetary constraints.

10.   ACCOUNTABILITY & ACQUITTAL

Successful applicants are required to comply with the following requirements:

- Funds must be used for the purpose for which they were granted. Any variations in the use of funds must be approved in advance by Council and confirmed in writing.

- Funds must be expended within the financial year they are allocated.

- Acquittal Forms must be filled in by all organisations, and uploaded via their application log in, within 6 weeks of the project / initiative finishing date. Any unused funds are to be returned to Council upon completion of the initiative.

11.   UNAUTHORISED COMMUNICATION

Groups and organisations submitting an application are required to direct all communications through the Council contact person named in the application documentation, unless advised otherwise. Unauthorised communication with other staff may lead to disqualification.

Individual letters of support from Councillors or Council staff will not be accepted.

12.   COUNCIL ASSISTANCE

Council staff are pleased to assist community groups with any questions you may have in relation to the application process.

Please contact Council's Community Projects Officer in the Community Development Unit on 6643 0200 should you require assistance with completing your application form or if you need to clarify any aspect of the application or assessment process.

The Community Projects Officer will also be available to assist applicants with their online application, in person, using their own or Council's computer.