

Central Coast Council Community Grants Policy

Date Adopted:	31/03/2026
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Revision:	4
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1. Policy Objectives

- 1.1. This Policy provides a framework for the establishment and management of Central Coast Council's **(Council)** Community Grant Programs **(CGP)** in accordance with sections 356 and 377 of the *Local Government Act 1993* (NSW).
- 1.2. This Policy is to be read in conjunction with the supporting CGP Guidelines.

2. Policy Scope

- 2.1. This Policy applies to all grant funding, subsidies and in-kind assistance distributed by Council through its community grants programs.
- 2.2. This Policy applies to all elected members of Council, Council employees, any person or organisation contracted to or acting on behalf of Council, any person or organisation employed to work on Council premises or facilities and all activities of the Council.
- 2.3. This Policy does not apply to:
 - 2.3.1. Council's Sponsorship Program
 - 2.3.2. Grants received by Council
 - 2.3.3. Community service advertising support for events
 - 2.3.4. Bequests and endowments
 - 2.3.5. Joint ventures or consultancies and donations or gifts which are given for philanthropic reasons such as where a financial or in-kind donation is made without any expectation of any reciprocal or return benefit.

3. Policy Statement

- 3.1. The *Local Government Act 1993* permits Council, by resolution, to contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.
- 3.2. Council's Community Grant Programs are designed to assist community projects in the Central Coast Local Government Area (LGA) that support and foster community partnerships, meet community needs and are deemed to benefit the community in alignment with the Community Strategic Plan.
- 3.3. This Policy and the supporting Guidelines enables Council to support local projects put forward by community organisations or groups and individuals and ensures that decision-making around the provision of community grants complies with relevant legislation and enables an equitable, open, and transparent process.

4. Community Grants Programs

4.1. This Policy supports financial assistance to three grant programs under the banner of the Central Coast Council Community Grants Program:

- 4.1.1. **Community Events and Place Activation Grant Program** which aims to support local organisations to deliver community events and activities that activate spaces and places to compliment activity around town centres, foreshores, lakes and green spaces for the local community, visitors and tourists. Applications can be made for funding up to \$20,000 per financial year, per activity.
- 4.1.2. **Community Development Grant Program** supports community organisations to implement specific projects, programs or activities that provide community outcomes and enhance the quality of life of residents of the Central Coast as well as strengthening their ability to deliver projects and services that respond to the needs of the community. Applications can be made for funding up to \$20,000 per financial year, per activity.
- 4.1.3. **Community Support Grant** programs remains open throughout the year offering grants up to \$5,000 per project, per financial year to support the community to deliver assistance.

4.2. The delivery of the program is supported by a suite of documents (outlined in the table below) to ensure the information provided to applicants supports a transparent and rigorous process in relation to the assessment, allocation and distribution of public funds. The Community Grants guidelines and application forms can be found on Council's website

Document Name	Document Purpose
Community Events and Place Activation Grant Program Guidelines	The guideline documents provides clear guidance on the objectives, eligibility, application process, assessment criteria and funding conditions of the grant program. It is designed to ensure transparency, consistency and fairness in the allocation of grant funding.
Community Development Grant Program Guidelines	
Community Support Grant Guidelines	

5. Eligibility criteria

- 5.1. The eligibility of certain entities may differ across the CGP categories. Applicants seeking CGP funding must comply with the eligibility criteria outlined in the relevant CGP Guidelines.
- 5.2. Successful applicants must operate within the Central Coast area and/or be able to demonstrate that the activity will benefit residents of the Central Coast community.
- 5.3. Council will consider application requests from a reputable organisation whose public image, products and services are consistent with the values, goals and specific policies of Council.
- 5.4. The following companies, partnerships, sole traders or individuals are not considered by Council as suitable for grant agreements:
 - 5.4.1. Involved in the manufacture, distribution and wholesaling of tobacco-related products, pornography and/or addictive drugs;
 - 5.4.2. Found guilty of illegal or improper conduct by the Independent Commission Against Corruption (ICAC) or any similar authority;
 - 5.4.3. Involved in political fields or affiliations, e.g. political parties;
 - 5.4.4. Involved in a competitive tender or purchasing process, at, or around the time of negotiating a grant or funding agreement;
 - 5.4.5. Unacceptable funding record with Council or with any other government authority.
- 5.5. Council employees or Councillors are not directly eligible to apply for funding. If a Council employee or Councillor is a party to an application under this Policy, this must be declared as part the application and the employee or Councillor is unable to take part in the assessment of the application.
- 5.6. A grant provided must not replace a service Central Coast Council is required to provide under the *Local Government Act 1993* (NSW) or other legislation.
- 5.7. Council must ensure all grant agreements do not compromise, be perceived to compromise or call into question the integrity and values of Council.
- 5.8. A grant agreement may be refused and/or terminated if deemed by Council as a real or perceived conflict, or where a breach of the terms of an agreement has occurred.
- 5.9. When granting funds, Council must also consider the provisions relating to the granting of financial assistance under section 356(2) of the *Local Government Act 1993* (NSW).

6. Assessment of grant applications

- 6.1. All applications for a grant requesting funds in the Community Development and Community Events and Place Activation Programs, will be assessed by a Community Grants and Sponsorship Review Panel.
- 6.2. The assessment panel will consist of:
 - 6.2.1. Director Community and Recreation Services (or their representative) (1 Vote)
 - 6.2.2. Councillor 1 (1 Vote)
 - 6.2.3. Councillor 2 (1 Vote)
- 6.3. Assessment criteria is outlined in the associated grant guidelines.
- 6.4. Council employees and Councillors involved in the assessment and approval of applications must comply with Council's Code of Conduct and are required to declare any potential pecuniary or non-pecuniary conflict of interest.
- 6.5. Recommendations of this Panel will be reported to Council.
- 6.6. Applications for funding under the Community Support Grant Program are assessed by Grants Officers as well as the relevant Section and Unit Manager and reported to Council.

7. Authority to distribute funds

- 7.1. The Chief Executive Officer is authorised to approve emergency payments, provided the application meets the criteria set in this Policy and the matter is reported to the next meeting of Council.
- 7.2. In accordance with the *Local Government Act 1993* (NSW), funds may not be transferred to applicants until a resolution of Council determining the application is made, with the exception of authorised emergency payments.
- 7.3. All approved grant requests will be described in a written agreement signed by Chief Executive Officer or designated senior officer.
- 7.4. All approved grant program agreements will be reported annually through Annual Report.
- 7.5. All approved grants must be reported on and all funds acquitted.

8. Responsibilities

8.1. Responsibilities for the implementation of this Policy are as follows:

Position	Responsibility
Unit Manager Community and Culture	Review the CGP Guidelines to ensure they are commensurate with the scale, complexity, and risk levels of the activity.
Assessment Panel	Assess grant applications and the value of funding requests.
Section Manager Community Development	Review the CGP applications with the Grants and Sponsorship Officers and Unit Manager.
Grants and Sponsorship Officers	Assessment of all grant applications in the CGP, ensuring applicants and applications meet all aspects of the CGP guidelines.

Records management

8.2. Staff must maintain all records relevant to administering this Policy in accordance with Council's Information and Records Management Policy and

9. Policy Definitions

Act	means the <i>Local Government Act 1993</i> (NSW).
Council	means Central Coast Council.
CEO	means the Chief Executive Officer of Council.
Grant	means a payment made by Central Coast Council to assist in meeting the local government area's strategic goals and objectives, encourages capacity building and provides a benefit to the local community.
In-Kind	means the provision of receipts of goods and services to support or enhance an initiative to the value of the goods or services at a reduced rate or free of charge.
Non-pecuniary interest	are private or personal interests the person has that do not amount to a pecuniary interest as defined in the Act. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and

	associations and may include an interest of a financial nature.
Organisation	means any group, incorporated or unincorporated operating for a defined purpose or function.
Pecuniary Interest	<p>means a person has a pecuniary interest in a matter if the pecuniary interest is the interest of:</p> <ul style="list-style-type: none"> (a) the person, or (b) the person's spouse or de facto partner or a relative of the person, or a partner or employer of the person, or (c) a company or other body of which the person, or a nominee, partner, or employer of the person, is a member.
Sponsorship	means a commercial arrangement in which a sponsor provides a contribution in money or in-kind to support an activity in return for certain specified benefits.
Subsidy	means support provided in-kind in the form of the provision of receipt of goods and services to the community or enhance an initiative to the value of the goods or service at a reduced rate or free of charge.

10. Policy Administration

Business Group	Community and Recreation Services
Responsible Officer	Unit Manager Community and Culture
Policy Review Date	Four years from date of adoption unless legislated otherwise.
File Number / Document Number	D16803490
Relevant Legislation (reference specific sections)	<p>This Policy supports Council's compliance with the following legislation:</p> <ul style="list-style-type: none"> • <i>Anti-Discrimination Act 1977</i> (NSW) • <i>Disability Discrimination Act 1992</i> (Cth) • <i>Environmental Planning and Assessment Act 1997</i> (NSW) • <i>Heritage Act 1977</i> (NSW) • <i>Local Government Act 1993</i> (NSW) • Commonwealth Disability (Access to Premises - Buildings) Standard 2010
Link to Community Strategic Plan	<p>Our People: All the elements that make our people feel safe, supported, celebrated, and connected to their life on the Central Coast.</p> <p>PE1: A shared sense of community spirit and pride that celebrates our First Nations voices, diversity, art, creativity, culture and identity.</p> <p>PE2: Neighbourhoods and communities where everyone feels safe and supported.</p> <p>PE3: Opportunities for people to connect, engage and participate within their community.</p>

<p>Related Policies / Protocols / Procedures / Documents</p>	<ul style="list-style-type: none"> • Information and Records Management Policy • Code of Conduct • Community Strategic Plan • Disability Inclusion Action Plan - 2021-2025 • Central Coast Local Environmental Plan 2022 Sustainable Events Policy • Community Development Grant Program Guidelines • Community Events and Place Activation Grant Program Guidelines • Community Support Grant Program Guidelines • The Burra Charter: the Australia ICOMOS Charter for Places of Cultural Significance, 2013 • Independent Commission Against Corruption (ICAC): Guidelines for Sponsorship in the Public
<p>Sector</p>	<ul style="list-style-type: none"> • The Building Code of Australia

11. Policy Authorisations

No.	Authorised Function	Authorised Business Unit / Role(s)
NIL	NIL	NIL

12. Policy History

Revision	Date Approved / Authority	Description Of Changes
1	26 July 2017 Minute No. 474/17	New policy adopted.
2	27 August 2018 Minute No. 854/18	Periodic review.
3	27 April 2021 Minute No. 113/21	Periodic review.
4	31 March 2026 Minute No. 26/978	Periodic review, minimal changes include addition of Councillors on Grant review panel and grant guidelines tables and appendices.