



Rapid Response Financial Assistance GUIDELINES

1) Background

Port Stephens Council has provided Rapid Response financial assistance since 2009 as part of the Financial Assistance program.

2) Purpose

The purpose of the fund is to provide financial assistance for small financial requests from the community. Rapid response financial assistance may include refund of venue hire fees, donation to a charity or other requests that benefit the Port Stephens community.

Link to Port Stephens Community Strategic Plan:

1.6.1 Council will engage its citizens in developing plans for the future of the Port Stephens Local Government area.

5.3.1 Manage the civic leadership and governance functions of Council.

3) How much funding is available?

Limited to \$500 per request with a limit of \$2,000 per Councillor, per year subject to availability of funds

Only one application will be accepted for funds across Council, available at any time

4) Eligibility

The following are eligible to apply:

- A not for profit organisation;
- A charity with a project occurring primarily in the local government area;
- An individual or sole trader and,
- A section 355C committee under the *Local Government Act 1993*.

All applicants are required to have a Certificate of Currency for Public Liability Insurance.

Please note that applications received from individuals will be subject to public exhibition of 28 days if endorsed by Council with final approval by Council following any submissions received as a result of the public exhibition.

Eligible requests can include the following:

- Refund of venue hire fees;
- Donation to a charity;

- Purchase of small items of equipment;
- Support for a local event.

Elected council members, council staff and their immediate family (parent, spouse, partner or children) are ineligible to apply for funds.

5) Evaluation Criteria

Demonstrated benefit to the Port Stephens community;

Demonstrated ability to undertake project.

6) How to apply

A request addressed to Council or a councillor and forwarded to Port Stephens Council PO Box 42, Raymond Terrace NSW 2324 or email council@portstephens.nsw.gov.au

7) Assessment process

Each application will be assessed with the respective councillor and submitted for approval by the Mayor and General Manager. A report to an open Council meeting will then be prepared for consideration by Council.

8) Conditions of funding

The applicant by submitting an application agrees to comply with the following conditions:

- Where the project to be funded is of a capital nature and is not on a Council-owned or operated facility or land, Council will not be responsible for the on-going maintenance of the works undertaken;
- Attempts to seek multiple small amounts from different councillors under any component of the fund would automatically disqualify a group from any financial assistance;
- Council funding may be used in conjunction with funding from other sources (outside Council) provided that such funding is disclosed at the time of application to Council;
- Funding must be used for the purpose for which it is granted;
- Should the project not proceed, all funds are to be returned to Council;
- Projects must acknowledge Port Stephens 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 applicant acknowledges this assistance as below on media releases, invitations, posters, signs, digital channels such as website and any other suitable communications:
"This project is supported by the Port Stephens Council Rapid Response Fund."

9) Reporting and acquittal requirements

All recipients of funds will be required to account for funds provided through a grant program:

- For a grant up to \$1,000 – provide a letter confirming the funds have been spent in accordance with the grant application.

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

Failure to lodge a letter or an acquittal form will affect eligibility for future applications.

10) Related policies and strategies

Port Stephens Community Strategic Plan

Grants and Donations Policy

11) Additional information and application forms

Should you need assistance, please contact:

Councillor Support by phone on 4988 0245 or email councillor@portstephens.nsw.gov.au

Application forms and these guidelines are available on Council's website at

<http://www.portstephens.nsw.gov.au/live/community/financial-assistance>

CONTROLLED DOCUMENT INFORMATION:

This is a controlled document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's website www.portstephens.nsw.gov.au

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1.1	1 July 2017	Governance Manager	Updated year reference	
1.2	8 January 2018	Governance Manager	Updated Community Strategic Plan references and contact phone number	