

Financial Assistance Policy

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Responsible Position Director Organisational Performance

Branch Financial Operations

Division Organisational Performance

Version 4

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Consultation Executive Leadership Team and program fund coordinators

Document Revision History

	Date
Financial and Inkind Assistance Policy	March 2017
Financial and Inkind Assistance Policy	August 2020
Financial Assistance Program	August 2022

Notes

POLICY

PURPOSE

Dubbo Regional Council provides assistance to community groups, organisations and events via a number of channels, each designed to achieve distinct outcomes.

Each channel is framed under the Financial Assistance Policy to ensure that Council adheres to Independent Commission Against Corruption (ICAC) and Department of Local Government probity issues including:

- Transparency of process,
- Accountability and monitoring, and
- Obtaining value for money.

Adherence to these issues is undertaken via evaluation processes tailored for each channel, each ensuring that allocations of funds are supported by transactional and answerable decision making.

This Policy also ensures applicants are provided optimal opportunity to seek assistance through the most appropriate channels.

BACKGROUND AND RELATED LEGISLATION

Dubbo Regional Council offers funding opportunities to support organisations in the LGA to:

- Deliver projects and programs that help create, enhance and build community well-being and amenity
- Support Council in the delivery of actions under the Community Strategic Plan
- Build and grow sustainable events
- Deliver economic and social benefits to the region

This Policy has been revised in consideration of:

- Amendments to existing funding programs
- Removal of the Chief Executive Officer Funding
- Changes to divisional names, titles and responsibilities

Council has a responsibility to ensure that all assistance provided is managed through a transparent process; that the community is aware of the right channels to make requests through; and that all agreements are managed effectively.

This Policy aims to:

- provide a framework for funding opportunities available for application to the Organisation
- maintain transparency around the level of assistance provided
- support the clear communication of a processes for applying for assistance
- deliver a consistent approach in responding to all assistance requests
- ensure that funding provided is supported by return benefits commensurate with level of funding and appropriate to each channel

- provide process and reporting both based on internal and external requirements

This Policy ensures that no financial assistance is to be provided by Dubbo Regional Council outside the channels and processes outlined in this Policy.

SCOPE

This Policy applies to all financial assistance provided by or on behalf of Dubbo Regional Council. It applies to Councillors, and all Council divisions, businesses and facilities.

Related Policies and documents

Dubbo Regional Council's procedures, processes, guidelines and forms relating to:

- Bodangora Wind Farm Community Benefit Fund
- Community Financial Assistance Fund
- Community Services Fund
- Community Venue Hire Program
- Corporate Sponsorship Program Fund
- Dubbo and Wellington Neighbourhood Shopping Precinct CCTV Fund
- Dubbo Regional Sports Council (DRSC) Playing Field Improvement Fund
- Event Assistance Program (Emerging Events, Community Events, Destination Events and Event Support Program)
- Local Heritage Assistance Fund
- SPRAC Support Program

Dubbo Regional Council's policies:

- Corporate Image
- Corporate Media Protocols
- Procurement Policy
- Independent Commission Against Corruption (ICAC) Sponsorship in the Public Sector 2006
- Local Government Act (1993)

DEFINITIONS

To assist in interpretation, the following definitions apply:

Term	Definition
Bodangora Wind Farm Community Benefit Fund	Funding assistance for the development contributions arising from the planning agreement between Council and Infigen Bodangora Wind Farm Pty Ltd.
Community Financial Assistance Fund	The Financial Assistance Grant aims to ease the financial burden of not-for-profit organisations that contribute to the creation or enhancement of the community's well-being and amenity
Community Service Fund	Donations related to the requirements of Section 356 of the Local Government Act 1993 whereby Council may contribute money or

	otherwise grant financial assistance to persons for the purpose of exercising its functions.
Community Venue Hire Program	Eligible Not-for-Profit organisations may seek funding to be used to defray fees/charges associated with the hire of Council Venues.
Corporate Sponsorship Program	Financial assistance and tickets for projects and programs that support Council in the delivery of actions under the Community Strategic Plan
Dubbo and Wellington Neighbourhood Shopping Precinct CCTV Fund	Financial assistance for the installation of Closed-Circuit Television (CCTV) infrastructure in the Tamworth Street, Boundary Road and Victoria Street neighbourhood shopping precincts.
Dubbo Regional Sports Council (DRSC) Playing Field Improvement Fund	Financial assistance to local sporting clubs / associations for the delivery of capital sporting infrastructure improvement works.
Event Funding Program	<p><u>Emerging Events Fund</u> To assist, support and grow local events and drive a mix of social, cultural and economic benefits to the region.</p> <p><u>Community Events Fund</u> To assist and support events that deliver social and cultural benefits to the Dubbo Region LGA.</p> <p><u>Destination Events Fund</u> Aimed to support, attract and retain events delivering significant economic and reputation benefits.</p> <p><u>Event Support Program Fund</u> To provide time, knowledge and skills to add value for regional event owner.</p>
Fund	An adopted budgeted amount per financial year to be exhausted under the guidelines of the fund.
Local Heritage Assistance Fund	Provide financial assistance to owners of heritage properties/items listed in the Dubbo Local Environmental Plan 2011 or Wellington Local Environmental Plan 2012 with heritage conservation work.
Program	Funds may be allocated under the guidelines of the program sources from the operation budget of a function of Council.
SPARC Support Program	Provides community and creative organisations, creative practitioners and creative service providers. The program/project aligns with actions under the SPARC Cultural Development Plan.

POLICY

Dubbo Regional Council offers funding opportunities that individuals and organisations can apply for funding.

Bodangora Wind Farm Community Benefit Fund

The Bodangora Wind Farm Community Benefit Fund delivers social, cultural, economic or environmental benefits to local communities of the Wellington district and villages which are part of Dubbo Regional Council Local Government Area. The Fund has been created from development contributions arising from the planning agreement between Council and Infigen Bodangora Wind Farm Pty Ltd.

Responsible Division	Community, Culture and Places
Program Coordinator and Branch	Executive Officer Community, Culture and places
Applications	Rolling program per financial year until budget has been exhausted.
Eligibility	Incorporated not-for-profit community groups of the Wellington district and villages that are part of the Dubbo Regional LGA.
Key Criteria	To deliver social, cultural, economic or environmental benefits to local communities of the Wellington district and Villages which is part of Dubbo Regional Council Local Government Area.
Application Process	Application through completion of an application form (available on the DRC website) and submission to Council by the closing date via email, mail or in person in Dubbo (CAB) or Wellington (WAB).
Assessment	Dubbo Regional Council Solar and Wind Consultative Committee comprising a mix of Councillors, Council's CEO and members of Council's Executive Leadership Team.
Recommendation	Director Community, Culture and Places and Dubbo Regional Council Climate Change and Resilience Committee.
Determination	Culture and Community Committee
Reporting	Grant recipients to submit a six-monthly report (subject to project duration).
Return to Council	Acquittal Report.

Community Financial Assistance Program

The Community Financial Assistance Program aims to ease the financial burden of not-for-profit organisations that contribute to the creation or enhancement of the community's well-being and amenity. Program funding is determined by Council annually and allocated as part of the Organisation's annual budget.

Responsible Division	Community, Culture and Places
Program Coordinator and Branch	Executive Officer Community, Culture and Places
Applications	March and October (twice per financial year).
Eligibility	Not-for-profit organisations.
Key Criteria	Deliver social, cultural or environmental benefits to the local communities within the Local Government Area.
Application Process	Application form (available online).
Assessment Process	Panel, to include Director Community, Culture and Places, Manager Community Services and other members as required.
Recommendation	Director Community, Culture and Places
Determination	Councillors.
Reporting	Council meeting or standing committee with delegated authority.
Return to Council	Benefits in line with Outgoing Sponsorship Benefits Matrix Acquittal Report.

Community Services Fund

The Community Service Fund relates to the requirements of Section 356 of the Local Government Act 1993 whereby Council may contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions. Program funding is determined by Council annually and allocated as part of the Organisation's annual budget.

Responsible Division	Community, Culture and Places
Program Coordinator and Branch	Executive Officer Community, Culture and Places
Applications	June annually and other application rounds as required.
Eligibility	Not-for-profit organisations.
Key Criteria	Deliver social, cultural or environmental benefits to the communities of the Local Government Area.
Application Process	Application form (available online).
Assessment Process	Panel, to include Director Community, Culture and Places, Manager Community Services and other members as required.
Recommendation	Director Community, Culture and Places
Determination	Councillors.
Reporting	Council meeting or standing committee with delegated authority.
Return to Council	Acquittal Report.

Corporate Sponsorship Program

The Organisation provides sponsorship for projects and programs that support Council in the delivery of actions under the Community Strategic Plan. Council officers will consider applications on the basis of their alignment to the Corporation's goals, objectives and responsibilities. Funding may be available within operational budgets or proposed sponsorships highlighted to Council as part of the annual budget approval process.

Stream 1

Responsible Division	Strategy, Partnerships and Engagement
Program Coordinator and Branch	Communications Services Team Leader.
Applications	Rolling annual program (online).
Eligibility	Proposal has broad community support and potential to reach a wide audience (ineligible activities include political activities, capital expenses and wages).
Key Criteria	The program/project aligns with actions under the Community Strategic Plan.
Application Process	Application form (available online).
Assessment Process	Recommendation to the Chief Executive Officer.
Recommendation	Communications Services Team Leader.
Determination	Executive Leadership Team.
Reporting	Reported to the community via Statutory Report.
Return to Council	Benefits in line with outgoing sponsorship benefits matrix Acquittal Report.

Stream 2

Allocation of tickets/passes across businesses of Council considered and determined by Council as part of the annual budget process.

Responsible Division	Community, Culture and Places
Program Coordinator and Branch	Manager/Team Leader/Coordinator of facility
Applications	Rolling annual program (online).
Eligibility	Detailed request to be submitted in writing
Key Criteria	The program/project aligns with actions under the Community Strategic Plan. Provision of tickets/passes considered to return public relations/marketing benefits for the Organisation and/or community.
Application Process	Application form (available online).
Assessment Process	Recommendation to the Chief Executive Officer.
Recommendation	Manager of the facility (ticket/pass supplier)
Determination	Chief Executive Officer
Reporting	Reported to the community via Annual Statutory Report.
Return to Council	Benefits in line with outgoing sponsorship benefits matrix

Community Venue Hire Program

Enable not-for-profit organisations to defray costs associated with hire of Council venues whereby the purpose of the venue hire aligns to actions under the Community Strategic Plan.

Responsible Division	Community, Culture and Places, Strategy, Partnerships and Engagement.
Program Coordinator and Branch	Manager/Team Leader/Coordinator of a facility or asset owner.
Applications	Annual, rolling program.
Eligibility	Not-for-Profit organisations. Funding to be used to defray fees/charges associated with the hire of Council Venues.
Key Criteria	The purpose of the venue hire aligns to actions under the Community Strategic Plan. Must be a charity or not-for-profit organisation.
Application Process	Request made in writing adhering to guidelines.
Assessment Process	Manager/Team Leader/Coordinator of a facility or asset owner.
Recommendation Process	Manager/Team Leader/Coordinator of a facility or asset owner.
Determination	Chief Executive Officer.
Reporting	Reporting to the community via Annual Statutory Report.
Return to Council	No acquittal.

Dubbo and Wellington Neighbourhood Shopping Precinct CCTV Fund

Dubbo Regional Council funding assistance for the installation of Closed-Circuit Television (CCTV) infrastructure in the Tamworth Street, Boundary Road and Victoria Street neighbourhood shopping precincts of Dubbo and the Wellington Shop Owners on the Mitchell Highway from Goolma Road to the roundabout on the corner of Maughan and Arthur Streets, with the inclusion of Swift and Percy Streets. The program supports projects or programs that help create, enhance or build community wellbeing and amenity.

Responsible Division	Community, Culture and Places
Program Coordinator and Branch	Manager Community Services Youth Development Officer, Community Services.
Applications	Rolling annual program.
Eligibility	Shop owners in the Tamworth Street, Boundary Road and Victoria Street neighbourhood shopping precincts only. Wellington shop owners on the Mitchell Highway from Goolma Road to the roundabout on the corner of Maughan and Arthur Streets, with the inclusion of Swift and Percy Streets.
Key Criteria	Key eligibility criteria: <ul style="list-style-type: none"> - meeting suitable CCTV specifications, - approvals from landowner/premise owner (if rented),

	<ul style="list-style-type: none"> - registration of CCTV equipment with the Dubbo Police, - at least one CCTV camera covering a public space, - Installation of signage notifying the public of surveillance equipment, and - Installation of CCTV equipment within 90 days of approval.
Application Process	Application form and program guidelines are not available on the DRC website, previously the Dubbo Regional Council Mayor has written to each eligible shop owner advising of the funding program.
Assessment Process	Community Services coordinates the assessment process; however all applications are assessed in discussion with Council's CEO.
Recommendation	Manager Community Services, Community Services.
Determination	Chief Executive Officer.
Reporting	Nil.
Return to Council	A project finalisation form to be submitted to council.

Dubbo Regional Sports Council (DRSC) Playing Field Improvement Fund

The Dubbo Regional Sports Council Playing Field Improvement Fund provides financial assistance to local sporting clubs/associations for the delivery of capital sporting infrastructure improvement works. The program creates partnerships with sports clubs using Dubbo Regional Council sportsgrounds in the provision or development of quality facilities within the Dubbo Region.

Responsible Division	Community, Culture and Places
Program Coordinator and Branch	Recreation Coordinator. Recreation & Open Space.
Applications	Rolling annual program.
Eligibility	Applications for funding are restricted to incorporated clubs and organisations that pay ground usage fees, with preference given to Dubbo Regional Sports Council members.
Key Criteria	Ten (10) assessment criteria that applicants must address in the grant application form addressing project benefits (to club and community), value, equity, merit, strategy and ongoing club success.
Application Process	Application through submission of a completed application form to DRC's Recreation Coordinator. Application form and program guidelines are not available on the DRC website (and no dedicated program webpage), rather Council's Recreation Coordinator advises clubs of the funding program and issues application forms/guidelines.
Assessment Process	The assessment panel is the management committee of the Dubbo Regional Sports Council, comprising the President, Vice President and four (4) committee members; three (3) from Dubbo and one (1) from Wellington.
Recommendation Process	DRC's Recreation Coordinator prepares a report with the Sports Council's management committee's recommendation to go to Council's Culture and Community Committee for consideration / amendment / endorsement. The Culture and Community Committee report then goes to Council's next Ordinary Meeting for adoption (coordinated by Governance & Internal Control - they include it in the Ordinary Meeting agenda).
Determination	Council at its monthly Ordinary Council meeting.
Reporting	Regional Sports Council Annual General Meeting covering the sports fund activity.
Return to Council	No acquittal.

Event Assistance Program

Comprises of four (4) channels; *Emerging Events Fund*, *Community Events Fund*, *Event Support Program* and *Destination Events Fund*. The three (3) before mentioned channels support the growth and development of locally grown events. Program funding is determined by Council annually and allocated as part of the Organisation's annual budget. The *Event Assistance Program* provides staff assistance (not financial assistance) based on an application process.

The Destination Events Fund aims to support, attract and retain events that deliver significant economic and reputation benefits. Funding is determined by Council annually and allocated as part of the Organisation's annual budget.

Emerging Events Fund

Responsible Division	Community Culture and Places
Program Coordinator and Branch	Events and Partnerships Team Leader Regional Events
Applications	Biannually
Eligibility	The event must be held in the Dubbo Region LGA in the current financial year – 1 July – 30 June. The event organiser must be a not-for-profit organisation. The event must be in its first or second year.
Key Criteria	The event must have the potential to deliver a mix of social, cultural and economic benefits to the Dubbo Region Local Government Area.
Application Process	Via online program: SmartyGrants
Assessment Process	Assessment panel of staff convened by the Manager Regional Events.
Recommendation	Director Community Culture and Places
Determination	Chief Executive Officer
Reporting	Council meeting or standing committee with delegated authority.
Return to Council	Benefits as per Financial Assistance Program Guidelines.

Community Events Fund

Responsible Division	Community Culture and Places
Program Coordinator and Branch	Events and Partnerships Team Leader Regional Events
Applications	Biannually
Eligibility	The event must be held in the Dubbo Region LGA in the current financial year – 1 July – 30 June. The event organiser must be a not-for-profit organisation.
Key Criteria	The event must have the potential to, or a proven record of, delivering a mix of social, cultural and economic benefits to the Dubbo Region Local Government Area.
Application Process	Via online program: SmartyGrants
Assessment Process	Assessment panel of staff convened by the Manager Regional Events.
Recommendation	Director Community Culture and Places
Determination	Chief Executive Officer

Reporting	Council meeting or standing committee with delegated authority.
Return to Council	Benefits as per Financial Assistance Program Guidelines.

Destination Event Fund

Responsible Division	Community Culture and Places
Program Coordinator and Branch	Events and Partnerships Team Leader Regional Events
Applications	Annually
Eligibility	The event must be held in the Dubbo Region LGA during the following calendar year – 1 January – 31 December. Events held in the Dubbo Region LGA that have the potential to, or have a proven record of, driving significant economic benefits.
Key Criteria	Events held in the Dubbo Region LGA that have the potential to, or have a proven record of, driving significant economic benefits.
Application Process	Via online program: SmartyGrants
Assessment Process	Assessment panel of staff convened by the Manager Regional Events.
Recommendation	Director Community Culture and Places
Determination	Chief Executive Officer
Reporting	Council meeting or standing committee with delegated authority.
Return to Council	Benefits as per Financial Assistance Program Guidelines.

Partner Events

Funding is also allocated under the Regional Events Branch's operational budget to attract major event activity. Eligibility and key criteria are the same as Destination Event fund, however, strategic financial partnerships will underpin the funding as determined by the Chief Executive Officer. A determination by Council is required.

Local Heritage Assistance Fund

The purpose of the Local Heritage Fund is to provide grants to assist owners of heritage properties/items listed in the Dubbo Regional Local Environmental Plan 2022 with heritage conservation work.

Responsible Division	Development and Environment.
Program Coordinator and Branch	Senior Planner, Statutory Planning. Building & Development Services.
Applications	Generally application open in August.
Eligibility	Owners of heritage properties/items listed as a heritage item in the Dubbo Regional Local Environmental Plan 2022
Key Criteria	Eligible works to heritage-listed properties include: repair, maintenance and reinstatement of missing elements.
Application Process	Application form and guidelines (available online).
Assessment Process	Assessment undertaken by the Statutory Planning team/Building & Development Services Branch.
Recommendation Process	Director Development and Environment.
Determination	Manager Building and Development Services
Reporting	Report to the Office of Environment and Heritage
Return to Council	Recognising the importance of conserving, protecting and caring for local heritage listed buildings within the Dubbo Regional Council area

SPARC Support Program

Responsible Division	Community, Culture and Places
Program Coordinator and Branch	Cultural Coordinator, Cultural Development, Regional Experiences
Applications	Rolling Annual Program
Eligibility	Community and Creative Organisations, Creative Practitioners and Creative Service Providers.
Key Criteria	The program/project aligns with actions under the SPARC Cultural Development Plan.
Application Process	Partnership Agreement
Assessment Process	Recommendation to Manager, Regional Experiences by CDC
Recommendation Process	Director Community, Culture and Places
Determination	Council meeting or standing committee with delegated authority
Reporting	Quarterly Report to Council
Return to Council	Acquittal Report

REPORTING

As of 2020, Dubbo Regional Council purchased the grants software SmartyGrants to assist in the application process, administration process, individual acquittal reports and reporting to Council.

RESPONSIBILITIES

1. Staff

The staff member of Council responsible for managing the request for assistance is required to;

- Ensure applications for financial assistance are received via the most appropriate channel.
- Assess the application in accordance with internal processes and appropriate delegated authority. Assessment of applications includes monitoring of the centralised register to ensure multi-channel assistance is not being provided to the same applicant for the same purpose.
- Make recommendations in accordance with guidelines and criteria.
- Consider all applications on merit and alignment to Corporation goals, objectives and responsibilities.
- Gain appropriate approvals from Manager, Director, Executive Leadership Team, Chief Executive Officer as required.
- Advise the Communications Services Team Leader of any sponsorship agreements involving media.
- Ensure robust assessment processes are applied and maintained in Trim.
- Co-ordinate return benefits in line with the Outgoing Sponsorship Benefits Matrix.
- Oversee return of acquittals, assess and place in Trim.
- Create processes to address issues of non-compliance around benefits to be returned and acquittals via guidelines/terms and conditions.
- Ensure any materials developed in relation to the sponsorship agreement adhere to the Corporate Image Policy and are created to appropriate destination brand/s.

2. Director Strategy, Partnerships and Engagement

The Director Strategy, Partnerships and Engagement is responsible for managing the following channels:

- Corporate Sponsorship Program – Stream 1

3. Director Community, Culture and Places

The Director Community, Culture and Places is responsible for managing the following channels:

- Community Financial Assistance Program
- Bodangora Wind Farm Community Benefit Fund
- Community Service Fund
- Dubbo Neighbourhood and Wellington Shopping Precinct CCTV Fund
- Dubbo Regional Sports Council (DRSC) Playing Field Improvement Fund
- Event Assistance Program
- Corporate Sponsorship Program – Stream 2
- SPARC Support Program
- Community Venue Hire Program

4. Director of Development & Environment.

The Director Development & Environment is responsible for managing the following channels:

- Local Heritage Assistance Fund.

5. Executive Leadership Team

The Executive Leadership Team is responsible for considering applications for the following channels:

- Corporate Sponsorship Program – Stream 1
- Bodangora Wind Farm Community Benefit Fund

6. Chief Executive Officer

The Chief Executive Officer is responsible for final determination of funding the Financial Assistance Policy, the Annual Statutory Report.