



CUMBERLAND  
CITY COUNCIL

# MAYORAL COMMUNITY FUND GUIDELINES

## AUTHORISATION & VERSION CONTROL

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## PURPOSE

The Mayoral Community Fund Guidelines provide a defined process by which financial assistance can be provided to the community on request by the Office of the Mayor.

## SCOPE

The Mayoral Community Fund Guidelines apply to all requests of financial assistance from the Office of the Mayor. Council is to ensure that it 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.”*

The Mayoral Community Fund is typically for one-off requests for financial assistance that benefit the Cumberland community but do not meet the detailed guidelines of the Cumberland Community Grants Program. This may include consideration of requests that do not align with the timing of the Community Grants Program funding rounds, where supporting evidence is provided to demonstrate the urgency of the application.

The Mayoral Community Fund is one of three financial assistance programs provided by Council and governed by the *Community Grants and Donations Policy*.

## GUIDELINES

### Funding

\$30,000 is available annually at the discretion of the Mayor within the adopted Council budget. Three program streams are available. A maximum of \$5,000 per request applies.

For purposes of equity, a cap of \$500 is generally provided on applications to support individuals applying under the Community Representative stream to avoid duplication with Council’s Community Grants Program.

### Eligibility

The following are eligible to apply:

- A not for profit organisation
- A charity

- An individual

Requests for financial assistance under the Mayoral Community Fund will typically constitute one-off financial assistance to an individual or organisation for a cause considered to be worthy and of benefit to the Cumberland community. This may include, but is not limited to, contributions for welfare support, community fundraising initiatives, venue hire fees, or a contribution towards a community based activity or event.

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

Requests for donations to fundraising appeals or new community led initiatives that address an emerging or unexpected community need where action is time critical will be considered under the Emergency Relief Fund.

## **Funding Programs**

Applicants can apply through the following three funding programs:

- **Community Support:** The project/initiative supports the wellbeing of resident(s) of the Cumberland community, including severe hardship requests.
- **Community Initiatives:** The project/initiative delivers positive social, economic, cultural, recreational or environmental benefits to resident(s) of the Cumberland community.
- **Community Representation:** The project/initiative aims to build a positive profile of Cumberland and/or support an individual, group or organisation to represent the Cumberland LGA or community.

Applications for funding must demonstrate a clear link to the program applied under.

## **Ineligible Applications**

The following applications are considered ineligible for funding under the Mayoral Community Fund. Applications received that:

- Support the operational expenses of an organisation
- Are in support of political events or programs
- Are from any government organisation or 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, events 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.

## Requesting Funding

Requests for funding may be made by submitting a completed Mayoral Community Fund Application Form to Council by:

Email: [council@cumberland.nsw.gov.au](mailto:council@cumberland.nsw.gov.au)

In writing: The Office of the Mayor, Cumberland City Council, PO Box 42, MERRYLANDS NSW 2160

Some funded activities may have additional requirements such as proof of insurance, evidence of financial hardship through a copy of a Centrelink issued Health Care Card or Pensioner Card.

In cases of severe hardship, the Mayor can instigate an application of support.

## Assessment Process

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

The panel will assess the eligibility of each request and make a final recommendation to the Mayor. The Mayor may consult fellow councillors on a case by case basis. The final decision to approve funding is at the discretion of the Mayor.

## 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 successful application per applicant will be granted through the Mayoral Fund 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 must provide compulsory information to Council within four weeks of notification of a successful application. Should Council not receive the information at the end of this period, funds will be forfeited, unless an extension is granted to the applicant in writing.

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 Mayoral Community Fund request.
- For funding over \$1,001 – complete and submit a Mayoral Community 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.

Failure to lodge a letter or an expenditure form will affect eligibility for future Mayoral Community Fund requests.

### **Reporting Requirements**

Council's Director Finance & Governance will maintain appropriate records of all applications approved under this fund.

All Mayoral Community Fund expenditure will be reported to Council quarterly as part of Council's Operational Plan update, as well as be listed in Council's Annual Report.

All approved Mayoral Community Fund applications will be retrospectively reported to the next available Council meeting.

A register will be maintained on Council's website of approved applications under the Mayoral Community 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
- Emergency Relief Fund Guidelines