

 GLAMORGAN SPRING BAY COUNCIL	POLICY - COMMUNITY SMALL GRANTS FUND	5.1	
		Version 2	Date 28/09/10
Minutes Dated 28 September 2010	Approved By : Council Decision No. 173/10	Review Date - As required	

1. OBJECTIVE

The objective of this policy is to define the guidelines for providing Community Groups with small grants.

2. SCOPE

This policy incorporates all small grants applications by Community Groups within the Municipality.

3. DEFINITIONS

N/A

4. PROCEDURE

1. Council contribution to be normally limited to \$1000 (with some discretionary provision for Council to over-ride and each application will be decided on individual merit).
2. The Council will contribute an amount of not less than \$15,000 in each budget year.
3. Where an individual from the Glamorgan Spring Bay municipal area has been selected on merit to participate or compete in any event or project of State, National or International significance, Council may provide sponsorship of up to \$200. Due to the short-time frame normally involved in these instances, the General Manager shall make the decision on such an application without the need to refer it to Council.
4. Applicants to complete an appropriate application form and grant acquittal form provided by Council.

The remainder of the budgeted amount for small grants be allocated by Council on a needs basis or in response to other specific applications from the community.

5. IMPLEMENTATION

Implementation of the policy will be carried out by the General Manager.

6. DELEGATION

The General Manager will delegate to the Community Development Manager to provide a report on each application to be presented to Council for decisions.

7. RESPONSIBILITY

The compliance of this policy is the responsibility of the General Manager.

8. REPORTING

To the Council through monthly reporting and budget reviews as required.

9. STATUTORY REQUIREMENTS

Nil

10. REFERENCES

N/A

11. ATTACHMENTS

1. Application Form
2. Guidelines for applying.

COMMUNITY SMALL GRANTS PROGRAM

Name of Applicant:

Postal Address:

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Contact Person:

Position:

Contact Telephone Number

Email Address:

Fax Number:

Is your organisation an incorporated body? Yes/No

Project title and brief description:

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Position in Organisation:

Date:.....

COMMUNITY SMALL GRANTS PROGRAM

GUIDELINES FOR APPLICANTS

The Glamorgan Spring Bay Council's Community Small Grants Program provides small grants to individuals and community organisations and groups to assist them to undertake programmes and activities within the Glamorgan Spring Bay municipal area.

Council receives requests for more funding than is available and consequently funds under the programme are limited. The majority of grants will be restricted to no more than \$500, however, in certain circumstances, Council may consider increasing the allocation.

There is no specific funding period. Applications for funding assistance shall be considered throughout the year until such time as the available funds have been exhausted.

ELIGIBILITY

- Applications must be from not-for-profit organisations.
- Any resident of the Glamorgan Spring Bay municipal area who has been selected on merit to participate or compete in any event or project of state, national or international significance may seek funding assistance.
- Projects should aim to:
 - address relevant community issues of significance;
 - be initiated within the community and actively involve local people.
 - improve access and encourage wider use of facilities.

COUNCIL REQUIREMENTS

- Completed Small Grants Program Application Form.
- A plan or sketch of the proposed project (if applicable).
- Copy of the most recent financial statement or project budget.
- Successful applicants should provide a brief written report of the success or otherwise of the project prior to the conclusion of the financial year, together with a photo (if applicable).

For further information, please contact:

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Email: lona@freycinet.tas.gov.au

Return completed forms to PO Box 6, Triabunna. 7190