

nhulunbuy corporation

**COMMUNITY ASSISTANCE
PROGRAM POLICY**
POLICY – C002

Title	Community Assistance Program Policy
Policy number	CO02
Type	Community
Owner	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Approval date	February 2020
Next review date	February 2022

1. Purpose

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

The Community Assistance Program is designed to create partnerships between the Nhulunbuy Corporation and individuals/not-for-profit community groups. To assist with this, the Nhulunbuy Corporation provides two grants to encourage and support the community to engage in activities that enhance the quality of life in Nhulunbuy.

This policy also assists the Nhulunbuy Corporation and the Nhulunbuy Town Board to achieve consistency when assessing, delivering, monitoring, acquitting and evaluating requests for financial help through the Community Assistance Program, ensuring that the administration and assessment of all applications is transparent, equitable and inclusive.

2. Scope

This policy extends to community groups and individuals based in Nhulunbuy, the Industrial Estate or Gove Airport only. It does not extend to community groups based elsewhere on the Gove Peninsula, unless at the discretion of the Nhulunbuy Town Board.

3. Definitions

Community Assistance means financial assistance awarded to an individual or a not-for-profit community group. For example:

- delivering a community project or event
- the purchase of new equipment
- the building or improvement of infrastructure/facilities

Nhulunbuy Corporation means the Nhulunbuy Corporation Limited.

4. Policy

Applications will be open throughout the year for the Community Assistance Program.

Applications must be received at least two months prior to the event or purchase occurring except in extenuating circumstances which will be assessed by Town Board members.

Funding amounts can differ each year depending on budget allocation. The Nhulunbuy Town Board has the final decision as to whether the full amount or a partial amount of the application is granted in line with merit and budget considerations.

All grants must be recorded in the Nhulunbuy Corporation's Community Assistance Register.

5. Assistance programs

The Nhulunbuy Corporation offers the follow two grants.

a) Community Support Program

This grant provides amounts of up to \$1,250 for one-off activities or projects that benefit the Nhulunbuy community. These may include (but are not limited to) events, community projects or purchasing of equipment. Applications are assessed for eligibility by the Nhulunbuy Corporation and merit by the Nhulunbuy Town Board.

Recipients of assistance under the Community Support Program are required to sign a funding agreement prior to receiving the grant and must acquit the grant within eight weeks. If recipients are unable to acquit the grant within this time period due to extenuating circumstances, they must request an extension in writing before the eight weeks elapses. It is at the discretion of the CEO as to whether a requested extension will be approved. If no request for an extension is received during this period, the grant will be forfeited.

Applicants can submit more than one application throughout the year. However, the maximum level in any one financial year per community organisation or individual for this grant is \$2,500.

b) Partnership Program

This grant aims to invest in the development of the Nhulunbuy community by offering amounts of up to \$2,500. Applicants applying under the Partnership Program must match dollar-with-dollar the funding amount requested.

The Partnership Program supports projects that align closely with the Nhulunbuy Corporation's vision and strategic direction and have the potential to build community capacity.

Applicants in this category must be incorporated bodies and must be based in Nhulunbuy.

Applications are assessed for eligibility by the Nhulunbuy Corporation and merit by the Nhulunbuy Town Board.

Recipients of assistance under the Partnership Program are required to sign a funding agreement prior to receiving the grant and must acquit the grant within eight weeks. If recipients are unable to acquit the grant within this time period due to extenuating circumstances, they must request an extension in writing before the eight weeks elapses. It is at the discretion of the CEO as to whether a requested extension will be approved. If no request for an extension is received during this period, the grant will be forfeited.

Applicants can submit more than one application throughout the year. However, the maximum level in any one financial year per community organisation or individual for this grant is \$2,500.

To be eligible, applicants must:

- Be individuals/organisations based within Nhulunbuy, the Industrial Estate or the Gove Airport.
- 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 Northern Territory body,
- Submit the application at least two months prior to the event or purchase
- Have a completed application form with attachments/quotes to support costs

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 has 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.
- Are retrospective – where the event or purchase has already occurred
- Have objectives or a mission that conflict with those of the Nhulunbuy Corporation.
- Operate a commercial licensed premise and/or gaming machines. Exceptions can be made at the discretion of the Nhulunbuy Town Board where the licensed premise is utilised in a limited capacity.

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

When assessing applications, the Nhulunbuy Town Board will consider

- Is the applicant a local organisation or individual and/or do they provide a local service?
- Has the applicant received support (including in kind) from the Nhulunbuy Corporation in the 12 months prior to the current application, and for what purpose? Check level of in-kind support that may have been provided.
- Where possible, has the applicant obtained two quotes and sourced local businesses (Nhulunbuy) for their goods or services?
- The applicant's efforts to purchase locally.
- What support has the applicant sought from other sponsors for the current application and what support has been obtained? Is there opportunity for other income/funding sources?
- 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?
- What other assistance has the applicant received more broadly from the Nhulunbuy community in the 12 months prior to the current application?

Acknowledgement of the Nhulunbuy Corporation

The Nhulunbuy Corporation asks that contributions are 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/s, and
- Any other acknowledgement agreed to by both parties.

6. Review process

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

Date <i>2/2/2020</i>	Director (Name) <i>SOPHIA SZULKARSKI</i>	Signature <i>S. Szulkarski</i>
Chief Executive Officer (Name) Allison Mills		Signature <i>AMills</i>