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# Community Grants **Policy**

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## Purpose

1. This policy has been developed to provide guidance on managing Central Coast Council's Community Grant programs.
2. This policy is to be read in conjunction with the supporting guidelines for each of Central Coast Councils Community Grant Programs.

## Scope

3. This Policy applies to all grant funding, subsidies and in-kind assistance distributed by Council through its grants programs.
4. This Policy covers all elected members of Council, all employees of Council, 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.
5. This policy does not confer any delegated authority upon any person. As per the Local Government Act 1993, any delegations will be through a resolution by Council.
6. All Community Grant allocations are endorsed by Council for final approval.
7. Activities not governed by this policy include:
  - a. Council's Sponsorship Program
  - b. Grants receive by Central Coast Council
  - c. Community service advertising support for events
  - d. Bequests and endowments
  - e. 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.

## Background

8. 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.
9. This policy provides a framework which guides the management of Council's Community Grant Programs in a manner that is in accordance with the Local Government Act NSW 1993.

10. This policy and associated guidelines determine the types of organisations or industries that Council considers would be appropriate to partner with in regards to grant support.
11. This policy and associated guidelines act as tools to ensure that decision-making around the provision of community grants complies with relevant legislation and enables an equitable, open and transparent process.

## General

12. 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.
13. 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.
14. The following companies, partnerships, sole traders or individuals are not considered by Council as suitable for grant agreements, those include:
  - a. Involved in the manufacture, distribution and wholesaling of tobacco-related products, pornography and/or addictive drugs;
  - b. Found guilty of illegal or improper conduct by ICAC or any similar authority;
  - c. Involved in political fields, eg. political parties;
  - d. Involved in a competitive tender or purchasing process, at, or around the time of negotiating a grant or funding agreement;
  - e. Unacceptable funding record with Council or with any other government authority.
15. A grant provided must not replace a service Central Coast Council is required to provide under the Local Government Act 1993 or other legislation.
16. Proposals from employees or Councillors of Central Coast Council (both in a paid or voluntary capacity), are not eligible to apply for funding in Council's Community Grants Programs.
17. Council must ensure all grant agreements do not compromise, be perceived to compromise or call into question the integrity and values of Council.
18. 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.
19. When granting funds, Council must also consider the provisions relating to the granting of financial assistance under the Local Government Act Section 356(2).
20. Council's grants programs will be advertised in Council notices published in a local newspaper and be available on Council's website where practical.

21. 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.' Recommendations of this Panel will be reported to Council. This Committee will consist of:
  - a. Director Community and Recreation Services or representative (1 Vote)
  - b. Councillor 1 (1 Vote)
  - c. Councillor 2 (1 Vote)
  - d. Councillor 3 (1 Vote)
22. In accordance with the Local Government Act, funds may not be transferred to applicants until a resolution of Council determining the application is made, with the exception of authorised emergency payments.
23. The CEO 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.
24. Council staff and funding assessors are required to declare any potential pecuniary or non-pecuniary conflict of interest.
25. All approved grant requests will be described in a written agreement signed by Council's CEO or designated senior officer.
26. All approved grant program agreements will be reported annually through Council's Annual Report.
27. All approved grants must be reported on and all funds acquitted.

## Compliance, monitoring and review

28. Implementation of this policy is supported by guidelines for each Community Grant Program to guide staff in its implementation.
29. The guidelines will be reviewed annually and amended as required under the delegation of the Director Community and Recreation Services.
30. It is the personal responsibility of all Council employees and agents thereof to have knowledge of, and to ensure compliance with this policy.
31. This Policy will be reviewed every three years, or as required.
32. This Policy is managed by the Community and Culture Unit within the Community and Recreation Services Directorate.
33. Suspected breaches or misuse of this policy are to be reported to the Chief Executive Officer. Alleged breaches of this policy shall be dealt with by the processes outlined for breaches of the

Code of Conduct, as detailed in the Code of Conduct and in the Procedures for the Administration of the Code of Conduct.

34. Staff must maintain all records relevant to administering this policy in a recognised Council record keeping system.

## Definitions

35. In this policy:

- a. **CEO** means the Chief Executive Officer of Council.
- b. **Council** means Central Coast Council, being the organisation responsible for the administration of Council affairs and operations and the implementation of Council policy and strategies.
- c. **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.
- d. **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.
- e. **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.
- f. **Organisation** means any group, incorporated or unincorporated operating for a defined purpose or function.
- g. **Pecuniary Interest** - a person has a pecuniary interest in a matter if the pecuniary interest is the interest of:
  - (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.
- h. **Sponsorship** is 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. (Source ICAC – Sponsorship in the Public Sector)
- i. **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

## Related resources

### Legislation:

- a. Local Government Act NSW 1993 (relevant section 356)
- b. NSW Anti-Discrimination Act 1977
- c. NSW Heritage Act 1977
- d. Environmental Planning and Assessment Act 1997
- e. Commonwealth Disability Discrimination Act 1992
- f. Commonwealth Disability (Access to Premises – Buildings) Standard 2010
- g. Australian Standards
- h. Building Code of Australia
- i. The Australia ICOMOS Charter for Places of Cultural Significance, The Burra Charter, 2013
- j. Independent Commission Against Corruption (ICAC) Guidelines for Sponsorship in the Public Sector

### Associated/Internal documents:

- a. One Central Coast Community Strategic Plan 2018-2028
- b. Central Coast Council Code of Conduct CCC002
- c. Central Coast Council Disability Inclusion Action Plan 2017 - 2021
- d. Local Environmental Plan
- e. Accessible Events Guide
- f. Community Development Grant Program Guidelines
- g. Community Events and Place Activation Grant Program Guidelines
- h. Community Support Grant Program Guidelines
- i. Sustainable Event Management Policy and Sustainable Events Guidelines

## History of revisions

<b>Amendment history</b>	<b>Details</b>
<b>Original approval authority details</b>	Central Coast Council
	26/07/2017 Min. No. 474/17
	27/08/2018 Min. No. 854/18
	27/04/2021 Min. No. 113/21
	This policy provides formal guidelines for managing Central Coast Council's Community Grants Programs.
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