



Community Financial Assistance Policy

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Officer Responsible	Director Corporate Services
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Strategic Policy

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Objectives

The primary objective of the Blayney Shire Council's Community Financial Assistance Policy is, through the provision of financial assistance to community organisations, to:

- (a) encourage local participation in the development and maintenance of community projects, infrastructure and facilities for current and future generations;
- (b) foster the social, educational, economic and/or environmental wellbeing of the community;
- (c) support local schools and individuals to recognise academic and sporting achievements of local young citizens and to develop leadership skills; and
- (d) develop and promote the sporting, cultural and tourism potential of the shire through events and activities that support social inclusion, and accessibility.

1. LEGISLATION

The Community Financial Assistance Policy has been approved by resolution of Council. It is authorised under section 356 of the Local Government Act 1993 which permits a Council to contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

2. ELIGIBLE RECIPIENTS

To receive financial assistance under this policy an applicant must be an eligible community organisation. For the purposes of this policy, an eligible community organisation is a separately constituted legal entity:

- (a) which operates on a "not-for-profit" basis (meaning that any proceeds of its activities are used for the benefit of the organisation and are not available for distribution to its members); and
- (b) the members of which are predominately members of the Blayney Shire community or, if not, which organises an event or function of regional significance which is supported by Council and benefits the Blayney Shire community.

Community groups representative of Aboriginal Australians, Torres Strait Island communities, communities from disadvantaged backgrounds, diverse gender identities, LGBTQIA+, people with disability, from culturally and linguistically diverse backgrounds are encouraged to apply.

Financial assistance is provided across a broad range of activities and projects conducted by charities, not for profits and incorporated organisations that fit the policy criteria.

3. CATEGORIES

Financial assistance to community organisations is provided in three categories:

- (a) **Recurrent Annual Contributions.** These are contributions made to community organisations on an annual basis to assist financially with specified outgoings (such as public liability insurance), the waiver of Council rates and charges, waiver of Council rental charges, a school activity, the holding of a regular community event, cultural activity, other recurring activity or programs as approved by Council resolution.

Schedule 1 sets out the guidelines for determining the amount of such contributions in each case.

The amount of these contributions for each organisation or event or program is approved by Council in its annual schedule contained in the Operational Plan or by Council resolution. The General Manager may approve other contributions for an organisation or event under delegated authority, provided the contribution is consistent with the guidelines, within budget and reported to Council via the next available Financial Assistance Program Committee meeting.

- (b) **One-off financial assistance.** This assistance is provided for projects involving the construction, maintenance or repair of community facilities, the purchase of equipment, or for the organising and conducting of local events and functions or for youth programs that foster leadership or access to tertiary education. In each case, having demonstrated broad community benefit and support. Projects must be in accordance with the Community Strategic Plan.

Under this category community organisations are eligible to receive Council funding via a competitive submission process. There are two (2) funding rounds each year. As a guide, applications are called in June and December via a public notice.

Applications received after the close of business on the due dates will not be considered unless the Financial Assistance Program Committee in its discretion agrees otherwise. Financial assistance will be made available following determination at an ordinary meeting by Council and subsequent claim by the applicant.

Schedule 2 sets out guidelines for determining the amount of such contributions in each case. Applications are assessed in accordance with the criteria in clause 7 below.

- (c) **Flagship project financial assistance.** Each year an amount of up to \$25,000 will be set aside from the Iberdrola VPA Moneys to provide financial assistance for a major project(s) to be undertaken by a community group(s). Partial matching funding (in cash or kind) is desirable for major project(s). This will usually entail capital works such as groundworks, building construction, building repairs, refurbishment or renovation, and/or major equipment purchases. Funding for such a project is non-recurrent and is subject to the applicant entering into a management agreement for the facility with Blayney Shire Council or the Crown with Council's support.

Council assistance may include support for applications for grants made to a government or other public funding organisation. Success in such applications may result in a reduction of Council financial assistance.

[If a suitable major community project is not identified in any year, the funding will be set aside and be available in a subsequent year, when it will be in addition to any project in that year or pooled with that year's allocation to provide additional assistance for a suitable project.]

4. AMOUNTS

An annual budget allocation for the Community Financial Assistance Policy is made each year in Council's Operational Plan.

5. APPROVAL PROCESS

All applications for one-off financial assistance and for the annual flagship community project are decided by Council upon the recommendation of Council's Financial Assistance Program Committee, which is a section 355 committee of Council.

The Financial Assistance Program Committee is chaired by a Councillor nominated by Council and comprises 2 Councillors including the Chairman, the General Manager of Newmont or their delegate; a representative nominated by Iberdrola; and a minimum of 4 community representatives, appointed by Council. The secretariat is Council's Director Corporate Services.

Assessment of applications will remain confidential and no appeal is permitted as to any funding allocation decision.

6. ASSESSMENT CRITERIA

Council will use the following general criteria when considering requests for financial assistance:

- (a) activities which address gaps in service or community development;
- (b) activities which promote community development in a multicultural context and seek to address issues of access, equity and inclusion;
- (c) involvement from volunteers and self-help initiatives which build upon Council's contribution;
- (d) consumer / user participation in management of services / activities
- (e) innovative and creative approaches to identified needs; and
- (f) activities which use Council funding to attract further resources.

Council will give low priority to following types of requests for financial assistance:

- (a) activities/services which do not attempt to become self-supporting where the potential exists through fees or other feasible income-producing activities;
- (b) activities of a purely social nature, which do not provide a wider community benefit;
- (c) where more than one successful application has been awarded to a recipient in the Council term;
- (d) activities which are eligible for support from statewide or regional parent bodies; and
- (e) organisations, which have failed accountability requirements, e.g. acquittal of funding, for past Council assistance.

WHAT IS FUNDED

The following outline is not exhaustive, however is a guideline for assessing applications:

7. WHAT IS NOT FUNDED?

One-off financial assistance is not available for:

- (a) projects or organisations wholly outside the shire of Blayney;
- (b) operating or administrative overheads, such as rent, wages, office equipment or utility costs or travel, accommodation and conference costs;
- (c) operating expenses for events e.g. band hire. This does not include Council charges; traffic management; or hire of portable public conveniences.
- (d) projects by individuals or that benefit personal business interests;
- (e) projects that duplicate an existing project or service;
- (f) projects for funding of sporting equipment ordinarily funded by club member registrations, contributions or sponsorship e.g. renewal of equipment or clothing;
- (g) projects for funding of heritage buildings including churches not available for use by the broader community e.g. used solely for the benefit of a particular group; or
- (h) completed projects.

8. GENERAL CONDITIONS/PAYMENT

Funds approved under the community financial assistance policy are to be claimed by 30 June of the following financial year of approval. In the event that funds are not claimed the applicant shall re-apply, if required, and funds will be returned to the community financial assistance program budget for reallocation.

8.1 Recurrent Annual Contributions

- (a) Where Council is providing a contribution for Rates and Annual charges, this funding will be processed after the Rates Instalment notice has been issued in July. A table is shown below on eligibility of groups:

Group	Rates	Non-residential Sewer	Sewer Future Infrastructure Subsidy Charge	Waste Levy	Waste Availability Charge	Waste Service ¹
Community Halls, School of Arts	•	•	•	•	•	•
CWA Halls, RSL	•	•	•	•	•	•
Community facilities with NFP status				•	•	•
Historical Societies and similar	•	•	•	•	•	•
Churches ²		•	•	•	•	•
Other groups ³	•			•		

- 1. Maximum of 1 waste service only
- 2. Eligible for 50% subsidy of sewer charges
- 3. As determined by Council

- (b) For those categorised as Public Liability Insurance or Rental, Council requires a tax invoice prior to payment of financial assistance to be accompanied by the relevant Insurance Policy and Premium notice or proof of payment. GST will be added to all financial assistance where applicable. Applicants should provide their ABN. Applicants without an ABN must submit a "Statement by a Supplier" form available from the Australian Tax Office or from Council. Financial assistance with Public Liability Insurance will only be available for village committees, progress associations, hall committees and schools of arts or groups, where agreed by Council through a Memorandum of Understanding. All recipients will be required to outline usage statistics for the facility, demonstrating appropriateness for expenditure of ratepayer funds and other information as required by Council. Such information includes building conditions and maintenance requirements to assist in informing Village Plans and Council Asset Management Plans (for Council owned facilities).

8.2 One-off Financial Assistance and Flagship Annual Community Projects

- (a) Projects must be clearly described, illustrate the community benefit that the financial assistance will provide and identify which of Council's vision statements in the Community Strategic Plan will be addressed.
- (c) Council does not offer any guarantee of funding as funding is subject to funds being available and not previously allocated. Also, as not all projects will receive funding, available funds will be allocated for projects that best meet the required community based criteria.
- (d) Applications that match \$ for \$ will be considered favourably. Any matching funding from the applicant or other sources are to be identified on the application.
- (e) All applications >\$3,000 must furnish 2 quotations to demonstrate best value for money.
- (f) Applicants must ensure that necessary approvals such as development applications or licences are considered prior to application lodgement. Evidence to this end in the form of a pre-development application consultation letter or correspondence from the relevant licence authority should accompany the application.
- (g) For projects involving construction / installation of new assets or renewal of existing assets on any Council controlled land, park, oval or recreational facility, consultation with Council including landowner consent, i.e. Crown or Council, will be required prior to application lodgement.
- (h) For projects involving major sporting equipment / infrastructure on any Council controlled land, oval or recreational facility, consultation with Council including landowner consent, i.e. Crown or Council, will be required prior to application lodgement.
- (i) Council reserves the right to manage any project approved on Council controlled land, park, oval or recreational facility as it deems required in consultation with the community organisation.
- (j) All applicants must provide certificates of currency for public liability insurance and the constitution or rules of their organisation where requested.

- (k) Council must be acknowledged in all promotional activities and must be provided with copies of advertising or promotional materials featuring Council for Council's approval prior to use in any promotional activity.
- (l) Any funds unspent at the completion of the project must be returned to Council.
- (m) Council requires a tax invoice prior to payment of financial assistance. GST will be added to all financial assistance where applicable. Applicants should provide their ABN. Applicants without an ABN must submit a "Statement by a Supplier" form available from the Australian Tax Office or from Council.
- (n) Applicants who are not registered for GST should consider the applicability of Council's Community Infrastructure Projects Policy (No. 3h) which is intended to assist such groups with projects on Council land by enabling them to recover the GST paid on taxable supplies associated with of the project.
- (o) For financial assistance of \$10,000 and above, a performance agreement must be completed between Council and the organisation following approval.
- (p) Approved applicants for Flagship funding approved will be restricted to 1 per Council term however in special circumstances more than 1 application may be made.

In submitting an application, the applicant accepts and acknowledges the general conditions set out in this Policy and in the Guidelines and in particular acknowledges that if unsuccessful it cannot appeal, contest or petition any councillor, staff member or community representative acting on behalf of or for the Council or its funding partners.

9. APPLICATION FORM

An application on the approved Council form must be submitted for those applicants seeking Council support under this Policy. Letters of request or verbal applications will not be accepted as funding applications.

An application form and Guidelines for applicants is available on Council's website and from Council's office. These guidelines describe the information that must be included in the application and set out the acquittal and reporting requirements which must be complied with.

SCHEDULE 1: Guidelines for Annual Contributions

Type of assistance	Amount
Administration (based on value of public liability insurance)	(i) reimbursement of 100% of the premium up to \$1,000 p.a.; and (ii) reimbursement of 50% of the premium exceeding \$1,000 up to a maximum grant of \$2,000 p.a.
Property rates and charges	as per cl. 9.1(a) of policy based on the Notice of Assessment for year claimed
Rental	as per Council invoice
Schools	for school prizes, \$100 per school per annum
Community Events/Cultural Activities	Not exceeding \$2,000 except with the approval of Council

SCHEDULE 2: Guidelines for One-off Financial Assistance

Type of assistance	Amount
Financial Assistance for community facilities	(a) Up to \$5,000 in funding, with matching funding (in cash or kind) being desirable at all levels, but mandatory between \$3,000 and \$5,000; or (b) up to \$10,000 in exceptional cases for special projects approved by Council
Flagship annual community project (see clause 3(c))	Up to \$25,000
Development Applications	The total amount of development application costs levied on works to be undertaken on Council owned facilities.

The End

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