

LORD HOWE ISLAND BOARD

Business Paper

OPEN SESSION

ITEM

Policy Review – Community Grants Policy

RECOMMENDATION

That the revised Community Grants Policy (Attachment A) be adopted.

BACKGROUND

Each year the Lord Howe Island Board offer community grants for community led projects. Last year a total of \$30 000 was made available and a similar provision has been made in the current budget.

In September 2012 the Board adopted the Community Grants Policy. This Policy was due for review in 2015. In February 2019 the Board considered an out of session paper and adopted the following resolution:

1. The criteria for future Community Grants (if funded under the 2019/20 Budget), be amended to permit grant applications that include ongoing recurrent costs.

The revised Community Grants Policy is attached to this paper – Attachment A.

CURRENT POSITION

The current community Grants Policy adopted by the Board in September 2012 has been updated to reflect the February 2019 Board resolution. Attachment B contains a table summarising all the changes to the original policy. The changes to the policy seek to clarify the intent of the policy and to provide guidance to the prioritisation of competing grant applications.

Once the policy is adopted the 2019/20 round of community grants will be advertised.

RECOMMENDATION

That the revised Community Grants Policy (attachment A) be adopted.

Prepared: Justin Sauvage Manager Environment and community Services

Endorsed: Peter Adams Chief Executive Officer

Attachments:

Attachment A: Business Paper - 9 (iv) – Policy Review – Community Grants Policy – Final Draft Policy - December 2019 - Open

Attachment B: Business Paper - 9 (iv) - Policy Review - Community Grants Policy Table - December 2019 - Open

LORD HOWE ISLAND BOARD POLICY

TITLE	Community Grants Policy		
DATE ADOPTED	September 2012	AGENDA ITEM	13 (iii)
CURRENT VERSION	December 2019	AGENDA ITEM	9 (iv)
REVIEW	Five years	FILE REFERENCE	ED17/1898
ASSOCIATED LEGISLATION	N/A		
ASSOCIATED POLICIES	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 no 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 will be required 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 promoted broadly to the community for a period of at least two weeks.

4.3 Requirements

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

1. Applications must specify the amount of grant or donation sought.
2. The services and activities of the proposed project must be directed primarily towards the residents of Lord Howe Island.
3. The proposed project should address an identified need.
4. Unless targeted to a group with broadly acknowledged needs, the project must not discriminate on the basis of race, gender or religion.
5. 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.
6. Applications to cover expenditure for projects incurred prior to the application being approved will not be considered.
7. An organisation with substantial unallocated resources will not be considered a priority for funding.
8. Individual grants will be limited to \$10,000 total.
9. The grants provided by the Board are to be expended only on projects outlined in the application.
10. 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. Priority will be given to projects that:

- Demonstrate value for money
- Meet an identified need in the community
- Contribute to the organisation becoming financially self-sufficient in the long term.

A report with recommendations for funding will be prepared by the MECS for presentation at a meeting of the Elected Board Members. The shortlisted grants will be presented to the full Board for formal adoption. 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

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:

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

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.....

Project objective (what you plan to achieve):

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.....

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:

1. Applications must specify the amount of grant or donation sought.
2. The services and activities of the proposed project must be directed primarily towards the residents of Lord Howe Island.
3. The proposed project should address an identified need.
4. Unless targeted to a group with broadly acknowledged needs, the project must not discriminate on the basis of race, gender or religion.
5. 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.
6. Applications to cover expenditure for projects incurred prior to the application being approved will not be considered.
7. An organisation with substantial unallocated resources will not be considered a priority for funding.
8. Individual grants will be limited to \$10,000 total.
9. The grants provided by the Board are to be expended only on projects outlined in the application.
10. Successful applicants should give appropriate acknowledgement of the Board's support for the project/service.

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

Section of policy	Original Text	New text.	Reason for change.
3.2 In-kind Support/ Sponsorship	<i>Groups receiving in-kind support are encouraged to acknowledge the LHIB's contribution.</i>	<i>Groups receiving in-kind support will be required to acknowledge the LHIB's contribution.</i>	It is important that grant recipients acknowledge the Board's contribution to the community.
4.2 Advertisement of Grants	<i>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.</i>	<i>Expressions of Interest for the Board's Grants are to be promoted broadly to the community for a period of at least two weeks.</i>	The communication methods used by the Board evolve over time and the change reflects that the Board does not regularly publish Community Bulletins.
4.3 Requirements	<ul style="list-style-type: none"> <i>The proposed project should not duplicate other existing adequate services on Lord Howe Island.</i> 	<ul style="list-style-type: none"> <i>The proposed project should address an identified need.</i> 	Text change to clarify intent.
4.3 Requirements	<ul style="list-style-type: none"> <i>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.</i> 	<ul style="list-style-type: none"> <i>Unless targeted to a group with broadly acknowledged needs, the project must not discriminate on the basis of race, gender or religion.</i> 	Text change to clarify intent.
4.3 Requirements	<ul style="list-style-type: none"> <i>Applications should be for a specific purpose and should not be intended to cover a shortfall in the organisations operational budget.</i> 	<ul style="list-style-type: none"> <i>Applications to cover expenditure for projects incurred prior to the application being approved will not be considered.</i> 	The original requirement is covered elsewhere in the policy. New point reflects a standard clause in grants and ensures community groups do not commit to projects that ultimately might not be funded.
4.3 Requirements	<ul style="list-style-type: none"> <i>Grants will be limited to \$10,000 total.</i> 	<ul style="list-style-type: none"> <i>Individual grants will be limited to \$10,000 total.</i> 	Clarification of text.
4.3 Requirements	<ul style="list-style-type: none"> <i>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</i> 	<ul style="list-style-type: none"> <i>The grants provided by the Board are to be expended only on projects outlined in the application.</i> 	Change enacts February 2019 out of session Board resolution.

	<i>the Board for further allocation of funds</i>		
4.5 Assessment of applications	<p><i>Applicants are encouraged to discuss projects with relevant Board staff prior to submitting written applications.</i></p> <p><i>Applications will be assessed for compliance with eligibility and selection requirements.</i></p> <p><i>A report with recommendations for funding will be prepared by the CEO for presentation at a meeting of the Elected Board Members.</i></p> <p><i>Organisations will be notified by mail of the outcome of their application.</i></p>	<p><i>Applications will be assessed for compliance with eligibility and selection requirements. Priority will be given to projects that:</i></p> <ul style="list-style-type: none"> <i>• Demonstrate value for money</i> <i>• Meet an identified need in the community</i> <i>• Contribute to the organisation becoming financially self-sufficient in the long term.</i> <p><i>A report with recommendations for funding will be prepared by the MECS for presentation at a meeting of the Elected Board Members. The shortlisted grants will be presented to the full Board for formal adoption. Organisations will be notified by mail of the outcome of their application.</i></p>	Clarification of the assessment process.
4.5 Assessment process.	<i>The Board's Annual report should contain a list of financial assistance grants approved in the previous financial year.</i>	<i>Deleted.</i>	Publishing of the funded grant projects in the Annual Report is good practice but does not need to be articulated in the policy.