

Grants and Assistance Policy

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1 PURPOSE

To ensure that Council has a consistent, equitable and transparent process to respond to requests for donations, grants and financial support and that all requests received, which meet the policy requirements, are given equitable consideration for funding.

2 SCOPE

This policy applies to all requests from community groups, organisations, business, and individuals for grants, and financial support. This policy excludes situations governed by Council's *Rates and Charges Policy*, *Financial Hardship Assistance Policy*, *Sponsorship Policy* and *Youth Services Policy and Guide*.

3 DEFINITIONS

Acquittal Report- a written report submitted after the funded project is complete, detailing how the grant or recipient administered the funds and met the project outcomes in the funding agreement.

Donation - a contribution made by Council without consideration or conditions other than the donation must be used in accordance with Council's objectives.

Grant - a cash or in-kind contribution made by Council based on a successful application process that focuses on a specific activity which is directed at achieving the community goals and objectives of Council as outlined in the funding agreement between the Council and the recipient.

In-kind - non-cash contributions provided by Council towards an event or activity. These include but may not be limited to fee waivers, event promotion support, staff time, and use of Council assets and resources.

4 POLICY STATEMENT

Council recognises the significant role community groups, organisations, business, and individuals play in realising our vision "to create an inclusive community where people want to live, work and invest." Council is willing to support initiatives to achieve common goals wherever possible by committing limited funds in the budget for this purpose. Funding applications must meet the established eligibility criteria, demonstrate an identified need, and represents value for money to the municipality.

The assessment of financial assistance will give consideration to the following principles:

- Collaboration *Beneficial partnerships which achieve shared objectives*
- Economic growth *Contributes to increased economic capacity of the community*
- Inclusion *Equitable access and distribution of resources*
- Responsive *Responsive to emerging needs and opportunities*
- Strategic alignment *Contributes to the achievement of council's key strategies*

Council does not donate to charities or provide grant funding to programs and organisations considered the responsibility of State or Federal Government.

5 RESPONSIBILITIES

All council officers are required to comply with this policy when receiving requests for donations, grants, and funding support.

Councillors and Council officers assessing grant applications must declare any conflict of interest in accordance with the Local Government Act 1993 (Part 5) and/or Council's Code of Conduct and may need to be excused from the assessment process.

6 PROCEDURES

6.1 Grants and assistance program

Specific grant priorities will be communicated through funding streams that link to relevant Council plans and strategies. The funding streams are:

- Community Grants
- Business Grants
- Australia Day Grants
- Other Assistance - Donations and Fee Reductions

6.1.1 Community Grants

West Tamar Council's Community Grants program provides funding for projects and initiatives that respond to the social, cultural, recreational, and environmental needs of West Tamar residents.

Community Grants up to \$5000 (exc. GST) will be made available on a rolling basis, subject to budget availability. Applications are assessed at the end of each round (maximum of 3 rounds), and funding should be made available to successful applicants within six (6) weeks of submitting their application. Applications will be assessed and funded on a 'first-in' basis.

6.1.2 Business Grants

The Business Grants program supports the establishment of new businesses and growth of existing businesses within the West Tamar municipality. The aim is to foster local economic development by supporting activities that support local business growth and/ or encourage innovation and investment within the municipality

To be eligible for this program a business is defined as an organisation which employs less than 20 full-time equivalent employees with a valid ABN and a principal place of business located within the West Tamar Council area excluding franchises, multi-national chains, or businesses with interstate/national parent companies, unless the local branch is a standalone entity.

Individual grants of up to \$20,000 are available, subject to funding availability. Council will consider all eligible applications and assess each application against an assessment matrix. Shortlisted applications may be required to present the proposed project to council (in person) as part of the assessment process. Funding should be made available to the successful applicant/s within six (6) weeks of Council's decision to award a grant.

6.1.3 Australia Day Grants

Grants are offered to assist groups in the West Tamar municipality to hold community Australia Day events.

To be eligible for Australia Day Grants, applicants must:

- (a) Be from not-for-profit organisation;
- (b) Hold the event on Australia Day;

- (c) Be initiated within the community and actively involve local people;
- (d) Be inclusive of all sectors of the community;
- (e) Provide evidence of appropriate insurances to cover the event;
- (f) Complete a budget within the application with detailed estimates of costs and quotes (quotes should be attached);
- (g) Include written evidence from the community demonstrating support;
- (h) Be discussed with Council's Community Services Team prior to submission.

6.1.4 Eligibility and assessment process

Guidelines detailing the eligibility and assessment criteria will be made available on Council's website and potential applicants are advised to contact Council's Community Services Team prior to applying.

Initially applications for Community Grants, Business Grants, and Australia Day Grants will be assessed against the selection criteria by Council's Community Services Team. This will include assessing whether the application fits the criteria and that all relevant supporting materials and quotes accompany the application.

If the Community Services Team assessment indicates the application meets the required eligibility criteria and all supporting documentation is provided, the application will be referred to Council for workshop discussion and then decision at the following ordinary Council meeting.

There may be situations where Council agrees to only part-fund an application and/or apply specific conditions that need to be met as part of the funding arrangement.

6.1.5 Payment of Grant Funds

If not already done so, successful applicants must request their grant funds immediately following the event, and no later than 15 June of the funding financial year. Payments will not be made beyond this date. Funds are provided to successful applicants upon the receipt of official invoices or quotes.

6.1.6 Project evaluation and acquittal

Successful applicants will be required to evaluate their event/project after it has concluded and submit an acquittal report to Council immediately following the event/project. An acquittal form will be provided.

6.1.7 Donations

Council may donate as a direct monetary contribution or through the provision of in-kind support. Council donations can be in the form of payment of rates and charges on behalf of the community or sporting organisations, particularly where the property is leased from Council, and services are provided on behalf of Council. All donation requests must be made in writing to wtc@wtc.tas.gov.au

6.1.8 Disaster relief

In respect of relief from natural disaster an amount of \$1,000.00 maybe donated for an event that has been declared by the Federal or State Government to be a natural disaster.

6.1.9 Fee Reduction

Council will reduce development and building application fees by 50% for charitable organisations registered, or meeting the criteria for registration, with the Australian Taxation Office.

All other requests for Council to waive or reduce fees must be made in writing and will be assessed by the Chief Executive Officer.

7 LEGISLATION AND REFERENCES

West Tamar Council Strategic Plan

8 APPROVAL

Approved by the Council on 16 September 2025 (reference 25/118)

Signed:

Chief Executive Officer