

Financial support

Council policy

1 Policy statement

We will provide financial support to individuals and not-for-profit organisations, community groups and local schools, to assist them in providing activities, projects, events and programs that provide a benefit to our community. Offers of financial support will be subject to eligibility criteria and available funds.

2 Scope

This policy applies to all Council representatives and employees, and members of the public. It applies to requests for financial assistance and to reduce or waive a fee in our Goods and services pricing schedule.

It does not apply to fees regarding developments subject to Section 7.11 and 7.12 contributions in the Blacktown local government area, requests to lease our property, the Blacktown City Creative Arts fund or the acquisition of land.

3 Definitions

Activity hirer	A hirer of our community facilities for programs, events, services and social groups that benefit the community.
Community facilities	Our neighbourhood centres, community centres, halls, senior citizen centres, community hubs and library function centres as defined in our Goods and services pricing schedule.
Community group	An unincorporated association or entity consisting of a group of individuals with a common interest (for example, a sporting club or social club) without a legally recognised structure.
Council land	A public space owned by Council including Blacktown Showground, Dawson Mall, Main Street Blacktown, Civic Plaza, Francis Green, Village Green and other sports fields, parks and reserves
Council representative	Councillors, contractors, consultants, volunteers, delegates of the Council and members of Council committees who represent or act on behalf of Blacktown City Council.
Employee	Any person with an employment contract with Council who works on a full time, part time, casual or term contract basis.
Financial assistance	Includes grants, donations, subsidies, in-kind support or other allocation of Council's funds in line with Section 356 of the <i>Local Government Act 1993</i> .
Local	Schools located in, and residents of, the Blacktown local government area.
Not-for-profit organisation	An organisation that provides services to the community and doesn't operate for the profit or personal gain or other benefits of its owners, individual members or other private individuals including friends or

	relatives, and may include registered charities and incorporated associations.
Private function hirers	A hirer of our community facilities for functions such as, but not limited to, balls, parties, weddings, engagements, dinners, concerts, films, presentations, conferences, performances and shows, where there is no benefit to the community.
We, us, our	Blacktown City Council.

4 What types of financial support we provide

4.1 We may provide financial support through:

- a grant of money to not-for-profit organisations and community groups offered twice a year, for up to \$1,000 to assist with operating expenses and up to \$2,000 for program development provided the application meets the criteria in clause 5.1 and 6.1 below
- a grant of money to local residents who have been nominated to represent their sport, art or educational organisation. The amount of the grant will depend on the level of representation and the location. Refer to our accompanying 'Financial assistance Standard'
- a reduction in or waiver of the fee for activity hirers for our community facilities, with the exception of Bowman Hall (refer 5.3)
- financial assistance in the form of a one-off donation, a reduction in or waiver of a fee, or in-kind support for applications that meet the criteria in clause 5.1 and 6.1 below.

5 When we may provide financial assistance and/or reduce or waive a fee

5.1 Provided an applicant meets the criteria in section 6 below, we may provide one-off requests for financial assistance and/or reduce or waive a fee for any of the following:

- to support an activity, program, community event, special event or service that provides a benefit to the Blacktown City community
- to support community awareness campaigns that align with our Community strategic plan
- to support local schools' use of Council's sporting fields and aquatic facilities during school hours, excluding school carnivals
- to support a charitable fundraising event that is open to the general public
- where we are unable to provide a venue that has been previously booked, and an appropriate fee waiver or reduced fee is required for an alternative venue.

5.2 Applicants seeking an ongoing reduction in or fee waiver for the exclusive ongoing hire of a community facility to support an ongoing service within the City, may be subject to an expression of interest process. The application and/or the outcome of any expression of interest process will be reported to Council. The report will consider:

- the proposed loss of revenue in entering into the agreement

- any other costs we will incur in supporting the application
- how the use of our facilities will support the applicant organisation in achieving its objectives and provide services or support for our community.

5.3 We will reduce or waive a fee for the hire of Bowman Hall and Colebee Centre:

- for fundraising to support victims of natural disasters in Australia and overseas. We will waive the full hire fee for registered charities or not-for-profit organisations and community groups provided they hold authority to fundraise under the *Charitable Fundraising Act 1991* for the event
- to support raising funds for other charitable purposes. We will waive 50% of the hire fee for registered charities or not-for-profit organisations and community organisations provided they hold authority to fundraise under the *Charitable Fundraising Act 1991* for the event.

Applicants are to update Council on the amount raised at the event and how the funds were spent.

All other requests are to be reported to Council for approval.

5.4 We will only consider requests to reduce or waive the hire or use fee. We will not waive any other charges, including but not limited to payment of a bond, staffing, event equipment and/or security costs.

6 Eligibility for financial support

6.1 We will only provide financial support where:

- the applicant is based within the Blacktown Local Government area or, if not based solely in our Local Government area; the activity, project, event or program is to be delivered in our City and there is a strong community development aspect that involves and benefits our local community through participation or access
- the purpose for the support aligns with the strategic priorities of our Community strategic plan, Delivery program, Operational plan and our Social profile
- we do not provide a similar activity, service, program or event.

6.2 We will not consider applications for financial support:

- from applicants whose values, policies and objectives conflict with those of Council
- from private function hirers
- for activities that could be perceived as creating division within the community
- to support any personal business or business gain or profit making purpose
- from a political party or political lobby/interest group
- from applicants who have previously hired or used council property or land and have engaged in poor behaviour and/or damaged council property or land
- from organisations that have an outstanding debt to Council
- for the payment of fines, penalty notices or regulatory fees

- to provide recurrent operational costs of an organisation e.g. salaries, general administration and insurance costs, except for grants approved under clause 4.1a.

6.3 Applicants must demonstrate:

- a substantial degree of community support and representation including how many people will benefit from the financial support
- the alternative funding sources available and whether or not these have been sought and/or whether funds were received by the organisation
- the organisation's profile, membership information, funding profile and non-for-profit status
- that the financial support will address an identified community need in our Social profile
- where the financial support is to enable a fundraising activity:
 - the beneficiary of the fundraiser
 - the fundraising target
 - written approval of the beneficiary to raise funds on their behalf and acknowledgment of the fundraising target
 - the applicant's authority to fundraise under the *Charitable Fundraising Act 1991*, where required.

6.4 Applicants are limited to 1 request within a financial year and subject to available funds in Council's annual budget, except for requests under clause 4.1 b. that are limited by the amount set out in the standard.

6.5 Requests for financial support that fall outside this policy, or from organisations or individuals who act for private gain, will be reported to Council for consideration. Requests from an applicant who acts for private gain will be subject to 28 days public notice of Council's proposal to pass a resolution approving the assistance, in line with Section 356 of the *Local Government Act 1993*.

7 How we will evaluate applications

7.1 All requests for financial support must be in writing, using our 'Application for financial support' form (available at www.blacktown.nsw.gov.au or on request).

7.2 Applications seeking a grant of money under Clause 4.1 a. and b. will be assessed by 2 managers and an independent person to the associated service, and reported to Council for approval.

7.3 Applications from activity hirers to reduce or waive the hirer fee for our community facilities, will be approved by the Manager Community or Manager Library Services up to \$500. Requests above \$500 will be reported to Council for approval.

7.4 One off requests for financial support will be considered and approved by way of a report to Council, or through the Councillor Notice of motion process for donations more than \$500.

7.5 Not-for-profit and community groups seeking financial support in excess of \$500 must provide recent financial statements. We will assess the applicant's capacity to pay, any

financial hardship factors, and the impact to the applicant if financial support was not provided.

- 7.6 We will consider previous financial support that has been provided by us in determining whether to approve further financial support.

8 Financial hardship

- 8.1 We understand that each applicant will have their own set of circumstances, but we will endeavour to consistently assess applications by taking into account, but not limited to, the hardship factors as set out in 8.2, 8.3 and 8.4 below.

- 8.2 Where the applicant is an individual we will consider whether they:

- have provided appropriate evidence of financial and/or other hardship
- receive Centrelink benefits
- are a pensioner
- receive other benefits (e.g. emergency relief funding)
- could be considered in acute financial hardship, for example, if an individual earns below 75% of the minimum weekly wage
- are experiencing domestic or family violence involving financial abuse
- have been referred by an accredited financial counsellor, welfare agency or legal practitioner.

- 8.3 Where the applicant is a community group:

- the composition of the group
- the general socio-economic circumstance of group members
- whether it receives, or is eligible to receive, funding from other sources.

- 8.4 Where the applicant is a not-for-profit organisation, whether it:

- has provided appropriate evidence of financial and/or other hardship
- has provided recent financial statements with a current audited balance sheet
- is solvent
- receives, or is eligible to receive, funding from other sources.

9 How we will report financial support

- 9.1 Council will receive, on a quarterly basis, a report advising of those organisations that have been allocated financial support in line with this Policy.

- 9.2 We will keep an internal register of financial support to assess whether an applicant has already received assistance during the financial year.

10 Standards

- 10.1 Our accompany 'Financial support Standard' sets out the level of financial assistance we will provide to sportspersons and representatives in the fields of sport, arts/culture and education.

11 References and approvals

Category	Financial management
Reports	CS450068
Date created	May 2025
Version	1
Last review	n/a
Approval	Council 25 July 2025
Next review	May 2029
Owner	Director City Living Director Corporate Services
Responsible officers	Manager Community Manager Events Manager Procurement & Governance
Related policies	P000197.8 Financial assistance to owners of historic buildings
Related delegations	Delegation 1.10 Waiver of payment of prescribed fees Delegation 2.1 Waiver of entrance fees – medical reasons Delegation 21.7 Waiver in section 601 hardship cases
Related law	Charitable Fundraising Act 1991 Local Government Act 1993
Related documents	N/A
Attachments	Financial support Standard

Financial support Standard

This document supports Council policy P000554 'Financial support'. It provides detailed information on the process and rules we use when considering requests for financial assistance from sportspersons and representatives in the fields of sport, arts/culture and education.

1 Financial assistance - sportspersons and representatives in the fields of sport, arts/culture and education

1.1 Conditions of financial assistance scheme

Financial assistance is subject to the following conditions:

- Council's financial assistance application form is to be completed before the event and approved by Council
- Council has funds for assistance at the time of the application
- written proof is given that the applicant has been selected as a representative
- National student council conference participants who receive assistance must provide a report to the Youth Advisory Committee about the conference.

1.2 Level of financial assistance we will provide

1.2.1. Number of applications

Residents over the age of 18 years are limited to 1 application per year for the amount of financial assistance set out in clause 1.2.2.

Residents under the age of 18 years are limited to 2 applications per year for the amount of financial assistance set out in clause 1.2.2 and up to a cap of \$1,000 per year.

Residents selected to represent Australia are excluded from the limited number of applications per year, with the total amount of all financial assistance capped at \$1,000 per year.

1.2.2. Financial limit of assistance

We will provide the following financial assistance for each approved application for local or state representation and for Australian representation:

Level of representation	In NSW	Other states except WA, NT	WA, NT and overseas
Local or state	\$100	\$200	\$400
Australian	\$300	\$300	\$500