



Policy Owner: Director Community and Library Services

Category: 4. Our Social Vitality

1. STATEMENT OF INTENT

- 1.1 To provide clarity and direction to North Sydney Council and the community, on the equitable investment of resources and funds to strengthen the capacity of the community, to address identified social needs.
- 1.2 Council supports the provision of community services through financial assistance by way of small grants and subsidies to not for profit community organisations. Dollar allocations are determined according to a project review, the project's capacity to address areas of high priority social need and the organisation's financial capabilities.
- 1.3 Grants and subsidies will be seen as a contribution rather than a commitment to fund the entire service.
- 1.4 A key objective of Council's small grants and subsidies program is to support the provision of projects or services that are principally for the benefit of residents of North Sydney local government area.

2. ELIGIBILITY

- 2.1 Grants will only be awarded to:
 - a) incorporated not for profit organisations based in and/or servicing the North Sydney local government area; or
 - b) community groups in the North Sydney local government area auspiced by an incorporated not-for-profit organisation.
- 2.2 The organisation must undertake the project for which the grant has been awarded within the specified time frame.
- 2.3 Previous grant funding gained through this program must have been acquitted.
- 2.4 One-Off Funding - one-off funds may be provided to service organisations experiencing financial difficulties or to assist funding of particular projects.
- 2.5 Bulk Mail Requests - The General Manager, on delegated authority, will reply in the negative to bulk mail donation requests.

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- 2.6 Activities which promote or advance a specific religious or political belief system will not be considered for funding under this program.

3. DEFINITIONS

- 3.1 Grants - generally are cash grants from Council, though they may include services on which a dollar valuation is placed.
- 3.2 Small Grants Program - new and innovative projects which target defined needs aligned to the *North Sydney Community Strategic Plan*.
- 3.3 Subsidies - are ongoing support for to community services/organisations operating in the North Sydney local government area.

4. PROVISIONS

- 4.1 Determinations will be made annually (usually May) for the following financial year, as part of Council's budget process.
- 4.2 In accordance with Council's financial year (1 July to 30 June), applicant organisations will be asked to forward submissions by the first week in March each year.
- 4.3 Applications, using the specified Application Form, must be submitted to Council by the closing date to be eligible for consideration.
- 4.4 Applications will be assessed in accordance with the following assessment criteria:
- a) The project/or service contributes to the goals within the *North Sydney Community Strategic Plan*;
 - b) The project outcomes are a priority for the community and are aligned with demonstrated community needs or aspirations;
 - c) The project fosters innovative, creative ideas and solutions to community need(s);
 - d) The project stimulates community or cultural development in North Sydney;
 - e) The project contributes to community connectedness, reduces social isolation or engages previously disengaged members of the community;
 - f) The project promotes social equity or justice;
 - g) The project enhances the quality of service delivery.
 - h) Organisational Capacity:
 - the applicant has the experience and expertise to deliver the activity effectively; and
 - a history of appropriate financial management; and

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- i) Project Budget - the proposed budget includes income and expenditure targets.
- 4.5 Council will determine the level of funding according to:
- a) The applicant's financial status:
- Income and expenditure details for the preceding financial year;
 - previous, current and projected budget details;
 - monies in reserve;
 - services planned; and
 - impacts of previous funding;
- b) Service needs, as regards:
- maintenance of service viability;
 - alternative funding sources; and
 - financial difficulties for the service provider.
- c) Organisational management:
- soundness of structure;
 - legal status (incorporated, non-profit organisations);
 - provision of a statement of funds in the event of an organisation ceasing to function;
 - provision of award conditions for staff;
 - provision of equal employment opportunities, anti-discrimination and affirmative action policies in staffing matters; and
 - encouragement of (service) user participation
- 4.6 An annual *Plan of Management* review applies to Community Centre subsidy Allocation.

5. RESPONSIBILITY/ACCOUNTABILITY

- 5.1 Requests will be referred to Council's Manager Community Development in the first instance, and in some cases may be referred to Council.
- 5.2 Recipient organisations will participate in community forums or interagencies, assist in service planning and continuously evaluate their service.
- 5.3 Recipient organisations will be able to nominate an identifiable outcome in the project/service program; organisations will be asked to provide expenditure information at the end of the project year.

6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Community, Cultural and Recreational Facilities Policy
- Community Strategic Plan
- Long Term Financial Plan

The Policy should be read in conjunction with the following documents/legislation:

- Local Government Act 1993 (Section 356 Financial Assistance)

Version	Date Approved	Approved by	Resolution No.	Review Date
1	16 February 2009	Council	61	2012/13
2	18 February 2013	Council	61	2016/17
3	25 June 2018	Council	214	2020/21