

**Note** This Policy is a consolidation of the following policies:

- Donations Policy
- Supporting Community Owned Halls Policy

## 1. PURPOSE

This Policy sets out Council's position in relation to:

1. Requests for financial assistance from not-for-profit registered welfare or community service groups working within the Southern Midlands Municipality;
2. Requests for financial assistance from persons chosen to represent Tasmania/Australia in sporting, social, economic, environmental development and/or related to the wellbeing of the community;
3. Supporting Community Owned Halls; and
4. School Citizenship / Achievement Awards for end of year Assemblies.

## 2. POLICY

### 2.1 Assistance for Annual Events

2.1.1 Requests for assistance from not-for-profit organisation, community, or service groups based within the Southern Midlands Municipality will be considered with the maximum donation being \$1,500.00.

*Note: Assistance depends on value for money to the Community and will not be given for projects that would be eligible for consideration within Council's Community Small Grants Program.*

### 2.2 Representation - Individuals (Residents) re Sporting or Recreational Activities

Intrastate representation	\$100.00
Interstate representation	\$200.00
Overseas representation	\$400.00

2.2.1 Assistance will be available upon request by residents of the Southern Midlands Municipality achieving State or National representation. The following criteria must be met:

- Evidence of selection will be required prior to the allocation of funds
- Grants will be provided to individuals only (not teams)

- Grants will not be provided to those over the age of 18 at the commencement of each calendar year.
- Grants will not be provided to officials (i.e. coaches, managers, judges)

## **2.3 Supporting Community Owned Halls**

2.3.1 This part of the Policy is aimed at supporting the Management Committee(s) of the various community owned Halls through:

- a) The provision of funding to assist with major building upgrade and maintenance;
- b) The provision of funding to subsidise the cost of maintaining Public Liability Insurance Cover for these premises; and
- c) Granting exemptions from Council Rates and Charges.

2.3.2 This funding assistance recognises the importance of these community owned facilities in building social capital and providing a valuable service to the community.

### *Background*

There are currently nine Community Owned Halls in the Southern Midlands local government area. They being:

1. Baden Hall (future to be confirmed)
2. Broadmarsh Community Hall
3. Jericho Hall
4. Levendale Community Hall
5. Mt Seymour Hall (future to be confirmed)
6. Parattah Jubilee Hall
7. Stonor Hall
8. Tunbridge Community Hall
9. Tunnack Community Hall

The Southern Midlands Council will allocate an amount of \$5,000 per annum for major upgrade/maintenance works to community owned Halls (to be known as the Building Fund). It is intended, unless determined otherwise by the Committee, that this will be allocated as a single amount, inferring that each community owned facility will be entitled to apply for this allocation once every three years. If more than one application is received in any one-year, then the Facilities & Recreation Committee, will at its absolute discretion, determine the successful



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application based evidence provided by the Hall Committees, as well as the scope of previous Building Funds provided under this policy.

The Southern Midlands Council will also allocate an amount per financial year to enable Management Committee(s) to be reimbursed 50% of the cost of maintaining Public Liability Cover (i.e. cost of the premium) for the premises under its control. This reimbursement amount from Council is capped at \$500.00 per policy.

Whilst there is an indirect cost to Council through loss of potential income, these properties have always been exempted from rates and charges and therefore there is no budget implications.

### **Process (Building Fund)**

2.3.3 Submissions received from Management Committees of Community Owned Halls will be referred to the Facilities & Recreation Committee for consideration, prioritisation (where necessary) and final decision in terms of allocating the funds.

The investment by Council of any funds shall be assessed as being value for money as well as being a valuable contribution to building the Community capacity of the area.

The requesting Hall Committee shall be financially viable prior to Council considering funding the project (evidence to be provided shall be the last financial year's annual statement/or a current bank statement).

Any such allocation by the Facilities & Recreation Committee to Community Owned Hall Committees would not preclude the relevant Hall Committee from applying for the annual Community Small Grants Program via the SMC Community Small Grants Program, to a maximum of \$3,000.

### **Process (Part Premium Reimbursement - Public Liability Cover)**

2.3.4 Council will reimburse 50% of the cost of the insurance premium for Public Liability Cover for the Community owned Hall property. This amount will be reimbursed upon presentation of a copy of the receipt (as evidence of payment) and the Certificate of Currency. The reimbursement does not extend to other types of insurance that may be taken out (e.g. contents).

## **2.4 School Citizenship/Achievement Awards for end of year assembly**

High Schools to receive \$100.00 per year.

Primary Schools to receive \$60.00 per year.

2.4.1 Donations will be made to each school in the municipal area annually for school citizenship/achievements awards for the end of year assembly.

2.4.2 The following schools are in the Southern Midlands Municipal area:

- Bagdad Primary School
- Campania District School
- Kempton Primary School
- Oatlands District High School

2.4.3 These guidelines should not be considered to be rigid, Council may vary donations at its discretion. Payments are to be processed in October of each year.

## **2.5 Community Small Grants**

The Southern Midlands Council's Community Small Grants program has been established to support projects, developed for the benefit of the residents of the Southern Midlands local government area.

The Community Small Grants provide assistance to community groups to improve safety, undertake minor capital works or purchase equipment.

The total amount to be allocated through the Community Small Grants Program is determined on an annual basis through the Budget process.

The Community Small Grants Guidelines are included as an attachment to this Policy.

## **2.6 Repayable advances to Community Based Organisations (Terms and Conditions)**

In addition to the other support measures detailed in this Policy, Council will consider applications from not-for-profit; community based organisations to provide a repayable advance subject to certain conditions and parameters.

Approved advances will be provided under the following terms:



1. Repayable Advance (repayable within a one-year period and no interest applied. Indexation not applicable as the advance is to be repaid within a one-year period)

- A nominal maximum of \$5,000 for any cash advance will apply, unless there are circumstances (or proposals) that warrant special consideration;
- An application for a funding advance is to address the following criteria and will be considered on merit. The following criteria will also be used to determine whether the amount is to be advanced on an interest free basis.

Criteria:

- a) *Demonstrate considerable benefit to the Southern Midlands community;*
- b) *Raise the awareness of or access to a service, program, group or issue or maximize the participation or use of a facility;*
- c) *Address local issues by attempting to meet a community need or gap;*
- d) *Show evidence of community support for the project;*
- e) *Enhance the lifestyle options for residents and visitors in the community;*
- f) *Demonstrate an ability to manage the project through resource allocation including financial resources, effective planning, clear goals and evaluation processes;*
- g) *Is the project reliant on other funds, if so has other funding been approved (evidence of the other funding is required to accompany the application);*
- h) *includes the ability for broad Community access – Land Tenure [in the ownership of the applicant or in other ownership]*
- i) *Funds applied for as a % of the total amount to complete the project [Inc. in kind contribution] i.e. A financial contribution by the applicant/s would be favourably looked upon*
- j) *Demonstrate that a Risk Assessment of the project is deemed within acceptable limits*

2. Repayable Advance (repayable over more than a one-year period with annual indexation but with no interest)

This will apply if the advance is repayable (or repaid) over a period of more than one year, and Council has determined that no interest will be applied on the outstanding amount based on meeting the required criteria (refer above)

- A nominal maximum of \$5,000 for any cash advance will apply, unless there are circumstances (or proposals) that warrant special consideration;
- The amount outstanding at the conclusion of each twelve months (i.e. from the date of the advance) will be indexed by a percentage equivalent to the rate that Council is receiving on its short-term investments (e.g. 30 day term deposits) at the time that the indexations is to be applied.

3. Repayable Advance (repayable with interest) Note: Indexation does not apply under this option.

- This provision applies in a case where a funding advance is approved but does not satisfy a sufficient number of criteria to receive the amount interest free.
- Interest is to be calculated on the month-end balance. The rate of interest will be equivalent to the rate that Council is receiving on its short-term investments (e.g. 30 day term deposits) at the time that the interest is to be applied.

Applications will be received at any time but generally limited to 2 separate applications being considered each year (unless special consideration is warranted).

### 3. DOCUMENT ADMINISTRATION

This policy is a managed document and is to be reviewed every two years or as directed by the General Manager.