



CUMBERLAND
CITY COUNCIL

Emergency Relief Fund Guidelines

AUTHORISATION & VERSION CONTROL

Guideline Number	GLD-008
Guideline Owner	Director Community and Organisation Development
Date Adopted	3 August 2022
Version No	1.1
Document ID	5908611
Review Date	3 August 2026

PURPOSE

The Emergency Relief Fund Guidelines provide a defined process by which financial assistance can be provided to the community at any time for donations to fundraising appeals that respond to crisis or disaster or for new community-led initiatives that address an emerging or unexpected community need where action is time critical.

SCOPE

The Emergency Relief Fund Guidelines apply to all requests of financial assistance that benefit the Cumberland community but do not meet the detailed guidelines of the Cumberland Community Grants Program or the Mayoral Community Fund. This may include consideration of requests that do not align with the timing of the Community Grants Program funding rounds and where supporting evidence is provided to demonstrate the urgency of the application.

The Emergency Relief Fund is one of three financial assistance programs provided by Council and governed by the *Community Grants and Donations Policy*. This is to ensure that Council complies with section 356 of the *Local Government Act 1993* which states that:

- “(1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.*
- (2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days’ public notice of the council’s proposal to pass the necessary resolution has been given.*
- (3) However, public notice is not required if:*
 - (a) the financial assistance is part of a specific program, and*
 - (b) the program’s details have been included in the council’s draft operational plan for the year in which the financial assistance is proposed to be given, and*
 - (c) the program’s proposed budget for that year does not exceed 5 per cent of the council’s proposed income from the ordinary rates levied for that year, and*
 - (d) the program applies uniformly to all persons within the council’s area or to a significant group of persons within the area.”*

GUIDELINES

Funding

\$50,000 is available annually at the discretion of Council within the adopted Council budget. Two program streams are available.

Eligibility

Not for profit organisations including registered charities and auspicing organisations are eligible to apply. Priority will be given to organisations located within the Cumberland Local Government Area or providing services to residents of Cumberland.

Requests for financial assistance under the Emergency Relief Fund will typically constitute one-off financial assistance for donations to fundraising appeals that respond to crisis or disaster or for new community-led initiatives that address an emerging or unexpected community need where action is time critical.

All applications will be assessed on an individual basis and will be determined in accordance with the assessment criteria.

Funding Priorities

Applicants can apply through the following two funding streams:

- **Donations to Fundraising Appeals:** where relevant and appropriate, donations to fundraising appeals and major national or international issues that respond to crisis or disaster will be considered and assessed, strictly for situations that could not be foreseen. All applications must identify the need and outline the connection to the Cumberland community.
- **Community Initiatives:** where relevant and appropriate, funding will be considered for new community-led initiatives that address an emerging or unexpected community need where action is time critical and for situations that could not be foreseen. The initiative must demonstrate positive social, economic, cultural, recreational or environmental benefits to resident(s) of the Cumberland community. Generally no more than \$5,000 is provided per program. Applications for funding must demonstrate a clear link to the funding stream applied under. The Fund does not provide funds to overcome lack of planning or supplement project income.

In accordance with s356 of the Local Government Act, Council may resolve to make a donation through the Emergency Relief Fund by way of Council resolution.

Ineligible Applications

The following applications are considered ineligible for funding under the Emergency Relief Fund.

Applications received that:

- Support the operational expenses of an organisation
- Are in support of political events or programs
- Are from any government organisation, agency or school
- Do not provide a direct benefit to resident(s) of the Cumberland LGA
- Are eligible to be funded through another Council grant or funding program, unless supporting evidence is provided detailing the urgency of the request
- Are a duplication of Council's current programs or service offerings
- Are from an organisation that has not met the reporting requirements or conditions of their financial assistance provided by Council
- Are from an organisation that has a current debt with Council
- Are from an individual.

Councillors, Council staff and their immediate families (parent, spouse, partner or children) are ineligible to apply for funds.

Requests for financial assistance from individuals may be considered under the Mayoral Community Fund.

Requests for Funding

Requests for funding may be made by submitting a completed Emergency Relief Fund Application Form (available on Council's website) to Council by:

Email: council@cumberland.nsw.gov.au

In writing: Emergency Relief Fund, Cumberland City Council, PO Box 42, MERRYLANDS NSW 2160

Applicants will be required to:

- Provide details of the nature and costs to be incurred and the level and nature of other sources of assistance.
- Identify the need for financial assistance and provide evidence and other relevant paperwork to support the urgency of the application, if applicable.

Some funded activities may have additional requirements such as proof of insurance or authority to fundraise.

Applications may take up to six weeks to process and be determined. Funding will not be approved retrospectively.

Assessment Process

Applications will be assessed in accordance with the *Community Grants and Donations Policy* and the established criteria outlined in these Guidelines.

A recommendation will be reported to Council for consideration. The decision to approve funding will be by resolution of Council. Applicants will be advised in writing of the outcome of their application.

Conditions of Funding

By submitting a request, the following conditions are agreed to:

- Where the project is of an ongoing nature, Council will not be responsible for recurrent costs or ongoing maintenance.
- Only one request per applicant under the Emergency Relief Fund will be accepted per financial year.
- Council funding may be used in conjunction with funding from other sources (outside Council) provided that such funding is disclosed at the time of request to Council.
- Funding must be used for the purpose for which it is granted.
- Projects must acknowledge Cumberland City Council as the funding body in the activity. The use of the Council approved logo is required in any promotional activity or signage related to the funded project, and the requester acknowledges this assistance as below on media releases, invitations, posters, signs, digital channels such as website and any other suitable communications. Requestors give permission for Council to use their name, value of support offered and intended use of funds for any reporting or promotion purposes the General Manager deems appropriate.
- Should the project not proceed, all funds are to be returned to Council.

Funding Requirements

Successful applicants will be required to enter into a Financial Assistance Agreement with Council. The funding is to be used strictly for the purpose for which it was granted.

All recipients of funds will be required to account for funds provided as follows:

- For funding up to \$1,000 – provide a letter confirming the funds have been spent in accordance with the approved Emergency Relief Fund Application.
- For funding over \$1,001 – complete and submit an Emergency Relief Fund expenditure form provided by Council. The form will require information such as how the funds were spent, income and expenditure statements and/or supporting receipts/invoices. A statutory declaration may also be required to be completed.

In both cases, Council encourages the provision of photos of the finished project and any other information relevant to the funding provided by Council.

Successful applicants will be required to confirm that the funds have been spent in accordance with their approved Emergency Relief Fund Application within four weeks upon completion of the project. Failure to lodge a letter or an expenditure form will affect eligibility for future financial assistance requests from Council.

Where Council resolves to provide a donation to the most appropriate organisation for a fundraising appeal, supporting receipts/invoices will be required.

Reporting Requirements

Council's Director Finance & Commercial Services will maintain appropriate records of all applications approved under this Fund.

All Emergency Relief Fund expenditure will be reported to Council quarterly as part of Council's Operational Plan update, and be listed in Council's Annual Report.

A register will be maintained on Council's website of approved applications under the Emergency Relief Fund for the current and previous financial year.

RELATED LEGISLATION

- Section 356 of the *Local Government Act 1993*.

RELATED DOCUMENTS AND COUNCIL POLICY

- Cumberland City Council Community Strategic Plan
- Community Grants and Donations Policy
- Community Grants Program Guidelines
- Mayoral Community Fund Guidelines