

Eurobodalla Community Grants and Donations Policy

July 2025

Eurobodalla Community Grants and Donations Policy

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Policy administration

Policy title	Community Grants and Donations Policy
Goal	5. Our engaged community with progressive leadership
Strategy	5.2 Proactive, responsive, and strategic leadership
Delivery Program Activity	5.2.1 Be proactive leaders and an effective governance body with a focus on better outcomes for our community.
Operational Plan Action	5.2.1.3 Administer community grants and donations
Responsible manager(s)	Chief Operating Officer Grants and Events Manager
Contact officer(s)	Grants and Events Manager
Directorate	General Manager
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Related policies and legislation	Procurement Policy Waste Minimisation Policy Public Land Use by Community Organisations Policy Pricing Policy Local Government Act 1993 – Section 356

Introduction

Eurobodalla Shire Council recognises the important role that community groups, not-for-profit organisations, and local businesses play in creating a connected, inclusive, and thriving community. Council is committed to supporting initiatives that improve community well-being, encourage civic participation, and contribute to the social, cultural, environmental, and economic development of the region.

Under Section 356 of the Local Government Act 1993, Council is authorised to provide financial assistance to individuals, organisations, and businesses for projects and services that align with Council's strategic objectives. This Community Grants and Donations Policy establishes a clear framework for the allocation of Council's financial assistance, ensuring that funding is distributed fairly, transparently, and effectively.

This policy reflects Council's commitment to:

- Supporting community-led initiatives that address identified needs.
- Strengthening partnerships between Council, community groups, and businesses.
- Ensuring accountability and transparency in the management of public funds.
- Aligning financial assistance with the objectives of Council's Community Strategic Plan.

This policy applies to all outgoing grants and donations, including financial and in-kind support, provided by Council. It sets out a clear framework to ensure funding is allocated responsibly and delivers measurable community benefits.

Council may, by resolution, approve grants and donations outside this policy in accordance with relevant legislation. The Community Grants and Donations Policy ensures that public funds are used effectively to enhance community well-being, promote economic and cultural development, and support our diverse community.

Further details on specific funding categories, eligibility requirements, and application procedures can be found within the relevant Grant and Donation Program Guidelines for each funding stream.

Policy objectives

This Community Grants and Donations Policy aligns financial assistance with Council's strategic objectives and Community Strategic Plan, supporting a shared vision for a strong, engaged, and inclusive Eurobodalla community.

The policy provides a structured and transparent approach to allocating, managing, and evaluating grants and donations. It establishes clear roles for Council and the community,

ensures robust governance and accountability, and promotes accessibility and fairness in the funding process, while optimising the impact of public funds.

The objectives of Council's Community Grants and Donations Policy are to:

- Support initiatives that encourage active participation in community life.
- Encourage innovative solutions to identified community needs.
- Assist community groups and local not-for-profit organisations to build capacity.
- Promote good governance and long-term sustainability for community organisations.
- Enable partnerships and collaboration between local organisations, businesses, and key community stakeholders.

Program framework

The Community Grants and Donations Policy follows best practice and ensures financial assistance is strategically aligned with the Eurobodalla Community Strategic Plan 2042, Delivery Program and Operational Plan.

Funding is distributed through defined streams and categories that reflect Council's objectives and community priorities. Grant funding is designed to be responsive to emerging issues and trends, with priorities informed by current data, community insights, and Council's strategic direction.

Grant streams, objectives, and themes are regularly reviewed to ensure funding remains relevant and impactful. Any updates will be clearly communicated through the grant guidelines.

This policy is structured to align with the five themes of the Eurobodalla Community Strategic Plan 2042, with all grant funding streams fitting within these themes:

- 1 Our community
- 2 Our economy
- 3 Our environment
- 4 Our infrastructure
- 5 Our civic leadership.

What is a community grant?

Section 356 of the Local Government Act 1993 enables Councils to *contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions*. Under this provision, Council provides grants and donations to support community needs and priorities. Grants fund specific projects, while donations offer unconditional support. Sponsorships create commercial opportunities for mutually beneficial partnerships between Council and event or project organisers.

Benefits to the community

Council's grants and donations play a crucial role in:

- Building a connected and inclusive community – supporting local groups, organisations, and initiatives that bring people together, promote inclusivity, and encourage civic participation.
- Improving community facilities and services – providing funding for infrastructure upgrades, service expansion, and innovative projects that address social, environmental, and economic challenges.
- Boosting the local economy and tourism – supporting events and initiatives that increase visitation, strengthen local businesses, and enhance economic opportunities.
- Providing relief and support – assisting organisations in responding to emergencies, disasters, or unforeseen community needs, ensuring resilience and long-term sustainability.

By investing in grants and donations, Council empowers eligible community groups, volunteers, and businesses to deliver valuable projects and services that contribute to a thriving, connected, and sustainable Eurobodalla.

Definitions

- Community Grants: financial assistance to support specific projects, events, or initiatives that benefit the community. Recipients are required to publicly acknowledge the funding, report on the use of funds and the outcomes achieved.
- Donations: unconditional financial, or in-kind, support given by Council to an organisation or cause without an expectation of direct benefits or returns, except for being required to publicly acknowledge the funding.
- Sponsorship: a mutually beneficial commercial arrangement where Council enters into a contract with a third party to support to an event, activity, or organisation in exchange for promotional opportunities or other benefits that align with Council's objectives, and advise of the outcomes achieved.

Comparison Table

Aspect	Community Grant	Donation	Sponsorship
Purpose	Supports specific projects, events, or initiatives with defined objectives that benefit the community.	Financial or in-kind support to causes or organisations for goodwill, without the expectation of a direct returns.	A financial agreement between Council and a third party in exchange for promotional opportunities or other benefits that align with Council's strategic goals.
Council's expectation	Requires recipients to use funds for the agreed purpose, publicly acknowledge the funding and report on outcomes.	No obligations or returns expected from the recipient, except for being required to publicly acknowledge the funding.	Expects agreed-upon benefits such as advertising, branding, or other promotional considerations.
Assessment	All Community Grants must be assessed in accordance with the Grant Program Guidelines for each funding stream.	Financial and in-kind donations that are not included within this Policy will be treated on a case-by-case basis, in accordance with the Local Government Act.	All sponsorship agreements will be in accordance with Council's Procurement Policy and be treated as a commercial agreement.
28 Days Public Notice Required?	No. All Community Grants will be included within the Operational Plan each financial year and therefore do not require 28 days public notification as per Section 356. Final approval of grant funding will be through a resolution of Council.	No. All Donations will be included within the Operational Plan each financial year and therefore do not require 28 days public notification as per Section 356. Final approval of donations will be through a resolution of Council.	No. Sponsorships are considered commercial arrangements and will follow Council's Procurement Policy, rather than section 356 of the Local Government Act.
Typical Recipients	Not-for-profit organisations, community groups, sporting clubs, or individuals undertaking projects that benefit the community.	Charities, disaster relief funds, or community causes needing support, such as donations to a local charity or disaster recovery fund.	Event organisers, marketing opportunities or sporting events that offer promotional benefits to Council or attract visitors to the region.

Policy scope

This Policy applies to all community grants and donations offered by Eurobodalla Shire Council for any individuals, organisations, businesses, or community groups applying for a grant or donation. Sponsorships are a commercial arrangement and are managed separately under Council's Procurement Policy.

This Policy applies to all Council officials, as defined in Council's Code of Conduct, and provides a structured framework for the distribution of funds under Section 356 of the *Local Government Act 1993* which states:

Section 356 - Can a Council financially assist others?

- (1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.
- (2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.
- (3) However, public notice is not required if—
 - (a) the financial assistance is part of a specific program, and
 - (b) the program's details have been included in the council's draft Operational Plan for the year in which the financial assistance is proposed to be given, and
 - (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and
 - (d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.
- (4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work.

Why is a resolution of Council still required?

A Council resolution is required to approve grants or donations under Section 356 of the *Local Government Act 1993*, even if the financial assistance falls within an exempt category that does not require a 28-day public notification period.

- Section 356(1) requires a Council resolution
 - Section 356(1) explicitly states that a council may contribute money or grant financial assistance “in accordance with a resolution of the council.”
 - This means that, regardless of whether the 28-day public notification period applies, the grant or donation must still be formally approved by Council through a resolution.
- Public notification exemptions do not remove the resolution requirement
 - Section 356(3) outlines when public notice is not required, such as if the financial assistance is part of a pre-approved grant or donation program in the Operational Plan.
 - However, these exemptions only remove the public notice requirement—they do not remove the need for a Council resolution.

Community Grants

Council offers a wide range of community grants that improve community well-being, encourage civic participation, and contribute to the social, cultural, environmental, and economic development of the region. These grant programs align with the five themes of the Eurobodalla Community Strategic Plan (CSP) 2042.

Each funding stream has a Grant Program Guideline that will be updated on an annual basis before the funding round is opened to the public to ensure the funding streams are responsive to emerging themes, issues and trends within the community.

Promotion of Council's annual Community Grants and Donations Program will be advertised through Council's communications channels, including website, newsletters, social media plus direct correspondence to local community groups and event organisers.

Community Wellbeing Grant

Grant name	Community Wellbeing Grant
CSP theme	Our community Eurobodalla welcomes, celebrates and supports everyone. 1.2 - Celebrate and support people of all ages.
Objectives	• Enhance community health and wellbeing – support projects that promote physical, mental, and social wellbeing for residents of all ages. • Support youth development and engagement – fund initiatives that create opportunities for young people to learn, grow, and participate in their community. • Strengthen community safety and resilience – assist emergency and volunteer organisations in maintaining essential services that protect and support the community. • Encourage environmental and sustainability stewardship – provide assistance for environmental and sustainability projects that benefit the Eurobodalla region.
Target recipients	• Not-for-profit and community organisations – groups delivering programs that improve health, wellbeing, and social inclusion to residents of Eurobodalla. • Youth-focused organisations – groups supporting young people through skills development, and engagement initiatives.

	• Emergency and volunteer services – organisations such as Surf Life Saving Clubs, Volunteer Coastal Patrol, and Rescue Squads that contribute to community safety. • Individuals and teams representing Eurobodalla – athletes, artists, and community members selected to compete or perform at state, national, or international levels.
Max. grant amount	\$2,000 per application. Co-contributions strongly encouraged. Total funding available confirmed annually within the Operational Plan.
Timeframe	Grant is advertised, assessed, approved and awarded on an annual basis between September and December. Funding must be expended between 1 January and 31 December in the year following approval. Details will be confirmed within the Grant Program Guideline and funding agreements for successful applicants.
Assessment	Three-person panel (two Council staff with relevant experience + one non-staff external member)
Approval	An adopted resolution of Council.

Local Heritage Grant

Grant name	Local Heritage Grant
CSP theme	Our environment We sustain our shire by balancing growth and protecting our natural environment. 3.3 - Balance development between the needs of people, place and productivity.
Objectives	• Assist property owners in restoration efforts – provide financial support to eligible owners undertaking approved heritage conservation works. • Encourage heritage conservation – support the restoration, preservation, and maintenance of heritage-listed properties to protect Eurobodalla’s cultural and historical identity.

	Promote community awareness and appreciation of local heritage – encourage responsible heritage management and foster a deeper understanding of the value of historical places.
Target recipients	- Owners of eligible heritage listed items who will ensure restoration works are maintained to enhance the original character and structural integrity of the heritage listed item. - Eligible projects are those related to preservation work on a heritage property that is listed as a heritage item in the <i>Eurobodalla Local Environmental Plan 2012</i>.
Max. grant amount	Total available grant funding is determined on an annual basis and includes grant funding from Heritage NSW – Division of Department of Climate Change, Energy, Environment and Water. The level of funding that can be made available for each project is capped at a maximum amount as advertised each year. The applicant will be required to contribute a minimum of \$1 for every \$1 offered from the grant fund. Total funding available confirmed annually within the Operational Plan.
Timeframe	Grant is advertised, assessed, approved and awarded on an annual basis in accordance with Heritage NSW timelines. All works must be completed and a report submitted to Council by the grant recipient at the end of April within the same financial year as the funds are approved. Details will be confirmed within the Grant Program Guideline and funding agreements for successful applicants.
Assessment	Council's Heritage Advisor.
Approval	Eurobodalla Heritage Advisory Committee, followed by an adopted resolution of Council.

Community Events Grant

Grant name	Community Events Grant
CSP theme	Our economy We have a strong economy with learning, employment and business opportunities. 2.2 - Promote vibrant events and tourism to become a top destination.
Objectives	• Support local organisations and event organisers in planning and delivering successful community events. • Develop a positive community spirit through involvement, participation, relationship-building, and collaboration. • Encourage events that align with the Events Strategy and benefit the majority of residents. • Enhance community identity and celebrate the cultural and social life of Eurobodalla.
Target recipients	• Not-for-profit community organisations – local sports clubs, Arts and Culture groups, and charities hosting events that create social, cultural, and recreational engagement. • Local event organisers – individuals or groups planning inclusive community events that encourage participation and strengthen local connections. • Grassroots community initiatives – small-scale gatherings, celebrations, and activities that activate public spaces and bring people together. • Events on Council owned or managed land – activities held in parks, reserves, sportsgrounds, and other community spaces that contribute to local vibrancy.
Max. grant amount	\$2,000 per application Co-contributions strongly encouraged. Total funding available confirmed annually within the Operational Plan.
Timeframe	Grant is advertised, assessed, approved and awarded on an annual basis between September and December.

	Funding must be expended on events held between 1 January and 31 December in the year following approval. Details will be confirmed within the Grant Program Guideline and funding agreements for successful applicants.
Assessment	Three-person panel (two Council staff with relevant experience + one non-staff external member)
Approval	An adopted resolution of Council.

Major Events Grant

Grant name	Major Events Grant
CSP theme	Our economy We have a strong economy with learning, employment and business opportunities. 2.2 - Promote vibrant events and tourism to become a top destination.
Objectives	• Support event organisers in planning and delivering destination events that drive economic growth in Eurobodalla. • Attract intrastate and interstate visitors, increasing overnight stays and local spending. • Encourage off-peak tourism by supporting events held outside the peak visitor season or mid-week. • Strengthen Eurobodalla's brand identity, generating local pride and showcasing the region's unique attractions.
Target recipients	• Not-for-profit community groups – local organisations hosting events that contribute to economic and tourism development. • Commercial event operators – businesses delivering significant cultural or destination events that attract external visitation. • Sporting organisations – Local sporting groups hosting regional, state or national level sporting competitions that activate local infrastructure and boost tourism.

	Events on Council owned or managed land – large scale events held in parks, reserves, sportsgrounds, and other community spaces that contribute to local vibrancy.
Max. grant amount	Up to \$20,000 per application. Co-contributions strongly encouraged. Total funding available confirmed annually within the Operational Plan.
Timeframe	Grant is advertised, assessed, approved and awarded in accordance within approved timelines as per the Events Strategy. Funding must be expended on events held between 1 January and 31 December in the two years following approval. Details will be confirmed within the Grant Program Guideline and funding agreements for successful applicants.
Assessment	Four-person independent assessment panel (including one Councillor)
Approval	An adopted resolution of Council.

Iconic Events Grant

Grant name	Iconic Events Grant
CSP theme	Our economy We have a strong economy with learning, employment and business opportunities. 2.2 - Promote vibrant events and tourism to become a top destination.
Objectives	- Support flagship events that attract regional or national attention and deliver significant economic and community benefits. - Strengthen the local events industry by supporting large-scale events that enhance community connection and cultural identity. - Stimulate economic activity by increasing visitation, boosting local businesses, and creating flow-on benefits for

	hospitality, accommodation, transport, and infrastructure services. • Position Eurobodalla as a premier event destination by supporting high-profile events that enhance the region's reputation, attract return visitation, and create lasting economic and social benefits.
Target recipients	• Local event organisers – organisations delivering large-scale events with significant economic and community benefits. • Tourism and cultural organisations – groups planning events that drive visitation and enhance the region's cultural vibrancy. • Sporting bodies and major competition organisers – sporting organisations hosting regional, state, or national sporting events that attract inter-state competitors, teams, and spectators. • Nature-based, wellness, and industry-aligned event organisers – groups creating events that showcase Eurobodalla's natural landscapes, outdoor recreation, wellness experiences, and local industries, attracting eco-tourists and niche markets.
Max. grant amount	Each application up to a total of \$75,000 over three years. Co-contributions strongly encouraged. Total funding available confirmed annually within the Operational Plan.
Timeframe	Grant is advertised, assessed, approved and awarded in accordance within approved timelines as per the Events Strategy. Funding must be expended on events held between 1 January and 31 December in the three years following approval. Details will be confirmed within the Grant Program Guideline and funding agreements for successful applicants.
Assessment	Four-person independent assessment panel (including one Councillor)
Approval	An approved resolution of Council.

Donations

This Policy enables Council to manage donations in a transparent and ethical manner, ensuring they align with Council's values and legislative responsibilities under the *Local Government Act 1993*. Donations may be either incoming (received by Council) or outgoing (provided by Council) and must demonstrate a clear community benefit.

Incoming donations

Council is not obligated to accept donations and may decline offers where the donor's activities or intentions are inconsistent with Council's core values or could negatively impact the community. Donations will not be sought from or accepted from political parties.

All incoming donations must be provided with philanthropic intent, and donors must be able to demonstrate their motivation for contributing to Council and the community. Council will conduct a risk assessment on all potential donation arrangements to identify any real or perceived conflicts of interest. Where a donor's involvement, including that of parent companies or subsidiaries, could compromise or be seen to compromise Council's integrity, the donation may be declined.

Donations may be allocated to a specific event, project, or activity at Council's discretion, taking into account the donor's intended purpose while ensuring alignment with Council priorities. Incoming donations under this policy are not considered development contributions under the *Environmental Planning & Assessment Act 1979* and will not influence Council's planning or development decisions.

Donations of public infrastructure, art, materials or other physical assets will be assessed against Council's Community Strategic Plan and other associated adopted Strategies and Masterplans, ensuring the donation provides clear community benefits before acceptance. All organisations providing donations to Council will be disclosed on Council's website for transparency.

Council will only accept incoming donations where the time and resources required to process and manage them are proportionate to the value of the contribution.

Outgoing donations

Council provides outgoing donations to support not-for-profit community organisations, charities, and initiatives that contribute to the well-being, resilience, and social fabric of Eurobodalla. These donations may be in the form of financial assistance or in-kind support, such as venue hire, equipment use, fee waivers or reductions.

All financial donations must comply with Section 356 of the *Local Government Act 1993*, which allows Council to grant financial assistance to individuals, groups, or organisations for purposes aligned with its functions. In-kind support, including fee waivers or reductions, is

enabled through Section 610E of the *Local Government Act 1993*, which permits the General Manager through delegation of the Council to waive or reduce adopted fees where appropriate.

Outgoing donations will be assessed based on the following principles:

- Alignment with Council's strategic priorities – support is provided to initiatives that enhance community well-being, strengthen local services, or contribute to cultural, social, and environmental outcomes.
- Demonstrated community benefit – recipients must demonstrate how the donation will positively impact the Eurobodalla community.
- Equity and accessibility – donations will be distributed fairly, ensuring they reach a diverse range of community groups and causes.
- Accountability and governance – all financial and in-kind support must be managed responsibly, with appropriate documentation and reporting where required.

Fee waivers and in-kind support

Section 610E of the Local Government Act 1993 allows the General Manager, through delegation of the Council, to waive payment of or reduce a fee in a particular case, if it is satisfied that the case falls within a category of hardship or any other category that Council has determined it may consider in waiving payment, or reducing a fee.

Council has determined the following categories:

- Hardship – where there is evidence that the payment of the fee or charge will impose unreasonable financial hardship on the applicant(s), given their individual circumstances.
- Charity – where the applicant is a registered charity and the fee is for a service that will enable the provision of charitable services to the Eurobodalla community.
- Not-for-profit – where the following conditions all apply:
 - the applicant is an organisation that holds “not-for-profit” status; and
 - the fee is for a service that will enable the achievement of the applicant's objectives and betterment for the Eurobodalla community; and
 - the payment of standard fees or charges would cause financial difficulties for the applicant.
- Commercial – where Council, or its contractor, operates a service and reduction of the fee is required to compete in the market.

- Non-provision of service – where Council is unable to provide a service or venue that has been previously agreed upon and an appropriate discount, fee waiver, refund or substitution is required as compensation.
- Filming related activities – when a production is completed within the Eurobodalla local government area, if undertaken by an educational institution for a non-commercial purpose, or by a registered charity or not-for-profit organisation and where the primary purpose is for the benefit to the Eurobodalla community, or where the production’s primary purpose is to highlight Eurobodalla as a tourist destination.

The following principles will be considered when applying any reduction or waiver of a fee or charge:

- compliance with statutory requirements
- fairness and consistency
- integrity
- equity and transparency
- commercial imperatives.

Some fees or services are prescribed by legislation or are regulatory in nature, and a fee waiver or reduction is not available in connection with those fees.

Council will directly, or through delegated authority, assess and make determinations on requests for reduction or waiver of fees in accordance with these principles.

Council reserves the right to set funding limits for outgoing donations and in-kind support to ensure sustainability and equitable distribution of resources. Donations may be one-off contributions or part of an annual allocation, subject to budget availability.

By integrating Sections 356 and 610E of the *Local Government Act 1993*, this policy ensures that outgoing financial assistance and in-kind support are managed responsibly, equitably, and in alignment with community needs and strategic objectives.

Exclusions

Council will not provide outgoing donations or in-kind support:

- to political parties or organisations involved in lobbying for political purposes.
- where the funds primarily benefit individuals rather than the broader community.
- where the request is for retrospective funding (i.e., for projects or events that have already taken place).
- to organisations that have not acquitted previous funding from Council.

All outgoing donations and in-kind support are subject to Council approval, and recipients may be required to acknowledge Council’s contribution in any promotional materials or public communications related to the funded initiative.

Annual donations

Council provides annual donations to support not-for profit organisations, registered charities, and initiatives that strengthen community wellbeing, enhance local services, and contribute to a more connected Eurobodalla. Donations are guided by the Eurobodalla Community Strategic Plan (CSP) 2042, ensuring that financial assistance is directed toward areas of the greatest benefit. Council will regularly review its donations framework to ensure funding remains fair, effective, and adaptable to evolving community needs.

Rates Assistance Donation

Donation name	Rates Assistance Donation
CSP theme	Our community Eurobodalla welcomes, celebrates and supports everyone. 1.2 - Celebrate and support people of all ages.
Objectives	• Support registered charities and not-for-profit organisations by partially subsidising annual rates and charges. • Assist community groups providing social, cultural, and recreational benefits to the community. • Reduce financial burdens on eligible organisations, allowing them to focus on delivering community services.
Target recipients	• Registered charities – eligible charity organisations providing direct community services and support. • Not-for-profit organisations – eligible Not-for-profit organisations providing direct community services and support. • Community groups leasing or renting premises – eligible organisations responsible for paying rates on their premises. • Rates Assistance Donations will not be available to organisations that have licensed premises, organisations with significant commercial or surplus income, organisations funded by another level of government, churches or other religious groups, or political parties.

Max. donation amount	50% of the total annual rates account (excluding Waste Charges) Total funding available confirmed annually within the Operational Plan.
Timeframe	Donations are advertised via an Expression of Interest, assessed, approved and processed on an annual basis. Recipients will be eligible to seek the donation amount for each year of the Council term, to a maximum of four years. Final timeframe and eligibility details will be confirmed within the Donation Program Guideline and donation agreements for successful applicants.
Assessment	Three-person panel of Council staff with relevant experience.
Approval	An adopted resolution of Council.

Schools and Education Donation

Donation name	Schools and Education Donation
CSP theme	Our community Eurobodalla welcomes, celebrates and supports everyone.
Objectives	- Recognise and support student achievement – contribute to annual awards and ceremonies that celebrate academic, sporting, and community excellence in local schools. - Strengthen Council’s connection with the education sector – support local schools through an annual donation, reinforcing Council’s commitment to youth development.
Target recipients	- Public primary and high schools located in the Eurobodalla. - Private primary and high schools located in the Eurobodalla.
Max. donation amount	\$200 per school Total funding available confirmed annually within the Operational Plan.
Timeframe	Donations are advertised via an Expression of Interest, assessed, approved and processed on an annual basis.

	Recipients will be eligible to seek the donation amount for each year of the Council term, to a maximum of four years. Timeframe and eligibility details will be confirmed within the Donation Program Guideline and donation agreements for successful applicants.
Assessment	Three-person panel of Council staff with relevant experience.
Approval	An adopted resolution of Council.

Policy Statement

1 Application of the Policy

- 1.1 This policy applies to all financial assistance provided by Eurobodalla Shire Council to the community, including grants and donations. It governs the administration, assessment, and oversight of funding to ensure a fair, transparent, and accountable process.
- 1.2 This policy applies to:
- 1.2.1 Councillors and Council employees involved in the promotion, assessment, and management of all grants and donations offered by Council.
 - 1.2.2 The allocation and oversight of Council funding, including establishing and managing relationships with funding recipients.
 - 1.2.3 The promotion of funding opportunities to eligible individuals, organisations, and businesses.
 - 1.2.4 Supporting applicants through the submission process.
 - 1.2.5 Assessing applications against eligibility criteria and program objectives.
 - 1.2.6 Monitoring grant outcomes and ensuring recipients meet reporting and acquittal requirements.
- 1.3 This policy ensures that all financial assistance is distributed responsibly, aligns with Council's strategic priorities, and delivers measurable benefits to the Eurobodalla community.

2 Legislation

- 2.1 Council can financially assist others under section 356 of the Local Government Act 1993 (Act), for the purpose of exercising its functions.
- 2.2 Financial assistance granted by Council will comply with section 356 of the Act to exercise Council's service functions defined by the Act.
- 2.3 Under section 377(1) of the Act, Council may delegate its functions relating to the granting of financial assistance if section 356 of the Act is adhered to:
- 2.3.1 (a) the financial assistance is part of a specified program, and
 - 2.3.2 (b) the program is included in Council's draft Operational Plan for the year in which the financial assistance is proposed to be given, and
 - 2.3.3 (c) the program's proposed budget for that year does not exceed 5 per cent of Council's proposed income from the ordinary rates levied for that year, and

- 2.3.4 (d) the program applies uniformly to all persons within Council's area or to a significant proportion of all the persons within Council's area.

2.4 Under section 610E of the Act;

- 2.4.1 (1) A council may waive payment of, or reduce, a fee (whether expressed as an actual or a maximum amount) in a particular case if the council is satisfied that the case falls within a category of hardship or any other category in respect of which the council has determined payment should be so waived or reduced.
- 2.4.2 (2) However, a council must not determine a category of cases under this section until it has given public notice of the proposed category in the same way as it is required to give public notice of the amount of a proposed fee under section 610F(2) or (3).

3 General Conditions

- 3.1 The following conditions apply to all applications for financial assistance, donations or in-kind support from Council;
- 3.2 Disclosure of financial assistance within the Operational Plan will be on a program basis, and may not necessarily disclose specific recipients, although decisions as to particular recipients will be publicly available.
- 3.3 Grant applications and expressions of interest for donations will be accepted only during the advertised application period for the relevant funding category or stream.
- 3.4 If applications for other financial assistance for matters of merit arise outside a specific grant or donation program category or application window, Council may resolve at a public meeting to approve the application, subject to any required public notice and availability of funds.
- 3.5 Grant and donation approval will be limited to the defined funding period. Approved applications will not automatically continue on to subsequent years. Grant and donation recipients will be required to re-apply at the commencement of the next approval period.
- 3.6 Applications in competitive categories will be assessed on a selection criteria, merit and available funding. Council may employ appropriate ranking criteria including weighted attributes to assist with assessment of applications in competitive categories.
- 3.7 Council reserves the right for grant and donation recipients names and funding amounts to be published in Council reports, website, social media and other forms of communication to the community.
- 3.8 All funding recipients are required to adhere to the requirements of relevant Grant or Donation Funding Program Guidelines and funding agreement, including any requirements to publicly recognise Council's financial contribution.

4 Eligibility and exclusions

- 4.1 To be eligible for funding through the community grants or donations program, applicants must;
- 4.1.1 apply via the appropriate online application form
 - 4.1.2 demonstrate how funds will be used for the purpose of exercising Council's functions
 - 4.1.3 meet all specific eligibility requirements and criteria in this policy and the grants procedures and guidelines
 - 4.1.4 have no outstanding debts to Eurobodalla Shire Council,
 - 4.1.5 sign and comply with the funding agreement accepting the conditions of funding, and
 - 4.1.6 provide any required acquittals to Council for the funding received.
- 4.2 Applications will not be accepted from the following recipients:
- 4.2.1 Political parties
 - 4.2.2 Government departments (with the exclusion of the Schools and Education Donation).
- 4.3 Applications will not be accepted for the following purposes:
- 4.3.1 General fundraising activities
 - 4.3.2 Completed or retrospective activities/ projects
 - 4.3.3 Duplication of existing services.
- 4.4 This policy will be supported by grant and donation guidelines for applicants.
- 4.5 Grant applications and donations will be administered by the relevant Council division responsible for the respective grant or donation offered.
- 4.6 Applicants should refer to the guidelines for applicants for information about eligibility, how to apply and the approval process.

5 Implementation

- 5.1 All applications will be made and managed through an online application process.
- 5.2 Where grant guidelines stipulate that acquittals are required, these must be provided by the successful applicants as advised in the guidelines.
- 5.3 Grant and donation program budget allocations will be included in the annual Operational Plan and budget each financial year.

- 5.4 Cost centers will reflect the grant and donation categories to enable accurate and transparent reporting of financial assistance granted to the community.
- 5.5 Under supervision, applicable Council staff will be responsible for ensuring that this policy is implemented appropriately within their work area.
- 5.6 Concerns received by Council in relation to this policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints policy.
- 5.7 Substantive changes to this policy will be placed on public exhibition for 28 days for community comment and submissions.
- 5.8 This policy will be reviewed as necessary if:
 - 5.8.1 legislation requires it; or
 - 5.8.2 when Council's related policies, functions, structure or activities change; or
 - 5.8.3 when technological advances or new systems change the way that Council manages financial assistance granted under section 356 of the Local Government Act 1993.

Definition of Terms

Term	Meaning
Acquittal	A report detailing how grant or donation funds were spent and the outcomes achieved, ensuring transparency and accountability.
Assessment panel	A group of Council staff or external representatives responsible for evaluating grant and donation applications.
Auspice	A formal arrangement where a legally incorporated organisation manages a grant or donation on behalf of an unincorporated group.
Budget allocation	The amount of funding allocated by Council within the Operational Plan each financial year for grants and donations.
Capital works	Infrastructure or building projects that involve construction, upgrades, or maintenance of facilities.
Community	Residents, groups, and organisations within Eurobodalla Shire.
Community organisation	A not-for-profit entity that provides services, activities, or advocacy to benefit residents of Eurobodalla.
Conflict of interest	A situation where personal, financial, or other interests may improperly influence a decision or action related to Council funding.
Corporate sponsorship	A financial agreement between Council and a third party in exchange for promotional opportunities or other benefits that align with Council's strategic goals.
Council official	Includes Councillors, Executive staff, employees, volunteers, and any person acting on behalf of the Council in an official capacity.
Donation	Financial or in-kind support provided by Council without expectation of direct benefits or returns.
Economic benefit	The positive financial impact an event, project, program or initiative has on local businesses, tourism, and employment.
Event	A planned gathering or activity, open to the public or a specific group, held in a public or private space for entertainment, recreation, education, or cultural purposes.

Fee waiver	A reduction or removal of Council-adopted fees for venue hire, permits, or services, granted under Section 610E of the <i>Local Government Act 1993</i> .
Funding guidelines	The eligibility criteria, objectives, and conditions set by Council to govern the allocation of grants and donations.
Government department	A state or federal agency responsible for administering public policy, funding, or services within a particular sector or area of governance.
Grant	Financial assistance provided by Council to support specific projects, events, or initiatives with defined outcomes and reporting requirements.
In-kind support	Non-financial assistance, such as venue hire, equipment use, or waived fees, provided by Council to support eligible recipients.
Local Government Act 1993	The legislation that governs the powers, functions, and responsibilities of councils in New South Wales, including financial assistance provisions.
Not-for-profit	A registered organisation that does not operate for personal gain and reinvests surplus funds into its objectives rather than distributing them to members.
Operational Plan	A Council document that outlines annual projects, services, and budget allocations, including funding for grants and donations.
Outgoing donation	Financial or in-kind assistance provided by Council to an individual, group, or organisation to support community benefit.
Political party	An organisation registered to contest elections, promote political candidates, or influence government policy and decision-making.
Public benefit	The positive social, cultural, environmental, or economic outcomes that justify the allocation of public funds.
Recipient	An individual, group, or organisation that receives financial or in-kind support from Council through a grant or donation.
Registered charity	A not-for-profit organisation registered with the Australian Charities and Not-for-profits Commission (ACNC) that operates for charitable purposes.

Unincorporated community group	A voluntary association of individuals working towards a common goal without formal legal status, often requiring an auspicing organisation to receive funding.
Volunteer organisation	A group primarily run by unpaid members who contribute their time and skills to community services or activities.

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	24 Nov 2009	Council	09/369	E06.0380 E09.3418	Policy commenced, replacing all related policies and codes.
2	10 Sep 2013	Council	13/272	E06.0380 E13.7095	Reviewed and updated.
3	1 Jul 2017	Council	17/185	E06.0380 E16.0297	Renamed 'Community Grants' policy. Completely revised and updated following review of grants program to encompass financial assistance granted by Council. Report FBD17/037.
4	22 Nov 2022	Council	22/313	E06.0380	Reviewed and updated at new Council term. Report GMR22/111
5		Council		S014-T00019	Reviewed and updated at new Council term. Report: