



# NORTHERN MIDLANDS COUNCIL

## POLICY MANUAL

### ASSISTANCE TO COMMUNITY, SPORTING AND NON-PROFIT ORGANISATIONS

**Originated Date:** Adopted 25 July 1994-Minute No 283/94 (as Policy 6)

**Amended Date/s:** Amended 11 March 1996 - Minute No 86/96  
Amended 13 March 2000 – Min No 115/00  
Amended 12 February 2001 – Min No 057/01  
Amended 17 September 2012 – Min No 244/12  
Amended 17 July 2017 – Min. No. 238/17  
Amended 13 December 2021 – Min. No. 21/490  
Amended 17 November 2025 – Min. No. 25/352

**Applicable Legislation:** *Local Government Act 1993* – section 77.

**Objective** To establish a policy relating to the allocation of assistance to:

- (i) Community/sporting organisations towards special or capital works for the improvement/benefit of Council/ Community owned assets
- (ii) Non-profit organisations for improvements to facilities

**Administration:** Corporate Services

**Review Cycle/Date:** Next review 2029

#### GENERAL

- (a) Assistance be made available from the General Rate for the year following the year of application for assistance in the construction or redevelopment of assets associated with community/sporting and non-profit organisations
- (b) Assistance may be “in kind”, a grant, or a combination of these methods. Assistance is generally up to \$7,500 (excl GST) for improvements of council owned or controlled assets and \$1,500 (excl GST) for non-council projects, and total annual budget allocation is approximately 0.5 percent of rate revenue.
- (c) Council to give public notice for applications by advertisements in at least the Examiner, on website, and by issuing notice to Council facility Management committees within the municipal area of opening and closing dates. Closing dates will be generally 31 March each year.
- (d) Applications shall provide such information as Council requires, but including:
  - i) Project budget, where applicable, and copies of appropriate insurance policies;
  - ii) Copy of Organisational Balance Sheet as at 30 June in preceding year;
  - iii) ABN number if the organisation is registered for the Goods & Services Tax (GST) system.
- (e) Once applications have been received an acknowledgement will be sent.
- (f) Council will determine which projects will be funded and to what amount.

#### OUTCOMES

The outcomes of this policy will be to:

- meet a clearly demonstrated need
- compliment but not duplicate other locally available services
- encourage projects that are accessible to individuals living within the municipal area
- encourage the involvement of volunteers



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### ASSESSMENT CRITERIA

The assessment criteria for funding under this policy will include:

- the demonstration of a benefit to the community
- the attempt to meet an unmet community need
- involvement of volunteers to assist with funding of project.

### ELIGIBILITY

Any community group, sporting organisation or non-profit organisation whose capital works or equipment project satisfies the guidelines outlined is eligible to apply for assistance.

Grants are not normally given for projects or equipment for which there is a more appropriate funding source.

Only one application per organisation per round will be considered by Council.

### GUIDELINES

- The project must have a clearly stated purpose and a practical plan for achieving this purpose.
- The project must be in response to a clearly demonstrated need, and must be appropriate to that need.
- The project may complement but not duplicate other locally available services.
- The project should be accessible/applicable to all individuals living in the municipal area.
- The project should encourage the involvement of volunteers where appropriate.
- A written quote must accompany each application.
- It is expected that some efforts will have been made towards fund-raising activities to offset the costs of the project.

Assistance may be given to eligible applicants for:

- Material costs for minor capital works.
- Equipment costs for establishing new projects.

Assistance will not be given for money already spent.

Funds are to be expended within 12 months of allocation.

Applications must be completed on the prescribed form.

### PRIORITIES

With the limited funds available priority will be given to projects that:

- Demonstrate benefit to the community, particularly to a range of age groups and those who may be disadvantaged.
- Attempt to meet an unmet community need.
- Have no other sources for funding.
- The amount requested does not exceed half the total project cost.
- Improve Council-owned/controlled assets.