	POLICY NAME		Doc No C2	
	FINANCIAL ASSISTANCE GRANTS TO CLUBS, ORGANISATIONS AND INDIVIDUALS		VERSION 1	DATE 19 AUGUST 2008
CONTROLLER:	APPROVED BY:	REVIEW DATE:		
GENERAL MANAGER	COUNCIL	1 MARCH 2011		

1.0 Purpose

To ensure that

Financial Assistance is provided on an equitable basis to

- Clubs and Community Organisations; or
- individuals who represent Tasmania or Australia in National or International events.

2.0 Objective

To provide for the provision of Financial Assistance on a fair and equitable basis

3.0 Scope

This Policy is limited to:-

- Clubs and Community Organisations either located in Burnie or which have substantial membership from Burnie residents, and which offer benefits to the people of Burnie (Note that Financial Assistance may be made to Regional/District organisations for distribution to sub or local branches where this situation applies); or
- residents of Burnie and/or members of a Club located in Burnie through membership of which they are representing Tasmania or Australia in sporting events; or
- residents of Burnie chosen to represent Tasmania at National conferences, seminars etc

who are able to establish a need for financial assistance

4.0 Policy

4.1 Establishment of Assistance Fund


4.1.1 That a Financial Assistance Fund be established in Council's Budget to:-

- assist Clubs and Community Organisations in the provision of services to the Burnie community
- assist individuals selected to represent Tasmania or Australia in national or international events.

4.2 Assistance to Clubs and Organisations

4.2.1 Applications for Financial Assistance to Clubs and Community Organisations will be sought annually. Council then has the option of a second round should this be deemed appropriate. Applications will only be considered if received by the relevant due date.

4.2.2 A Club or Community Organisation may only apply for Financial Assistance once per year.

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4.2.3 Applications by Clubs and Community Organisations for Financial Assistance must be made on the form provided by Council and must include a copy of the previous year's accounts and audited Financial Statement and any other information requested on the application. Applications which do not supply all required documentation will not be considered.

4.2.4 Applications by Clubs and Community Organisations for Financial Assistance must be for a specific project.

4.2.5 The Club's or Community Organisation's willingness to contribute to the project will be taken into account.

4.2.6 All applications will be submitted to, reviewed and approved by a meeting of Council.

4.2.7 Financial Assistance will generally not exceed \$7,500.

4.2.8 Applications for Financial Assistance in excess of \$10,000 and/or of a capital works nature which are assessed as worthy of further consideration will be either recommended for budget deliberation or submitted to Council with a recommendation.

4.2.9 During each application period a grant workshop will be offered to Clubs and Organisations to assist with project development and the writing of grant applications.

4.3 Assistance to Individuals

4.3.1 Eligible individuals can apply for Financial Assistance grants at any time.

4.3.2 Financial Assistance is limited to \$100 per person and will be paid to each eligible individual only once during a financial year.

4.3.3 Financial Assistance provided to individuals selected to represent Tasmania or Australia in national or international events, conferences, seminars etc will be paid on provision of written advice from the appropriate body.

5.0 Legislation

There are no Legislative requirements that relate to this Policy.

6.0 Related Documents

Application for Financial Assistance to Clubs and Community Organisations.

Responsibility

Director Community and Economic Development

Minute Reference

690

Council Meeting Date

19 August 2008