



# **COMMUNITY FINANCIAL ASSISTANCE POLICY P3.0099.3**

# COMMUNITY FINANCIAL ASSISTANCE POLICY

**DIRECTORATE:** Sport, Community and Activation

**BRANCH:** Community Outcomes

**CATEGORY:** 2

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## 1. Purpose

This policy outlines the Camden Community Financial Assistance Program:

- 1.1. To provide financial assistance for the delivery of programs, activities and events that build culturally rich and inclusive communities, improve individual health and wellbeing, create vibrant and welcoming places, to facilitate community participation and to empower residents to achieve their goals.
- 1.2. To administer the Camden Community Financial Assistance Program under the principles of social justice.
- 1.3. To facilitate stronger partnerships between council and local groups, service and businesses to enable them to deliver high quality, effective and sustainable activities with reduced dependency on council for ongoing financial support.
- 1.4. To administer transparent governance of the Camden Community Financial Assistance Program in accordance with the *Local Government Act 1993* Section 356 ensuring all applicants have equal opportunity to receive financial assistance through a merit-based assessment system.

## 2. Alignment with Community Strategic Plan

This Policy supports best-practice grant-making that aligns with Council's strategic plan. The following principles provide the framework for Camden Council Grants criteria and is relevant to W1 and W2:

- Everyone feels included in community life
- Identifying and connecting those at risk of isolation
- Strong and creative ideas to meet gaps in service delivery and produce desired outcomes
- Residents feel welcome and connected
- Council recognised community support for arts, sports and performance
- Supporting cultural diversity – everyone is welcome and supported
- Council recognises the importance of a sustainable lifestyle

### **3. Scope**

- 3.1. This Policy applies to eligible community groups, businesses, not for profit organisations, charities and individuals who apply to Camden Council under the policy and;
- 3.2. any programs relating specifically to the policy.

### **4. Objectives**

- 4.1. The main objectives of this Policy are to:
  - Provide financial and in-kind assistance that directly benefit residents of the Camden Local Government Area through the programs operating under the policy.
  - Enhance Council's commitment to fund programs, events and projects that best meet the needs of the local community.

### **5. Policy Statement**

This policy addresses financial assistance provided by Camden Council to "not for profit" community groups, organisations businesses and individuals providing services or programs to residents within the Camden Local Government Area through a competitive grants process. It also provides support to identified individuals who have been selected, via a merit based system, to be a state or national representative based on their particular talent or capability.

The values incorporated in the grant framework include:

- **Measurable community outcomes**  
Grants must demonstrate that Camden Local Government Area residents and community members directly benefit from the financial assistance awarded.
- **Bridging gaps in service delivery**  
Identified community needs are met by services, organisations and groups through funded projects, programs and events.
- **Value for money**  
Council ensures that a broad range of programs, projects and events represent the best value for money for grant recipients across diverse groups and services.
- **Capacity building**  
Opportunities are provided to build skills, develop projects and services that will deliver strong outcomes for community benefit.

- **Transparency**  
Framework is transparent and equitable in line with Council’s Code of Conduct. All decisions are published, and feedback provided to applicants.
  
- **Equitability**  
Council provides equal opportunities for residents and groups to apply for all programs within grant guidelines. Any applicant with a submission for funding under consideration may not lobby Council Staff or Councillors to provide funding for their submission either verbally or in writing. Any applicant who does so will have their submission withdrawn from consideration for that round of funding with immediate effect.

**5.1. Grant Categories**

<b>Grant</b>	<b>Summary</b>	<b>Rounds</b>
Community Grants Program	<p>a) Projects that assist services and groups to deliver projects that enhance community development, wellbeing and service delivery. Applicants must be not for profit or have charitable status.</p> <p>Categories include;</p> <ul style="list-style-type: none"> <li>• Community Wellbeing</li> <li>• Art and Culture,</li> <li>• Social Inclusion</li> <li>• Environment and Sustainability</li> <li>• Sport and Recreation</li> <li>• Minor Works</li> </ul> <p>Applicants may apply for up to \$6,500 per project. Applicants may apply for more than one project per round but cannot apply for multiple grants for the same project, inclusive of Annual Subsidies. Previously funded projects will not usually be considered, unless funded through Council’s Donations for Charitable Purposes Program,as seed funding,or there is evident community need,It may then be considered for the Community Grant.</p>	Twice per year or as required

## Camden Council Community Financial Assistance Policy

	b) Business Grants – grants that promote the service delivery of businesses in the LGA to enhance and promote community and economic development outcomes.	Ad Hoc
Community Sponsorship	Support for events held within the Camden LGA that promote connecting the community and are accessible and inclusive. Funding may be allocated to successful applicants through either monetary or in-kind support.	Twice per year.
Donations for Charitable Purposes	Provides up to \$1,000 monetary and in-kind donations and project support to individuals, groups and organisations within the Camden Local Government Area. Funding may be allocated to successful applicants through monetary or in-kind support.	Ad Hoc
Support for Special Achievers	The program supports gifted and talented people who live in the Camden Local Government Area. The program provides a monetary grant to assist to meet the costs of participation in a cultural, academic or sporting event for applicants representing NSW or Australia. Applicants may apply for up to 10% of their total costs up to \$750 if they are representing NSW and up to 10% of their total costs up to \$1,000 if representing Australia. Applicants may apply once per Council term, or twice if they are selected to represent NSW and then Australia within the same Council term. Applications can be made up to 12 months retrospectively.	Ad Hoc
Cultural Performance Subsidy	Funding of up to \$1,200 in-kind support for not-for-profit organisations to provide musical or performing arts entertainment within the Camden Civic Centre for the community.	Twice per year
Annual Subsidy	Funding with direct community benefit provided to not-for-profit organisations and groups for events, programs and	Ad Hoc

	costs that fall outside of other grant categories. Groups may apply through an Expression of Interest and all recipients will be reviewed each Council term.	
Community Transport Support Grant	Funding of up to \$500 to create opportunities for organisations and groups to access community transport. This will assist to reduce social isolation and promote recreational activities within or outside the LGA.	Ad Hoc
Inclusive Business Grant	Funding of up to \$5,000 for small to medium businesses within the Camden LGA to implement disability awareness training, direct service training or support modifications to their businesses to promote access and inclusion for residents living with a disability.	Twice per year or as required

## 5.2. Guidelines and Processes

- Separate guidelines outline the eligibility of grants criteria for each program.  
All recipients must successfully acquit any prior grants before applying for any further grants.
- Applicants must have no outstanding debts to Council.
- Applications will not be accepted from political parties or groups.
- Applicants must identify and declare any actual, potential or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct Policy available on Council's website.

## 6. Roles and Responsibilities

### 6.1. Position Title

The Manager Community Outcomes will be responsible for this Policy and will coordinate the following functions in relation to the Policy:

- Reporting
- Keeping the policy current
- Ensuring compliance to all policy and guideline outlines and
- Approval of any variation of funding agreements.

## **6.2. Position Title**

Community Planning and Development Staff will be responsible for the following functions in relation to the Policy:

- Maintaining records in line with Council policies
- Administration of the Community Financial Assistance Policy and associated grants in line with Council policies and best practice.

## **7. Reporting**

7.1. The Community Grant Program, Community Sponsorship Program, Inclusive Business Grant and Cultural Performance Subsidy will be reported to and endorsed by Council at the conclusion of each round. Grant expenditure will be reported in Council's Annual Report.

7.2. A detailed summary of all funds for the Support for Special Achievers Program, Donations for Charitable Purposes Program, Annual Subsidies and Community Transport Support Grant will be reported in Council's Annual Report.

7.3. Annual Subsidy recipients will be reviewed and endorsed by Council each new Council Term.

## **8. Evaluation**

8.1. The success of this Policy will be measured by:

- No reported breaches of this Policy

## **9. Review**

9.1. This Policy will be reviewed every four years or more frequently as required.

## **10. Definitions**

<b>Act</b>	The <i>Local Government Act 1993</i> (NSW)
<b>Capacity building</b>	The process of supporting individuals and organisations to improve their skills, knowledge and abilities to deliver the service/initiative or achieve individual goals
<b>Community benefit</b>	An activity that helps to improve the quality of life for residents living within Camden Local Government Area or the whole community

<b>Council official</b>	Has the same meaning it has in the Model Code of Conduct for Local Councils in NSW and includes Councillors, members of staff of a Council, Administrators, Council Committee Members, and delegates of Council
<b>Councillor</b>	A person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor
<b>Donation</b>	Provision of a one-off monetary contribution to an individual, community, organisation or a cause
<b>ELG</b>	Executive Leadership Group
<b>Financial Assistance</b>	Grants, donations, subsidies and in-kind support provided by council to not-for-profit community groups and organisations as part of a specific financial assistance program
<b>General Manager</b>	The General Manager of Council and includes their delegate or authorised representative
<b>In-kind support</b>	A support other than a financial contribution provided by council towards the project or event. It can include items such as waste bins or room hire
<b>Not-for-profit</b>	An organisation that provides a service to the community and do not operate to make a profit or financial gain for its members. If profit is gained (either directly or indirectly) must go back into the services the organisation provides
<b>Regulation</b>	The <i>Local Government (General) Regulation 2021</i>
<b>SMT</b>	Senior Management Team
<b>Social Justice</b>	Refers to the interrelated principles of equity, access, participation and rights
<b>Sponsorship</b>	Sponsorship is a commercial arrangement in which a sponsor provides a contribution in money or in-kind, or a combination of both to support an activity in return for specified benefits
<b>Staff</b>	Includes employees and volunteers undertaking work for Council
<b>Subsidy</b>	A financial contribution provided to offset the operating



costs such as room hire or equipment for a community organisation or group

## **11. Related Materials**

### **11.1. Related Legislation**

- *Local Government Act 1993 (NSW)*

### **11.2. Related Policies, Procedures and Other Guidance Material**

- Biodiversity Strategy 2023
- Camden Active Ageing Strategy 2016-2026
- Camden Children and Families Strategy 2023
- Camden Disability Inclusion Action Plan 2023-2027
- Camden Community Strategic Plan 2022-2036
- Camden Council Code of Conduct
- Camden Youth Strategy 2022-2026
- Cultural Activation Strategy 2022-2026
- Economic Development Strategy 2022-2026
- Sustainability Strategy 2020-2024

Approval and Review	
<b>Responsible Branch</b>	Community Outcomes
<b>Responsible Manager</b>	Manager Community Outcomes
<b>Date Adopted</b>	Council – 14/11/2023
<b>Version</b>	3
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Version Control				
Version	Date Adopted	Approved By	EDMS Ref.	Description
1	10/11/2016	ELG	16/321862	Initial adoption of policy.
2	11/04/2017	Council	17/121446	Minor Amendments
3	14/11/2023	Council	17/12446	New clauses created by the new Procedure Template and moderate amendments.



70 Central Ave,  
Oran Park NSW 2570



13 CAMDEN (13 226336)



mail@camden.nsw.gov.au



PO Box 183, Camden 2570



camden.nsw.gov.au