

# LORD HOWE ISLAND BOARD POLICY

<b>TITLE</b>	<b>Community Grants Policy</b>		
<b>DATE ADOPTED</b>	September 2012	<b>AGENDA ITEM</b>	13iii
<b>CURRENT VERSION</b>	September 2012	<b>AGENDA ITEM</b>	13iii
<b>REVIEW</b>	Annually	<b>FILE REFERENCE</b>	AC0104
<b>ASSOCIATED LEGISLATION</b>	N/A		
<b>ASSOCIATED POLICIES</b>	N/A		

## 1 Introduction

### 1.1 Purpose of the Policy

The purpose of this policy is to establish guidelines for the allocation of Lord Howe Island Board (LHIB) community grants in an equitable and effective manner.

Each financial year, the LHIB makes funds available, on a competitive basis, under its Community Grants Program for persons and non-profit community groups for community benefits, such as community events, services, sport, recreation, arts, welfare and other community purposes.

The LHIB acknowledges that the provision of grants is an important role for local government, and is an essential way in which the LHIB can directly support the local community.

### 1.2 Objectives and Coverage of the Policy

The objectives of the LHIB Community Grants Program are to:

- Encourage the development of services, facilities and events, which meet and enhance identified community needs and objectives for Lord Howe Island.
- Promote the active participation of local residents in community initiatives and the development of their skills, knowledge and opportunities.
- Provide assistance taking into account the need for equality of access to services and the need to target particular groups that are under-served.
- Provide assistance to the community to develop initiatives and services, which are consistent with Board objectives and programs but not directly operated by the LHIB.

## 2 Strategic Framework

The Community Grants policy is strongly related to the LHIB's Corporate Plan 2011-13 and

Community Strategy 2010 – 2015:

### **3 Funding Categories**

The LHIB has the following grants available to the community:

#### **3.1 Community Support Grants**

This grant aims to support groups for amounts of up to \$10,000 for one-off activities or projects that benefit the Lord Howe Island community. These may include (but are not limited to) events, community projects or purchasing of equipment for community groups.

Recipients of Community Support Grants are required to sign a funding agreement prior to receiving grant monies, and are to complete an acquittal form at the end of the grant period.

This category is awarded annually, with funding provided for projects or events occurring in the following 12 month period.

#### **3.2 In-kind Support / Sponsorship**

The LHIB offers the provision of in-kind assistance to community groups, or other organisations, which are engaged in the provision of a special event which is open to participation by the general community. There is not a formal application process for this support, and assistance will be given at the discretion of the CEO dependent upon the availability of resources. Groups receiving in-kind support are encouraged to acknowledge the LHIB's contribution.

This policy does not include the LHI Scholarship Program which has different objectives, eligibility requirements and selection criteria.

### **4 Policy Statement**

#### **4.1 Eligibility**

The LHIB will only consider applications *Community Support Grants* and *In-kind support / Sponsorship* from persons, community groups and organisations that are NOT FOR PROFIT or NON PROFIT groups or organisations. These organisations will be required to provide written evidence of their status.

#### **4.2 Advertisement of Grants**

Expressions of Interest for the Board's Grants are to be advertised in the Signal and the Lord Howe Island Board Community Bulletin and website.

### **4.3 Requirements**

Applications should be lodged using the LHIB's application form and be fully completed. The requirements for Community Grants include:

- Applications must specify the amount of grant or donation sought.
- The services and activities of the proposed project must be directed primarily towards the residents of Lord Howe Island.
- The proposed project should not duplicate other existing adequate services on Lord Howe Island.
- Unless specifically targeted, an application should demonstrate that the applicant's services are available in the community without discrimination on the basis of race, gender or religion.
- An application must include a copy of the organisation's latest audited financial statement. Where an organisation is not subject to audit requirements, a statement of income and expenditure over the twelve months must be provided.
- Applications should be for a specific purpose and should not be intended to cover a shortfall in the organisations operational budget.
- An organisation with substantial unallocated resources will not be considered a priority for funding.
- Grants will be limited to \$10,000 total.
- The grants provided by the Board are to be expended on projects outlined in the application and should not lead to organisations or groups becoming dependent on the Board for further allocation of funds.
- Successful applicants should give appropriate acknowledgement of the Board's support for the project/service.

### **4.4 Non Eligibility**

Grants will not be made available for:

- Individual person
- Recurrent salary costs, contributions to salary costs and overhead costs (including rent and insurance) of existing staff or the organisation
- To an organisation with substantial unallocated resources
- Commercial enterprises
- Political purposes / Lobby groups

### **4.5 Assessment of applications**

Applicants are encouraged to discuss projects with relevant Board staff prior to submitting written applications.

Applications will be assessed for compliance with eligibility and selection requirements.

A report with recommendations for funding will be prepared by the CEO for presentation at a meeting of the Elected Board Members. Organisations will be notified by mail of the outcome of their application.

#### **4.6 Assessment process**

- Assessment of financial assistance requests must be in accordance with the Board policy and guidelines.
- The Board reserves the right to refuse requests or applications that are not in accordance with Board policy and guidelines.
- After consideration of an application and current program objectives, the Board can propose an alternative form of assistance to meet the stated objectives of the application.
- Applications for funding must be expended within the same financial year that the funds were granted.
- The Board will not consider funding arrangements, which extend beyond the current financial year ie approval for funding on an annual basis over 3 to 4 years.
- The Board's Annual report should contain a list of financial assistance grants approved in the previous financial year.

#### **4.7 Accountability**

Approved financial assistance grants require lodgment of evidence to the Board that funds have been expended for the purpose the funds were approved. Variation to stated objectives requires approval.

#### **5 Access**

Information relating to the Board's community grants may be accessed under the Government Information (Public Access) Act 2009.

#### **6 Review**

The policy, guidelines and procedures are to be reviewed at least every 5 years.

# LORD HOWE ISLAND BOARD

## APPLICATION FOR COMMUNITY GRANT

Please complete the following details to enable your application to be assessed.

---

**APPLICANT DETAILS**

Applicant: .....

**Contact Details**

Name: .....

Position: .....

Address: .....

Phone:..... Email: .....

---

**PROJECT DETAILS**

Amount of grant or donation sought: .....

Services and activities of the proposed project: .....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Why is the funding required? Why would this project not proceed without funding? .....

.....  
.....

Project objective (what you plan to achieve): .....

.....  
.....

Project outcomes (the result, impact or benefits of the project): .....

.....  
.....

Are the services/activities of the project directed primarily towards residents of Lord Howe Island? Yes  No

Does the proposed project duplicate other existing adequate services on Lord Howe Island? Yes  No

An application must include a copy of the organisation's latest audited financial statement. Where an organisation is not subject to audit requirements, a statement of income and expenditure over the twelve months must be provided. Is a copy of the organisation's financial statement or statement of income and expenditure attached? Yes  No

---

### AUTHORISATION

Provide the name of a senior office-bearer in your organisation, with appropriate delegation, who has authorised the submission of this project and has the delegation to authorise the commitment of the resources and expenditure required to deliver this project. Note: a signature is **not** required.

Name: .....

Position: .....

Date: .....

---

### REQUIREMENTS

Applications should be lodged using this form and be fully completed. The requirements for the Community Grants include:

- Applications must specify the amount of grant or donation sought.
- The services and activities of the proposed project must be directed primarily towards the residents of Lord Howe Island.
- The proposed project should not duplicate other existing adequate services on Lord Howe Island.
- Unless specifically targeted, an application should demonstrate that the applicant's services are available in the community without discrimination on the basis of race, gender or religion.
- An application must include a copy of the organisation's latest audited financial statement. Where an organisation is not subject to audit requirements, a statement of income and expenditure over the twelve months must be provided.
- Applications should be for a specific purpose and should not be intended to cover a shortfall in the organisations operational budget.
- An organisation with substantial unallocated resources will not be considered a priority for funding.
- Grants will be limited to \$10,000 total.
- The grants provided by the Board are to be expended on projects outlined in the application and should not lead to organisations or groups becoming dependent on the Board for further allocation of funds.
- Successful applicants should give appropriate acknowledgement of the Board's support for the project/service.
- If your application is successful you will need to report against these outcomes in your final report.

---

### NON ELIGIBILITY

Grants will not be made available for:

- Individual person
- Recurrent salary costs, contributions to salary costs and overhead costs (including rent and insurance) of existing staff or the organisation
- To an organisation with substantial unallocated resources
- Commercial enterprises
- Political purposes / Lobby groups