

nhulunbuy corporation

CO09 IN KIND SUPPORT POLICY

Title	In Kind Support Policy
Policy number	CO09
Type	Community
Owner	Manager, Corporate and Community Services
Responsible Officer	Manager, Corporate and Community Services
Approval date	10 August 2015
Next review date	10 August 2017

1. Purpose

The Nhulunbuy Corporation recognises the importance of community engagement and is committed to encouraging a sense of identity within Nhulunbuy.

This policy aims to achieve to provide guidance on the support and assistance that the Nhulunbuy Corporation can agree to with organisations within the community to further develop existing programs and pursue new initiatives.

This policy also assists Nhulunbuy Corporation employees to achieve consistency when assessing, delivering, monitoring, acquitting and evaluating in kind support, ensuring that the administration and assessment of all in kind support is transparent, equitable and inclusive.

2. Scope

This policy extends to community groups based in Nhulunbuy, the Industrial Estate or at Gove Airport. It does not extend to community groups based elsewhere on the Gove Peninsula, unless at the discretion of the Chief Executive Officer.

3. Definitions

In Kind Support means that the Nhulunbuy Corporation provides materials or services within the Nhulunbuy Corporation's core business at reduced/no cost to the applicant (for example, labour, plant, equipment and reduction/waiver of fees for Nhulunbuy Corporation managed facilities).

Nhulunbuy Corporation means the Nhulunbuy Corporation Limited.

CEO means Chief Executive Officer of the Nhulunbuy Corporation which is interchangeable with the title Town Administrator

4. Policy

Applications should be received at least two weeks prior to the in-kind support project date in order for the Nhulunbuy Corporation to process the application and to schedule the assistance. No guarantee is given that the Nhulunbuy Corporation will be able to assist within the time frame requested.

Applications can be submitted at any time during the year, and assistance will be given at the discretion of the CEO dependent upon the availability of resources.

All in-kind support must be recorded in the Nhulunbuy Corporation's In Kind Register.

To be eligible, applicants must:

- Be individuals/organisations based within Nhulunbuy, the Industrial Estate or the Gove Airport. Consideration may be given to organisations based outside of these areas at the discretion of the CEO.
- Be individuals/organisations that are community based, non-for-profit and provide services and activities of benefit to Nhulunbuy, the Industrial Estate or the Gove Airport.
- If an organisation, be incorporated. Unincorporated organisations must be sponsored by an incorporated body. Where the organisation is an unincorporated local member/branch of a registered charity or other organisation, they must be affiliated with an incorporated Territory body, and
- Have a completed application form.

Applicants will be ineligible if they:

- Are a commercial organisation
- Are a political group or organisation
- Have outstanding Nhulunbuy Corporation Community Assistance Program funding that have not been acquitted satisfactorily
- Have overdue outstanding payments to the Nhulunbuy Corporation for rents, rates, fees etc
- Are a Territory and/or Commonwealth Government funded body (eg hospitals, schools). Exceptions will be granted for P&C's.
- Have objectives or a mission that conflict with those of the Nhulunbuy Corporation, or
- Operate a commercial licensed premise and/or gaming machines. Exceptions can be made at the discretion of the Nhulunbuy Corporation where the licensed premise is utilised in a limited capacity.

Assistance type:

- The Nhulunbuy Corporation will provide in kind support to eligible organisations to a value not exceeding \$10,000 annually
- Community organisations can submit more than one application throughout the year. However, the maximum level in any one financial year per community organisation is \$10,000

In kind support can include the reduction/waiver of fees on:

- The hire of the Town Hall
- The hire of Hindle Oval and lighting
- The use of the Outdoor Cinema
- The use of the bouncy castle
- The use of the swimming pool, and
- Plant and equipment hire.

The Nhulunbuy Corporation can also assist by providing:

- Tables and chairs
- BBQs
- Traffic management assistance
- Portable staging, and
- The Public Address system

Bonds are required at all times for in kind support. This is held in trust in the name of applicant community group.

Assessment criteria

1. Compliance with the above eligibility criteria
2. Applications for events and activities must benefit Nhulunbuy and/or add value to the community
3. All requests for fee waivers and/or reductions will be considered individually based on merit

When assessing applications, the Nhulunbuy Corporation will consider.

- Is the applicant a local organisation and/or does it provide a local service?
- Has the applicant received support from the Nhulunbuy Corporation in the 12 months prior to the current application, and for what purpose?
- What support has the applicant sought from other sponsors for the current application and what support has been obtained?
- Will an admission fee be charged? If so, how much?
- Does the event provide entertainment for a target group?
- Will the event improve the health of participants directly or indirectly?
- Has the event been previously held in Nhulunbuy?
- Is the event able to be attended by all residents?
- Does the event promote multiculturalism and/or accessibility?
- What is the expected number of people who will attend the event?
- What is the estimated total cost of the event or project?

Grant acquittal

Successful applicants will be required to acquit the assistance received within eight weeks.

Use of plant or equipment

Under special circumstances, some items of the Nhulunbuy Corporation's plant and equipment may be available for use by community groups.

Each application will be decided by the CEO or their delegate in consideration of the Nhulunbuy Corporation's existing work program and operational requirements.

The use of Nhulunbuy Corporation plant and equipment must be undertaken outside of Corporation working hours.

Only appropriately qualified and ticketed operators are to operate the Nhulunbuy Corporation's plant and equipment.

Use will only be permitted when the required equipment and plant are available, and will be subject to priorities determined by the CEO or their delegate.

A log book is to be maintained for the purposes of this policy. Any plant and equipment used for community group work must be logged out by the operator and logged back in at completion. The log book must include details such as where the equipment was used, for how long and also record any damage incurred, or maintenance required as a result of the use.

Acknowledgement of the Nhulunbuy Corporation

The Nhulunbuy Corporation asks that the Corporation's contributions to approved in kind support events and activities is acknowledged in the following ways:

- Inclusion of the Nhulunbuy Corporation's branding in publicity prior to and during the event
- Use of the Nhulunbuy Corporation's display banner, and
- Any other acknowledgement agreed on by both parties.

5. Review process

This policy will be reviewed two years from the date of approval.

Date 10/8/15	Director (Name) Kyle Murray	Signature 
Chief Executive Officer (Name) ANGELA MacMILLAN		Signature 

In Kind Support Application

Organisation name: _____

ABN: _____

Address: _____

Contact person: _____ Phone: _____

Email: _____

Brief description of organisation's purpose: _____

Brief description of In Kind Support requested: _____

Please note that an application is not considered complete without the following information (please attach to your request):

- Outline of the proposed event/activity
 - Event/activity goals and objectives
 - Event/activity date
 - Targeted audience/area
 - Description of how the event/activity will be evaluated

Approved / Not approved: _____
Chief Executive Officer

Date: _____

