

**POLICY NAME**

Community Assistance Program

**POLICY NUMBER**

CD 003

**DATE ADOPTED**

24 September 2007

**COUNCIL MINUTE NUMBER**

ORC 353 / PRC 88

**ECM NUMBER**

3730254

**POLICY TYPE**

Council

**REVIEW DATE**

June 2020

**RESPONSIBLE DEPARTMENT**

Community and Cultural Development

**RELATED DOCUMENTS**

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**Purpose**

The purpose of the policy is to make a provision for Council to offer small grants to community based non-profit organisations on an assessment basis.

**Policy Statement**

The Community Assistance Program makes small grants to non-profit organisations and community based groups to meet local community needs. The maximum grant is \$1,200.

**Scope**

This plan applies to all Council staff and community based non-profit organisations.

## **POLICY:**

### **Program Components**

There are two components of the Community Assistance Program. These are the Planned Component and the Rolling Component.

The funding allows for a one-off program or activity, a local event and equipment purchases.

### **Assessment of Applications**

All Planned and Rolling Component applications will be assessed against the CAP eligibility and assessment criteria. These are outlined below.

### **Eligibility Criteria**

There are three eligibility criteria for applications under the Community Assistance Program. These are:

1. Community based non-profit organisations providing one-off activities;
2. Direct benefit to, and participation by, Penrith City residents;
3. Project and Project management, in line with Council's Access and Equity Principles.

Fundraising programs or organisation whose main role is to fundraise are not eligible.

### **Assessment Criteria**

The following assessment criteria will be used in prioritising projects for funding:

- Whether the applicant for community assistance already received significant Government funding, and whether the CAP request is more properly seen as a core responsibility of that Government funded program;
- The size of the organisation or group, and its capacity to access alternative resources;
- The possibility of access to other sources of funding for the request;
- The willingness of the applicant to work collaboratively with residents and other community groups;
- Whether the proposal addresses the priority needs and issues of Penrith LGA residents, as identified through social planning processes;
- Whether the proposal is realistic;
- The cost effectiveness of the proposal;
- The beneficiaries of the project, ensuring that funds are distributed to diverse groups right across the Penrith LGA.

## **Approval of Applications**

### **Planned Component**

For the Planned Component, Council will consider a recommended list of applications for funding through a formal report to an Ordinary Council Meeting. The Council resolution from that will report will determine the successful application and the amounts to be allocated.

### **Rolling Component**

For the Rolling Component, Council grants delegated authority to the General Manager to apply the eligibility and assessment criteria of this Policy to individual Rolling Component requests without the requirement for a Council report on each application.

A report will be provided every six months informing Council of successful Rolling Component applications for the relevant period.