



On Exhibition

PUBLIC NOTIFICATION

Draft Financial Assistance Policy

At the Ordinary Meeting of Council held 11 August 2026 it was resolved that the Draft Financial Assistance Policy be placed on public exhibition for 28 days. Council is required to notify the public and provide the opportunity for submissions regarding this policy.

The Draft Financial Assistance Policy may be viewed at the Council Chambers, 1 Benerembah Street Griffith, the Griffith City Library and on Council's website.

Anyone wishing to make comment on the draft policy can do so in writing addressed to the General Manager, Griffith City Council, PO Box 485, GRIFFITH NSW 2680 or visit connect.griffith.nsw.gov.au to provide an online submission.

Submissions received will be included in a report to be presented to an Ordinary Meeting of Council. As such, copies of all submissions (including the writer's name and address) will form part of Council's Business Paper and be available to the public. Should you wish to have your contact details withheld it is recommended that you request this in your submission.

Comments or submissions will be received up to **4.00 pm, 9 September 2026.**

CLAUSE **CL04**

TITLE **Endorsement of Financial Assistance Policy for Public Exhibition & Adoption of Community Grant and Event Sponsorship Guidelines**

FROM **Shireen Donaldson, Director Economic & Organisational Development**

TRIM REF **26/86956**

SUMMARY

A Notice of Motion was submitted by Cr Mark Dal Bon requesting a review of the existing Community Grant Program Policy. This has prompted a review of all Policies that deal with Council granting funds to the community, businesses and individuals.

A new draft Policy has been created that references all community, business, individual and sponsorship funding streams. Corresponding Guidelines for each funding stream have also been created.

It is proposed the draft policy be endorsed and made available for public exhibition, allowing community members the opportunity to provide feedback through formal submissions.

RECOMMENDATION

- (a) Council endorse the draft Financial Assistance Policy, as attached to the report, for public exhibition for 28 days.**
- (b) If submissions are received, a further report be prepared for Council.**
- (c) If no submissions are received, the draft Financial Assistance Policy be considered as adopted by Council as at the date of the conclusion of the advertised exhibition period.**
- (d) Council endorse the associated Guidelines for Community Assistance, Sponsorship of Events and Business Assistance.**

REPORT

Nil.

OPTIONS

As per the Recommendation.

POLICY IMPLICATIONS

This report proposes a new Financial Assistance Policy to administer and oversee all Council grant funding streams

FINANCIAL IMPLICATIONS

Every year, Council adopts a budget tied to community funding, business assistance funding and sponsorship of events funding. This Policy and associated Guidelines provide delegation to the General Manager to arbitrate and finalise requests that meet the relevant eligibility criteria as adopted by Council

LEGAL/STATUTORY IMPLICATIONS

A per Section 356 – Provision of Financial Assistance of the *Local Government Act 1993*

ENVIRONMENTAL IMPLICATIONS

Not Applicable

COMMUNITY IMPLICATIONS

The community may provide submissions during the public exhibition period.

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item 3.1 Undertake Council activities within a clear framework of strategic planning, policies, procedures and service standards.

CONSULTATION

Senior Management Team

ATTACHMENTS

- (a) Draft Financial Assistance Policy (under separate cover)
- (b) Draft Guidelines - Community Grants Program (under separate cover)
- (c) Draft Guidelines - Event Sponsorship & Promotion (under separate cover)
- (d) Draft Guidelines - Small Business Financial Assistance Program (under separate cover)
- (e) Draft Guidelines - Community Organisation Rate Subsidy Guidelines (under separate cover)



Financial Assistance Policy CC-CP-600 (PUBLIC POLICY) replaces FS-CP-601, FS-CP-606 and XX-CP-XXX

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
Draft			

2 Policy Objective

Griffith City Council is committed to building a strong, inclusive and economically vibrant community. Council provides financial assistance in the form of grants and sponsorships to support community organisations, individuals and businesses to deliver outcomes aligned with Council's Community Strategic Plan, Griffith Destination Tourism Plan and Economic Development Strategy.

Council grants, sponsorships and donations covered under this Policy are available to individuals who reside in the Griffith Local Government Area (LGA), or to community-based groups, organisations and services that operate within the Griffith LGA.

This policy establishes the overarching framework governing three distinct funding programs:

- Community Grant Program — supporting community capacity building, cultural, arts and social wellbeing initiatives, and individual achievement.
- Sponsorship of Events— supporting events across three tiers that increase visitation to and awareness of Griffith.
- Small Business Financial Assistance Program — supporting registered Griffith LGA businesses to grow, innovate and create local employment.
- Community Organisation Rates Subsidy – Supporting not for profit community organisations providing direct sporting cultural benevolent to the community.

Each program is governed by its own Program Guidelines setting out eligibility criteria, application processes, assessment methods and acquittal requirements. This policy provides the common principles, governance framework and accountability requirements that apply across all three programs.

3 Policy Scope

This policy applies to all Council financial assistance provided under the three programs listed above, including monetary grants, in-kind support, value-in-kind provisions, and low value assets in order to run a program or event to enhance social, cultural and economic outcomes.

This policy does not prevent Council giving occasional small gifts to organisations, providing support for civic functions or one-off events.



Council may, by resolution, approve grants, sponsorships and donations outside of these programs and their guideline criteria.

4 Policy Statement

4.1 Funding Programs Summary

The following programs are administered under this policy. Full details are in the relevant Program Guidelines.

Program	Maximum funding	Frequency
Community Grants - Program — Stream 1	\$2,500	Council program
Community Grants - Quick Turnaround — Stream 2	\$2,500	On needs basis
Community Grants – MLAK and Disability Assistance	Per MLAK & residual funding upto \$2,000	On needs basis
Community Grants - Individual Achievement — Stream 3	\$500 (State) / \$750 (National)	On needs basis
Support for Vulnerable Communities	Up to \$1000	On needs basis
Event Sponsorship — Signature -Tier 1	Up to \$9,999	On needs basis
Event Sponsorship — Regional Drawcard - Tier 2	Up to \$5,000	On needs basis
Event Sponsorship — Seed -Tier 3	Up to \$5,000	On needs basis
Small Business Financial Assistance	\$500 – \$2,500	On needs basis
Community Organisation Rates Subsidy	Ordinary rates charged on land	Annually

Applications that exceed that maximum funding cap for the relevant stream will be reported to Council for consideration and adoption.

IMPORTANT

Only one funding application may be submitted per project. Use the Fund Selector tool to identify the most appropriate program before applying.



4.2 Funding Principles

All funding decisions are guided by:

Principle	Description
Strategic alignment	Supports outcomes aligned with the Community Strategic Plan, Griffith Destination Tourism Plan and Griffith Economic Development Strategy.
Transparency and fairness	Applications assessed objectively against published criteria; free from conflicts of interest.
Value for public funds	Maximises community benefit relative to funding provided; co-contribution is viewed favourably.
Capacity building	Priority given to projects building lasting community or economic capability.
Social inclusion	Programs accessible to all members of the Griffith community.
Accountability	Recipients acquit funding, demonstrate outcomes and acknowledge Council's support.
Continuous improvement	Programs regularly reviewed against community needs and feedback.

5 General Eligibility and Exclusions

5.1 Eligibility Requirements

Regardless of program, all applicants must:

- Be based in, affiliated with, or principally serving residents of the Griffith LGA
- Have no outstanding debts to Griffith City Council
- Have acquitted all previous Council funding before a new application is considered
- Submit a complete application with all required documents by the advertised closing date
- Not apply for the same project under more than one Council funding program

5.2 Exclusions

Applications will not be accepted from, or for:

- Government agencies, political parties or candidates
- Projects that duplicate existing Council services or programs



- Projects that contravene existing Council policy
- Retrospective expenditure — costs incurred before grant approval
- Ongoing operational or administrative costs (salaries, rent, utilities, insurance)
- Fundraising activities as the sole purpose
- Activities that could be perceived as politically divisive or partisan

6 Governance and Administration

6.1 Delegation of Authority

Program / Stream	Assessment	Approval under Delegation	Final Endorsement
Community Grants - Program — Stream 1	Community Development Staff Assessment Panel against eligibility criteria	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Community Grants - Quick Turnaround — Stream 2	Community Development Staff Assessment Panel against eligibility criteria	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Community Grants - Individual Achievement — Stream 3	Community Development Staff Assessment Panel / Griffith Sports Council	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Community Grants – MLAK and Disability Assistance	Community Development Staff Assessment Panel against eligibility criteria	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Support for Vulnerable Communities	Community Development Staff Assessment Panel against eligibility criteria	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Event Sponsorship — Signature -Tier 1	Tourism Staff Assessment Panel against merit-based evaluation matrix	General Manager	Council Adoption of Annual Budget and Quarterly Status Report



Event Sponsorship — Regional Drawcard - Tier 2	Tourism Staff Assessment Panel against merit-based evaluation matrix	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Event Sponsorship — Seed -Tier 3	Tourism Staff Assessment Panel against merit-based evaluation matrix	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Small Business Financial Assistance	Economic Development Staff Assessment Panel against merit-based evaluation matrix	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Community Organisation Rates Subsidy	Director Business Cultural Finance against eligibility criteria.	General Manager	Council Adoption of Annual Budget and Quarterly Status Report

6.2 Conflicts of Interest

Council staff and Councillors involved in assessing or approving applications must identify and manage actual, potential or perceived conflicts of interest in accordance with Council's Code of Conduct and Conflicts of Interest Policy.

6.3 Funding Agreements

Successful applicants will be required to enter into a funding agreement before funds are released, specifying the approved project, funding amount, performance criteria, payment schedule, use of logos and wording in promotional material and acquittal deadline.

6.4 Acquittal Requirements

All recipients must acquit their funding within the timeframe specified in their funding agreement or program guidelines, and no later than 30 days after the event/program has taken place. Acquittal must include a completed acquittal form, financial evidence of expenditure, photographic evidence of project delivery, and a brief outcomes report.

NON-COMPLIANCE

Recipients who fail to acquit will be ineligible for further Council funding until the non-compliance is resolved.

6.5 Acknowledgement of Council Support



All recipients must acknowledge Griffith City Council's support in all project communications — including advertising, promotional materials, social media, press releases and public addresses.

6.6 Co-Contribution

Applicants demonstrating financial or in-kind co-contribution are viewed favourably across all programs. Co-contributions may include donated materials, volunteer labour, cash contributions or external funding. Event Sponsorship applicants must demonstrate stakeholder financial involvement as part of the assessment criteria.

7 Application Management

7.1 How to Apply

Applications must be submitted using Council's online grants management system via the prescribed form for the relevant program. Incomplete applications, or applications submitted after the closing date, will not be considered.

Program-specific dates are published at griffith.nsw.gov.au.
Enquiries: admin@griffith.nsw.gov.au or (02) 6962 8100.

7.2 Assessment

All applications are assessed on their merits against published eligibility criteria. Meeting eligibility criteria does not guarantee funding — programs may be highly competitive. Unsuccessful applicants are encouraged to contact the relevant Council officer for feedback.

7.3 Reporting and Transparency

Approved grants and sponsorships are reported in Council's Annual Report. Individual program details including funding amounts and criteria are updated annually at griffith.nsw.gov.au.

8 Dispute Resolution and Complaints

Applicants who wish to query an assessment outcome should first contact the relevant program officer for feedback. Formal complaints may be submitted in writing to admin@griffith.nsw.gov.au and will be handled in accordance with Council's Complaints Management Policy.



9 Definitions

Acquittal	Formal reporting on the use of grant funds including financial statements, receipts, photographic evidence and an outcomes report.
Auspice organisation	An incorporated organisation that applies for, receives and administers funding on behalf of an unincorporated group or individual, taking legal responsibility for compliance.
Funding agreement	A formal document between Council and the recipient setting out terms, conditions, obligations and accountability requirements.
In-kind support	Non-monetary contributions such as donated goods, services, venue use or volunteer labour.
Not-for-profit (NFP)	An organisation that does not operate for the personal financial gain of its members or directors.
Seed funding	Initial financial support intended to assist a project or initiative to become established.
Value-in-kind	Council foregoing revenue (such as facility hire fees) as an alternative form of support.

10 Related Documents and Legislation

- Local Government Act 1993 (NSW) — s.356
- Griffith City Council Community Strategic Plan
- Griffith Economic Development Strategy 2025–2030
- Griffith Destination Tourism Plan
- Council's Code of Conduct and Conflicts of Interest Policy
- Council's Complaints Management Policy
- Community Grant Program Guidelines
- Event Sponsorship and Promotion Guidelines
- Small Business Financial Assistance Program Guidelines

11 Policy Administration and Review

The General Manager is authorised to make minor amendments to reflect changes in legislation, program funding, assessment criteria or Council structure without requiring a full Council resolution.



This policy will be reviewed every four years, evaluating cost effectiveness, resource sustainability, applicant feedback, strategic alignment, and transparency of the funding process.

12 Directorate

Economic & Organisational Development



Community Grant Program Guidelines

Objective

To provide a framework of procedures for the application and determination of Council's Community Grant Program under the Griffith City Council Financial Assistance Policy to facilitate support of individuals or organisations in the Griffith City Council Local Government Area.

Purpose of the Community Grant Program

The spirit of the Community Grant Program is to support organisations/groups/individuals whose applications address the priorities as articulated in Council's Community Strategic Plan.

The purpose of the Program is to:

- provide seed funding for new initiatives which will benefit the community;
- facilitate cultural and arts events/activities/services;
- assist fund research into local service requirements;
- provide financial assistance to enhance social wellbeing;
- provide assistance to elite sports persons, artists, musicians, students selected to represent NSW or Australia at significant events.

The policy brings available Council funds in line with best practice and ensures that grants awarded are done so transparently and are strategic in nature.

Funding Stream	What the Program Funds	Assessment Process
1. Community Grants Program	Small scale community engagement/ community capacity building projects that have a direct benefit to the Griffith Local Government Area. Refer to 3.5 Terms and Conditions and 3.6 Eligibility Criteria. Applications capped at \$2,500.	Eligible applications will be considered as per the Eligibility Criteria and available Council grant funding
2. Quick Turnaround Grants	Small scale community engagement /community capacity building projects that have a direct benefit to the Griffith Local Government Area that arise during the year outside of the normal Community Grants timeframe subject to available funding and applications meeting Eligibility Criteria. Refer to 3.5 Terms and Conditions and 3.6 Eligibility Criteria.	Eligible applications will be considered as per the Eligibility Criteria and available Council grant funding



	Applications capped at \$2,500.	
3. MLAK & Disability Assistance	<p>For requests for free provision of a Master Locksmith Accessibility Key for residents of Griffith LGA.</p> <p>Any residual funds at financial year end to be allocated for the purpose of disability assistance.</p> <p>Applications capped at a) cost of individual MLAK and b) residual only for disability assistance</p> <p>Funded up to \$2,000 per year</p>	Eligible applications will be considered as per the Eligibility Criteria and available Council grant funding.
4. Individual Grants	<p>Individuals who have lived in Griffith for a minimum of 2 years and selected to represent NSW or Australia at significant events. Applications must include proof of selection to significant events and approximate budget.</p> <p>Individuals are only eligible to apply once per financial year.</p> <p>Applications capped at \$500 for State representation (NSW) at a national event, and \$750 for National representation (Australia) at an international event. Please note full amounts of funds requested may not necessarily be granted. Refer to 3.7 Eligibility Criteria.</p>	<p>Applicants (for other than sporting achievement) will be assessed for their suitability by Community Development Assessment Panel with final approval of Senior Management Team.</p> <p>Individual Sporting achievements to be approved on the recommendation of Griffith City Sports Council.</p>
5. Support for vulnerable communities	For applications for assistance for vulnerable communities to the value of under \$1,000 per application.	Eligible applications will be considered as per the Eligibility Criteria and available Council grant funding.

Scope

These guidelines apply to requests for grant monies or in-kind support made by: not-for-profit organisations; charitable organisations; individuals and groups under auspice of any of the above bodies. **See Definitions**

References

Section 356 of the Local Government Act 1993 (as amended)



Griffith City Council Community Strategic Plan

Delegation of Function

Funding Stream 1 Community Grants – to be assessed in accordance with Eligibility Criteria (3.6) by Community Development staff Assessment Panel with final approval by the General Manager. Quarterly Status Report to Council to advise uptake.

Funding Stream 2 Quick Turnaround Grants – to be assessed in accordance with Eligibility Criteria (3.6) by Community Development staff Assessment Panel with final approval by the General Manager. Quarterly Status Report to Council to advise uptake. .

Funding Stream 3 MLAK & Disability Assistance – to be assessed in accordance with Eligibility Criteria (3.6) by Community Development staff Assessment Panel with final approval by the General Manager. Quarterly Status Report to Council to advise uptake.

Funding Stream 4 Individual Grants – to be assessed by Community Development staff Assessment Panel in accordance with the Eligibility Criteria (3.7) and approval to be given by General Manager or Griffith City Sports Council.

Funding Streams – support for vulnerable communities – to be assessed in accordance with eligibility criteria (3.6) BY Community Development staff Assessment Panel with final approval by the General Manager.

Terms and Conditions (Funding Streams 1, 2 and 3 Community Grants and Quick Turnaround Grants)

The spirit of the Community Grant Program is to efficiently support organisations or individuals whose applications address the priorities of the community as articulated in Council's Community Strategic Plan.

Council will advertise for Community Grants applications at least once in each financial year by way of notice on Council's website or any other means that Council considers appropriate.

Applicants for Streams 1, 2, & 3 must meet the Eligibility Criteria (3.6) and must submit an online application on the form(s) prescribed with the required supporting materials by the closing date advertised. Applications will not be accepted after the closing date.

Organisations, groups or individuals may only apply for assistance once in any financial year.



Projects funded by the Community Grant Program and acquittals must be completed within 12 months of the program being concluded. Evidence of acquittals of any previous Community Grant funding must be provided before further applications are approved. An Acquittal form will be available all year on Council's website. Photo evidence must support the acquittal.

Council reserves the right to award more/less funds per application or apply special conditions to the grant. Council is not responsible for under estimation or over expenditure of costs.

Assistance will not be granted for expenses or purchases incurred prior to receiving grant monies.

Applications shall be considered on their merits, taking into account the circumstances of each case, the availability of funds in Council's budget, the extent to which Council has previously provided funds, the provisions of this Policy and the relevant provisions of the Local Government Act 1993 (as amended). Not all applications may be awarded funding.

Funds provided are to be used for the approved purpose. Amendments to the purpose must be consistent with the Eligibility Criteria (3.6) and be submitted in writing with quotations and are subject to approval by Council. Council retains the right to withdraw funding or request funding to be returned if the grant terms and conditions have been breached.

Applicants must identify Griffith City Council as a sponsor on all advertising and press releases for the particular service, activity or project, in accordance with Council Policy CC-CP-701 Sponsorship and Acknowledgement of Assistance.

Applicants must agree to evaluate and formally acquit grant funds in accordance with documentation provided with the application form. Council's acquittal requirements must be completed within 12 months of funding being provided for the project/activity/service. Receipts for goods or services purchased and where possible, photographs or other evidence must be supplied.

Eligibility Criteria – Community Grants

Eligible Applications

- ✓ Applicants must be based in, affiliated with, or service clients within the Griffith City Council Local Government Area
- ✓ Applicants to be either
 - not-for-profit incorporated body registered with NSW Office of Fair Trade;
 - have Charity status with ATO
 - individuals and groups under auspice of any of the above bodies



- ✓ Applicants must provide a copy of the most recent annual report and a current liability insurance certificate of the applicant or auspice organisation
- ✓ Applicants who have previously applied through Griffith City Council's Community Grant Program must have acquitted previous grants through the Community Grant Program.
- ✓ Applications must provide a budget for the proposed project
- ✓ Applications must including quotes for expense items over \$500

What the grant is targeted to

- ✓ The project must identify with one or more of the following.
 - Community capacity building - developing and strengthening the skills, abilities, processes and resources that communities need to survive, adapt, and thrive
 - Reconciliation and/or social inclusion
 - Accessibility for people with disability
 - Capacity building of disadvantaged groups and/at risk demographics
 - Promoting environmental sustainability
 - Promoting neighbourhood/community safety
 - Community development research/pilot program/new initiative
 - Social Wellbeing - feel a sense of belonging and social inclusion in your community

Eligible projects and costs

- ✓ Projects that align with Council's adopted Community Strategic Plan

Eligible project costs may include but are not limited to:

- ✓ Refreshments for attendees.
- ✓ Entry fees and tickets
- ✓ Transport for attendees
- ✓ Consumable project supplies
- ✓ Hire of event spaces, equipment and facilities

What costs cannot be applied for

- X Applications for capital works
- X Applications which don't include insurances and financial reports



- X Applications from profit organisations including small business
- X Applications that duplicate existing projects/services/activities within Griffith LGA
- X Applications for projects or events for fundraising purposes only
- X Organisations who have not acquitted previous funding under this policy
- X Federal or State Government funded projects/programs
- X Funding of ongoing administrative or operational costs
- X Applications which solely award scholarships, grants, gifts or donations

Eligibility Criteria – Individual Achievement Applicants

The Individual Achievement Applicants Program is to enable activities, services and projects to be delivered in support of local people selected to represent NSW or Australia at significant events. Emphasis is on funding eligible applicants as a means to develop community capacity. This stream is open all year.

Applicants must be or have been a resident of the Griffith City Council Local Government Area for at least two (2) years.

Applications are eligible from individuals selected to represent NSW or Australia. Supporting evidence including letter(s) of support with applicant name and event details must be provided from relevant associations/ organisations and event organisers/hosts. Events/activities that are not recognised by relevant peak associations/organisations may not be considered.

Applicants must provide an approximate budget outlining costs associated with participation. Funds provided may only support the costs of accommodation, travel or event registration for the applicant. Costs of family members or accompanying adults are not covered. Applicants that require assistance of certified Carers may be considered. Fundraising or financial support from other sources (not corporate sponsorship) is encouraged.

Definitions

Auspice: An organisation that partners an individual or unincorporated group to administer the grant monies and is responsible for the project completion and acquittal.

Incorporated body: A legal process that makes a group into a single entity that has certain rights and legal protection which separates individuals (members) from the entity.



In-kind: Payments of goods or services without monetary transactions. This includes volunteer time and free use of local resources and facilities. In-kind contributions can be given a monetary value and be included as project income.

Legislation

Section 356 of the Local Government Act 1993 (as amended)

Related Documents

Community Grant Program On-line Application Form – General
Community Grant Program On-line Application Form – Individual Achievement
Community Grant Program On-line Evaluation & Acquittal Form

Directorate

Economic and Organisational Development



Event Sponsorship & Promotion Guidelines

About these Guidelines

These guidelines are for applicants seeking sponsorship for events that increase visitation to and awareness of Griffith.

About the Program

The Events Sponsorship and Promotion Guidelines provides funding for events that promote Griffith as a destination, attract visitors, stimulate economic activity and showcase the city and region. Three funding tiers reflect the scale and reach of different events, from flagship state-national events down to locally focused community events.

KEY PRINCIPLE	This program is for events that bring visitors to Griffith. If your project primarily benefits the local community without a significant visitation focus, the Community Grant Program may be more appropriate.
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Funding Tiers

Council's Event Sponsorship Program operates across three tiers based on event scale and reach. Applicants nominate the tier that best describes their event; Council may reassess the tier during evaluation.

Tier	Event reach	Maximum funding	Approval authority
Tier 1 Signature Events	State-wide or national audience; signature event on the Griffith Events calendar	Up to \$9,999	General Manager
Tier 2 Regional Drawcard Events	Attracts visitors from surrounding towns and the Riverina region	Up to \$5,000	General Manager
Tier 3 Seed Funding of new Events	Attracts visitors from surrounding towns and the Riverina region	Up to \$5,000	General Manager

Sponsorship applications that exceed \$10,000 are reported to Council for consideration and adoption.



Tier Descriptions

Tier 1 — Signature (up to \$9,999)

Tier 1 is for signature events with an established or demonstrable state or national profile that appear on the Griffith events calendar. These events are expected to draw significant visitor numbers from well beyond the Riverina region and generate measurable economic benefit for the local area.

Examples: Major agricultural shows, cultural festivals

Tier 2 — Regional Drawcard Events (up to \$5,000)

Tier 2 is for events that attract visitors from surrounding towns and the broader Riverina region, generating moderate economic benefit for local businesses and hospitality. These events are

- a) Established events in the LGA (must have run a minimum of 3 times within the last 5 years)
- b) Are recurring
- c) Target or attract overnight visitors from outside the LGA

Events in this tier may include established regional competitions, food and cultural events, or events with clear regional appeal.

Examples: Regional sporting competitions, food and wine events, regional arts festivals

Tier 3 — Seed Funding (up to \$5,000)

Tier 3 is for providing support for new events in the Griffith LGA. These events support community connectedness and contribute to local economic activity, and may attract visitors from immediately surrounding areas. These events are

- a) New (never run before)
- b) Within their first 3 years in Griffith LGA
- c) Returning to Griffith LGA for the first time in over 10 years

Examples: Local cultural celebrations, street festivals, community sporting events



Who Can Apply?

All applicants must be:

✓	Based in, affiliated with, or servicing clients within the Griffith LGA
✓	Insured (or auspiced by an insured body)
✓	Applying only once per financial year
✓	Able to demonstrate stakeholder financial involvement in the event

Assessment Criteria

All applications are assessed by the Tourism Staff Assessment Panel against the following criteria. Applications are evaluated against the criteria for the nominated tier.

#	Criterion	What assessors look for
1	Visitation impact	Does the event attract visitors from outside Griffith? How many, from how far, and at what tier of reach?
2	Awareness of Griffith	Does the event promote Griffith's profile as a destination at local, regional, state or national level?
3	Stakeholder co-investment	Has the organiser secured financial support from other sources — sponsors, entry fees, merchandise, food or liquor?
4	Economic benefit	What is the projected economic impact on Griffith businesses, accommodation and hospitality?
5	New or growing event	Is this a new event or one with growth potential for the nominated tier?
6	Self-sustainability potential	Can the event generate its own revenue through gate, entry fees, merchandise or food/liquor?
7	Risk management	Is the event well-managed and does it pose low risk to Council or the public?
8	Marketing	Project a positive image of Griffith

How to Apply

Before you apply

- Identify the tier that best describes your event's scale and reach
- Confirm your organisation type meets the eligibility requirements
- Prepare a full event budget showing all income sources and expenditure
- Secure evidence of stakeholder co-investment before applying
- Ensure any previous acquittal has been submitted

What to include

- Complete all elements as required in the application form



Submitting your application

Applicants may receive funding from no more than one program each financial year. The pool available for each program will be dependent upon the budget allocated within the delivery program.

1. Griffith City Council will advertise applications for funding via the City's website and any other means considered appropriate prior to the commencement of each financial year.
2. Applications must be made via the on-line application form
3. Ensure you provide all necessary supporting documentation as the assessment panel will determine suitable projects solely upon what has been provided in the application.
4. Submitting an application does not guarantee funding and the assessment panel may recommend partial or no funding. The assessment panel will assess applications against the criteria specified in these guidelines and the Financial Assistance Policy, and make a recommendation for consideration
5. In some circumstances, additional information may be required by staff via phone or email

If you are successful

Marketing Approval

The inclusion of Griffith City Council and Visit Griffith logos to appear under Sponsorship Support

Where possible the following statement should be included: "This event is proudly supported by Griffith City Council / Visit Griffith"

Under no circumstances can any logos be edited without prior consent of Griffith City Council / Tourism Team staff

Before finalising any promotional materials (digital or print), recipients must submit their event marketing plan (advertising schedule and communications strategy) to the Tourism Team for approval, and provide proofs of all materials before printing.

Acquittal

An assessment and acquittal report must be submitted to the Tourism Team within 30 days of the event's completion. Failure to submit will result in ineligibility for future funding.



The acquittal must include:

- Final financial statements for the event
- Actual attendance figures and evidence of visitor origin
- Copies of promotional materials produced
- An assessment of the event's outcomes against the program objectives and tier criteria



Small Business Financial Assistance Program Guidelines

Objective

To provide a procedure and guidelines for Council's Small Business Financial Assistance Program.

Purpose

The Small Business Financial Assistance Program (The Program) will provide financial assistance to small businesses operating within the Griffith City Council Local Government Area (LGA). This initiative is designed to support local entrepreneurs and small business owners by offering grants that can be used for business expansion, innovation and job creation.

Scope

This program applies to requests for grant monies for financial assistance for small business support made by registered Griffith LGA Businesses.

Delegation of Function

The Small Business Financial Assistance Program will be assessed in accordance with Eligibility Criteria as outlined in this policy. Applications will be evaluated by an assessment panel using a merit-based evaluation system.

Terms & Conditions

The spirit of the Small Business Financial Assistance Program is to support local small businesses whose applications contribute to economic growth and demonstrate potential to expand or strengthen Griffith's local economy. Applications must align with the Griffith Economic Development Strategy key themes and demonstrate the potential to stimulate economic activity, create or sustain local jobs and provide value for money.

Council will advertise for applications at least once (depending on level of subscription per grant round) in each financial year by way of notice on Council's website or any other means that Council considers appropriate.

Applicants must meet the Eligibility Criteria and must submit an online application on the form(s) prescribed with the required supporting materials by the closing date advertised. Applications will not be accepted after the closing date.

Businesses may only apply for assistance once in any financial year.

Projects funded by the program and acquittals must be completed within 12 months of grant funding being awarded. Evidence of acquittals of any previous Griffith City Council funding



must be provided before further applications are approved. An Acquittal form will be available on Council's website. Photo evidence must support the acquittal.

Council reserves the right to award more/less funds or apply special conditions to the grant. Council is not responsible for under estimation or over expenditure of costs.

Assistance will not be granted for expenses or purchases incurred prior to receiving grant monies.

Applications shall be considered on their merits, taking into account the circumstances of each case, the availability of funds in Council's budget, the extent to which Council has previously provided funds, the provisions of this Policy and the relevant provisions of the Local Government Act 1993 (as amended). Not all applications may be awarded funding.

Funds provided are to be used for the approved purpose. Amendments to the purpose must be consistent with the Eligibility Criteria and be submitted in writing with quotations and are subject to approval by Council. Council retains the right to withdraw funding or request funding to be returned if the grant terms and conditions have been breached.

Applicants must identify Griffith City Council as a sponsor on all advertising and press releases for the particular service, activity or project.

Applicants must agree to evaluate and formally acquit grant funds in accordance with documentation provided with the application form. Council's acquittal requirements must be completed within 12 months of funding being provided for the project/activity/service. Receipts for goods or services purchased and where possible, photographs or other evidence must be supplied.

Applicants may apply for funding between \$500 and \$2,500.

Eligibility Criteria

To be eligible, applicants must:

- Be a registered business with an active ABN
- Employ fewer than 20 full-time equivalent staff
- Primary operations based within the Griffith local government area (postcodes 2680, 2681)
- Have no outstanding debts to Griffith City Council
- Demonstrate financial viability and capacity to deliver the proposed project
- Demonstrate economic impact and job growth within Griffith
- Not have received funding from this grant program in the past 12 months or current round.



What costs can be applied for:

- Business expansion or diversification
- Technology and software upgrades
- Digital transformation (e.g. e-commerce, websites)
- Consultancy and project management fees
- Marketing and branding initiatives
- Sustainability or energy-efficiency improvements
- Training or professional development

Eligible projects may include but are not limited to;

- Appointing a consultant to prepare a business plan, marketing plan and project plan
- Internal training to upskill staff
- Competency training fees eg. paying for an employee to get their truck license
- New website design
- Pop-up shop for a new business venture
- Video social media campaign
- Pay for an electrician to install a smart meter
- Payment to planning consultant
- Appointing a consultant to undertake business efficiency audit
- Business launch event
- Initiatives that reduce waste and increase recycling

Ineligible activities

The grant will not fund:

- Retrospective costs (expenses incurred before grant approval)
- General business running expenses (rent, utilities, rates, wages, insurance etc.)
- Debt repayment or legal/solicitor fees
- Any activity over \$500 without a written quotation to support
- Projects that have been completed or have already commenced prior to the outcomes of the applicant being advised
- Fundraising activities
- Gifts and prizes

Reporting Requirements

Successful applicants must:

Record No.

Small Business Financial Assistance Program Guidelines

Page 3 of 4



- Sign a funding agreement
- Consult with the grant officer responsible prior to submitting
- Submit an acquittal report within 2 months of project completion
- Provide receipts and evidence of expenditure
- Participate in promotional activities if requested
- Griffith City Council must be acknowledged for their support by inclusion of Council's logo on printed and digital media as well as acknowledging Council's contribution in any public launches, speeches or media releases.

Definitions

Nil

Exceptions

Nil

Legislation and Related Documents

Local Government Act 1993
Griffith Community Strategy Plan
Griffith Economic Development Strategy 2025-2030
Financial Assistance Policy CC-CP-600
Small Business Financial Assistance Program Evaluation Matrix
Small Business Financial Assistance Program Acquittal Form

Directorate

Economic & Organisational Development



Community Organisation Rate Subsidy Guidelines

OPERATIONAL PROCEDURE

Community Organisation Rate Subsidy

1. Purpose

This procedure sets out how Council administers the community organisation rate subsidy. It is an operational document and is updated administratively without amending the Community Assistance Policy. It does not cover statutory rate exemptions, which are administered separately under the Statutory Rate Exemptions Register.

2. Eligibility cycle (hybrid model)

2.1 Initial application

1. An organisation applies in the approved form, providing evidence of its not-for-profit status and a description of the direct service (sporting, cultural or benevolent) it provides to the community.
2. Finance, with the relevant service area, assesses the application against the two eligibility criteria and recommends a subsidy amount.
3. Eligible organisations are entered on the Community Organisation Rate Subsidy Register (Appendix A).

2.2 Annual attestation

Before each Operational Plan is developed, every listed organisation completes a one-page declaration confirming that it: (a) remains a not-for-profit community organisation; (b) still provides the relevant service to the community; and (c) has no change to its details. Failure to attest is followed up before the register is finalised.

2.3 Periodic full re-verification

All listed organisations are fully re-verified against the criteria at least once every four years, aligned to the Delivery Program. The first re-verification on transition to this model re-tests every currently listed organisation, including any whose community-service character warrants confirmation under criterion 2.

2.4 Annual open window

A window is advertised each year for newly eligible organisations to apply, so the scheme does not become a closed cohort.

3. Accounting treatment

The subsidy is processed as financial assistance under section 356 of the Local Government Act 1993:

- general rates are levied on the organisation's assessment in the normal way;



- an equivalent donation is recorded against the assessment using the organisation's designated general ledger account (Appendix A); and
- staff process the journal so the transaction is reflected in Council's ledgers, leaving the organisation liable only for its service charges (the balance payable).

4. Operational Plan, budget and instalments

- The total value of subsidies is included in, and approved by Council through, the Operational Plan each year.
- The balance payable by each organisation (service charges) is billed on Council's standard quarterly rate instalment cycle.
- For the current year, instalment due dates are 31/08/2026, 30/11/2026, 28/02/2027, 31/05/2027.

5. Roles and responsibilities

- Finance (Rates) — maintains the register, issues and collects attestations, processes journals, bills balances and reports the annual cost.
- Relevant service area — advises on the community-service test for new or contested applications.
- General Manager / Director BCF — approves entries to, and removals from, the register.

6. Notes

- *Griffith Harness Racing Club — lease to revert to Council; currently with Cater & Blumer. Register entry to be reviewed on settlement.*
- *Where an organisation appears under more than one assessment, each property is recorded separately.*