



GLAMORGAN
SPRING BAY
COUNCIL

Glamorgan Spring Bay Council

Community Small Grants Policy

Version 2

Adopted: 28 September 2010

Minute No.: 173/10

Document Control

Policy Name	
First issued/approved	28 Sep 2010
Source of approval/authority	Council
Last reviewed	N/A
Next review date	July 2022
Version number	2
Responsible Officer	Director Corporate & Community
Department responsible for policy development	Community Services
Related policies	
Publication of policy	Website

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1 Introduction

1.1 Purpose

The purpose of this policy is to:

- a) Define the guidelines for providing community groups with small grants.

1.2 Scope

This policy applies to:

- a) All small grants applications by community groups within the municipality.

1.3 Definitions

Nil.

1.4 Related Policies and Legislation

Nil

1.5 Policy Review and Update Cycle

- a) This policy is to be next reviewed in July 2022 and thereafter, every four (4) years.

2 Policy

2.1 Council contribution amounts

- a) The Council will contribute an amount towards Small Claim Grants of not less than \$15,000 in each budget year.
- b) Each contribution is normally limited to \$1000. There is some discretionary provision for Council to increase an application (decided on individual merit).
- c) 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 often involved in these instances, the General Manager shall make the decision on such an application without the need to refer it to Council.
- d) Towards the end of each financial, the remainder of any unallocated amounts from the Small Claim Grants budget may be allocated by Council on a needs basis or in response to other specific applications from the community.

2.2 Application requirements

- a) Applicants are to complete an appropriate application form and grant acquittal form provided by Council.

3 Implementation

Implementation of this Policy rests with the General Manager.

3.1 Delegations

- a) Implementation of this Policy rests with the General Manager.
- b) The General Manager will delegate to the Corporate and Community Director to provide a report on each application to be presented to Council for decisions.

4 Attachments

4.1 Guidelines for application

4.2 Application form

COMMUNITY SMALL GRANTS PROGRAM APPLICATION PACKAGE

A funding scheme initiated by the Glamorgan Spring Bay Council to assist community development in the municipality.

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 programs and activities within the Glamorgan Spring Bay municipal area.

Council receives requests for more funding than is available and consequently funds under the programs are limited. The majority of grants will be restricted to no more than \$1,000, 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 as defined as follows:
 - Its main operating purpose is other than to provide goods and services for profit.
 - Other than in the case of winding up, no member/owner has the right to surpluses of the entity.
 - That entity does not have the right to transfer ownership to members/owners.
- ❖ 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 PROCESS REQUIREMENTS

- ❖ Application:
 - Complete the Community Small Grants Application form.
 - Provide a plan or sketch of the proposed project (if applicable).
 - Provide a copy of the project budget and evidence of basis of costs.
- ❖ Successful applicants after project completion:
 - Complete the Community Small Grants Acquittal form.
 - 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).
 - Provide most recent financial statement or evidence of expenditure.

For further information, please contact the Community & Communications Officer
Phone: (03) 6256 4777
Email: community@freycinet.tas.gov.au
PO Box 6, Triabunna 7190

COMMUNITY SMALL GRANTS APPLICATION FORM

Name of applicant	
Postal address	
Contact person	
Role if group applying	
Contact number	
Email address	
Is your organisation an incorporated body?	Yes No
Project title and brief description (If insufficient space, please attach additional sheet)	
Outline intended outcomes of the project (for example, benefits of the project to the community, support from any other groups or organisations.)	
Funding sought from Council	\$
Funding to be contributed by you or your organisation	\$
Funding to be contributed from other organisations (Provide details below of confirmed or anticipated contributions *)	\$
Total Project Expenses	\$
Signed	
Name (Please print)	
Date	
*Details of other contributors:	

COMMUNITY SMALL GRANT ACQUITTAL FORM

(To be filled out by successful recipient of Grant Funds)

Name of successful applicant		
Postal address		
Contact person		
Role if group applying		
Contact number		
Email address		
Is your organisation an incorporated body?	Yes	No
Project title and brief description of how the project achieved the outcomes intended.		
INCOME		
Funds received from Council		\$
Funding from your organisation		\$
Funding from other organisations		\$
TOTAL funding received		\$
EXPENDITURE		
List expenditure receipts		
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL expenditure		\$
Total Funding less Total Expenditure		\$
Signed by recipient		
Date signed		