

FINANCIAL ASSISTANCE POLICY AP015

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Policy Outcomes Statement

Under section 356 of the Local Government Act 1993 (NSW) (LG Act), the Bogan Shire Council is able to, in accordance with a resolution of the Council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

Overview

This policy will provide guidelines, conditions, and information on the Council's provision of financial assistance under section 356 of the NSW Local Government Act 1993 (**LG Act**).

Council has limited funding available in their Annual Budget for the purpose of financial assistance and this Policy seeks to provide guidance to the Non-for-Profit Organisations that wish to apply for Financial Assistance.

Council has a long-standing resolution that waives all booking fees for the use of Council facilities and security bonds on such bookings for bonafide community organisations within the Bogan Shire Council. This may already be considered a donation to the community organisation requesting financial assistance from Council.

Applicability

This Policy applies to any organisation (or individual on behalf of such organisation) based within the Bogan Shire who requests from the Council financial assistance in the form of a donation of monetary funds for any purpose.

Principles

Bogan Shire Council recognises that community organisations play an important role in our community. As a result, Council supports community organisations through the provision of in-kind services, allocation of equipment and strategic advice and from time-to time, taking the budget into consideration, financial assistance.

Policy

1. Applying for Financial Assistance

- 1.1. Requests for funding under this Policy will only be considered on application, on completion of the Public Donations Application Form (in either hard copy form or electronically).
- 1.2. Funding will only be advanced under this Policy to an organisation on one (1) occasion each financial year.
- 1.3. The amount available for distribution by the Council each financial year under this Policy will be as set out in the Council's annual budget and once this

amount has been utilised in any year, the Council will not entertain any further applications for funding in that year.

- 1.4. Allocations of assistance will be awarded quarterly with 50% of the budget to be allocated in the first quarter of the financial year, and the balance equally allocated over the following quarters.
- 1.5. The maximum amount of financial assistance permitted to be granted by the Council in relation to any one application for financial assistance under this Policy is \$1,000.
- 1.6. An application in relation to any of the following is ineligible for financial assistance under this Policy (and is accordingly, an Ineligible Application) and such applications will not be considered by the Council):
 - 1.5.1 an application where a completed Financial Assistance Application Form is not submitted;
 - 1.5.2 an application where a completed Financial Assistance Application Form is not received within the timeframes specified by this Policy;
 - 1.5.3 retrospective funding of any activity;
 - 1.5.4 a request from a political party or other party affiliated or associated (either directly or indirectly) with any political party, whether registered or not;
 - 1.5.5 a project, event, service or activity which should be funded by the State or Federal Government, if so eligible;
 - 1.5.6 a request from a government agency and/or authority (excluding schools);
 - 1.5.7 a request for funding to support an enterprise for private gain;
 - 1.5.8 a request for funding which will be directed to payment of general rates;
 - 1.5.9 a request from an individual on their own behalf or on behalf of another individual, whether for private gain or not;
 - 1.5.10 a request for funding for construction of, or upgrading, infrastructure on private land;
 - 1.5.11 a request for funding of construction of, or upgrading, infrastructure on public land which is not accompanied by an asset maintenance plan (including an explanation of how such maintenance is proposed to be funded);

2. Responsibility

Council is responsible for determining the successful applicants. All eligible applications for financial assistance will be presented to Council at the next scheduled Council meeting for Council to consider the applications and make a resolution as to the recipients of the financial assistance.

3. Applicants

3.1. An application for financial assistance under this Policy will only be considered when the applicant satisfies the following criteria:

3.1.1 the application must not be an Ineligible Application;

3.1.2 the financial assistance must be used for a purpose which benefits the community and is consistent with, and supports, the strategic priorities of the Bogan Shire Council;

3.1.3 the organisation must be based in and/or actively working within the Bogan Shire or, if located outside the Bogan Shire, the organisation must provide a service that primarily impacts upon residents of the Bogan Shire (evidence of this may be required, on request).

3.2. Applications will be favourably considered where:

3.2.1 the applicant demonstrates it has considered inclusion and accessibility having regard to Council's Disability Inclusion Action Plan; and/ or

3.2.2 contributions are being made by the applicant itself (financially or in kind) or a contribution has been secured through another grant or partnership. In respect of a financial contribution by the group itself or other grant or partnership secured, full details of the monetary amount are required to be disclosed. In the case of an in-kind contribution, full details of the contribution should be included including a reasonable estimate of the financial cost that contribution accounts for.

3.3 Applications for financial assistance will be considered by the Council on a quarterly basis, in accordance with the following procedure:

3.3.1 All applications for financial assistance in relation to events, functions and sponsorship taking place during the financial year must be received by the Council no later than four (4) weeks prior to the September, December, March and June Council meetings and applications received outside this timeframe will not be considered;

3.3.2 within a reasonable time of receipt, the General Manager will review each completed Financial Assistance Application Form and determine whether the application is eligible or not; and

3.3.3. the Executive Assistant to the General Manager will notify all applicants as to whether their application for financial assistance is eligible or not and if so, that the application will be considered by the Council at the September meeting.

3.3.4 Ineligible Applications will not be considered by the Council.

4. Conditions of Funding

- 4.1. The Council does not guarantee to fund any eligible application and also does not guarantee to fund any application to the full amount requested.
- 4.2. Where an application for funding is approved by the Council, the financial assistance is provided subject to the following conditions:
 - 4.2.1 the recipient may be required to give public recognition to the funding provided by the Council and acknowledge the Council's financial assistance on any promotional documentation, correspondence or other material (an electronic copy of the Council's logo will be provided for this purpose);
 - 4.2.2 the funding must be expended within six (6) months of approval by the Council and any funds not so expended must be returned to the Council as soon as practicable thereafter.
- 4.3. Where funding is approved by the Council, this is not to be taken as an ongoing commitment of financial assistance for future years.
- 4.4. The General Manager is authorised, pursuant to Section 377 of the LG Act, to allow a matter that does not conform with a Policy to proceed if the General Manager is of the opinion that the variation from the Policy is of a minor nature.

5. Dispute Procedure

- 5.1. In relation to any application for financial assistance considered by the Council, the decision of the Council will be final, with no further correspondence to be entered into.
- 5.2. Subject always to paragraph 4.1, should any dispute or difference (dispute) arise between the Council and an applicant in relation to an application for financial assistance (for example, because the application has been determined to be an Ineligible Application), the following procedure shall be followed to resolve the dispute:
 - 5.2.1 at the written request of the aggrieved applicant, the applicant and the General Manager shall meet at the Council office at a mutually convenient time with a view to resolving the dispute through effective and constructive consultation (such meeting to take place within a reasonable time of the Council's receipt of the applicant's written request);
 - 5.2.2 should the applicant and the General Manager not resolve the dispute within ten (10) business days of their meeting, the General Manager will consult with the Mayor in relation to the matter; and
 - 5.2.3 the Mayor may, in his/her discretion, determine that the application for financial assistance be put before the Council for consideration.

Authority

Council resolution no 276/23 dated 23 November 2023.

Policy Owner / Further Assistance

Director Finance and Corporate Services

Related Documents

Application for Financial Assistance

Related Information

Council's legislative requirements include, but are not limited to the following instruments of legislation:

- Local Government Act 1993
- Local Government (General) Regulation 2005

Review Date

November 2026

Revision History

Date	Description of Change	Sections Affected
30/08/2023	New policy drafted	All
23/11/2023	Policy Adopted by Council	All