



Somerset
REGIONAL COUNCIL

Policy Subject/Title: MAYORAL GALA CHARITY BALL FUNDS DISTRIBUTION
POLICY

Policy Number: EX / 006

Responsible Officer: Director Corporate and Community Services

Legislative or Regulatory Reference: Local Government Regulation 2012

Authorised by: Somerset Regional Council

Authorised on: 24 January 2018 [Doc Id 1010976]

Review / Amendment dates: 18 November 2019 [Doc Id 1164200]

1. OBJECTIVE

This policy sets out the circumstances under which the Council may make funds available to assist and or support charities that assist people suffering from disability, homelessness, trauma, abuse or neglect in the Somerset region and the processes for management of those funds.

2. PURPOSE

The policy is intended to provide a structure and process for making funds available to charitable organisations which is open, transparent, legal, equitable and furthers the aims and objectives of Council.

The funds are raised from profits raised from the Council's annual Mayoral Gala Charity Ball.

The event is held to support charities that assist people suffering from disability, homelessness, trauma, abuse or neglect in the Somerset region.

Funds raised from the annual event are held in trust by Council until Council makes a decision as per this policy, Mayoral Gala Charity Ball Funds Policy, to distribute to approved charities.

3. SCOPE

3.1 *What this policy applies to*

This policy covers:

- (a) direct financial support for charitable organisations operating in Somerset or charitable organisations operating outside of the Somerset Regional Council area but that provide support for residents of Somerset

3.2 *What this policy does not apply to*

- (i) This policy does not apply to commercial organisations or individuals other than those referred to in 3.1(a) above;
- (ii) For example, applications will not be considered from individuals seeking financial assistance from Council due to hardship.
- (iii) Application for medical costs, funeral expenses or the payment of Council rates and charges.

4. POLICY

A *The main process*

In granting direct financial support for charitable organisations, Council may use the following process:

- Following each annual Mayoral Gala Charity Ball, an amount of funds will be announced and recorded by Council. These funds will be available for distribution to charitable organisations.

- Applications may be made for either of two (2) categories being:
 1. A Tailored Service or Program (TSP) delivered by a charitable organisation for the benefit of Somerset residents.
 2. Emergency Incident Funds (EIF) provided by a charitable organisation to a Somerset resident.

Tailored Service Programs (TSP)

- For TSP applications, advertisements will be placed in local media, for two (2) funding rounds per financial year, advertising the availability and requesting applications by a specified date, addressing the selection criteria. Charitable organisations may be limited to one (1) application per funding round.
- Applicants shall meet one of the following classifications:
 - (a) A charitable organisation whose primary aims are to assist people suffering from a disability, homelessness, trauma, abuse or neglect in the Somerset Region.
 - (b) A charitable organisation whose primary aim is to improve the quality of life of vulnerable sections of the Somerset Community.
- Applicants must be either an incorporated entity or be auspiced by an incorporated entity.
- When the advertisement has been issued Councillors and staff may encourage organisations to apply but should not indicate if an application is likely to succeed.
- Applicants for TSP funding shall be required to:
 - (a) Demonstrate that they are a charitable organisation
 - (b) Detail the community benefit that the project event or service will provide
 - (c) Provide a copy of the organisations most recent audited financial statements
 - (d) Provide details of the organisations status in relation to GST
 - (e) Provide details of any financial contribution to be made by the organisation or from another grant program as preference may be given to applications that include such co-contributions
 - (f) Provide details that any other approvals required for the application have been obtained.
 - (g) acknowledge that where a funding is provided for the purchase of a non-current asset and the asset is sold within twelve (12) months after the date on which Council grants the funds for the purchase, the grant provided must be repaid to the Council.
- Applications that do not include all supporting documentation will not be considered further.

Emergency Incident Funds (EIF)

EIF Applications for may be made at any time.

- Applicants for EIF funding shall be required to:
 - (a) Demonstrate that they are a charitable organisation
 - (b) Detail the individual benefit that is to be achieved
 - (c) Provide details of any financial contribution to be made by the organisation or from another grant program.
 - (d) acknowledge that where a funding is provided for the purchase of a non-current asset and the asset is sold within twelve (12) months after the date on which Council grants the funds for the purchase, the grant provided must be repaid to the Council.

The following additional criteria may be used to assess applications:

- (a) Consideration may be provided to fund applications that benefit a greater number of residents
 - (b) Groups which can demonstrate collaboration or partnership between community organisations will be highly regarded.
 - (c) Projects which encourage and assist community interactions and inclusiveness.
 - (d) Preference is to be given to direct funding of the cause, rather than fund-raising events
 - (e) Funding of recurrent administration and running costs of charitable organisations, such as uniforms, insurance and rental subsidies or salaries.
 - (f) Projects where professional fees or administration costs represent more than 40% of the grant funding
 - (g) Funding of government entities is not preferred.
- On receipt of applications the Chief Executive Officer (CEO) or delegate will consider all applications and assess them against the criteria. The CEO or delegate may request additional information if required.
 - The CEO or delegate will make recommendations of the grants to be awarded. The recommendations will be considered and decisions made of grants to be awarded by:
 - For EIF applications – CEO
 - For TSP applications – Council.

B *Acknowledgements*

Fund recipients are required to acknowledge that Council has made a donation towards the organisation in any promotion for the event / service and at the event and make it known that the funds were made available through the Somerset Mayoral Gala Charity Ball Fund.

C *Acquittals*

Successful applicants will be required to lodge an acquittal statement for the expenditure of the grant. Acquittal statements are to be lodged prior to the end of the financial year for which the funds were awarded, unless an extension is granted for the expenditure of the funds. Successful applicants will be precluded from receiving further funds until previous grants have been acquitted.

D *Time limit on claiming funds*

Grantees are required to claim funds via a tax invoice within three months of the date of approval unless an extension is sought and granted. Funds after this period where no extension has been approved will be considered to be cancelled.

Letters approving funds will make this time limit and its implications clear to grantees.

5. CONTROLS

The expenditure will be subject to the normal accounting controls.

No person may give an indication of the likely success of an application until the decision has been made by Council.

A summary of all funds provided shall be included in the annual report.

6. DATE OF RESOLUTION

This original policy was approved by the Chief Executive Office and adopted by the Somerset Regional Council at the Ordinary Meeting of 24 January 2018.

Signed:

A handwritten signature in black ink, consisting of a stylized, cursive name followed by a long horizontal line extending to the right.

Date: 27 November 2019