

1. PURPOSE

The purpose of this Policy is to provide a framework to consider applications for funding from not-for-profit organisations which are aimed at providing community based transport solutions through the purchase of a bus (or similar vehicle).

2. SCOPE

The intent of this Policy is to ensure consistency and allow for an assessment to be undertaken based on set criteria and pre-determined conditions of funding approval.

3. POLICY

The Southern Midlands Council, subject to an available budget allocation, will provide a maximum 'one-off' contribution of \$5,000 to a not-for-profit community based organisation to assist with the purchase of a bus (or similar transport vehicle) under the following terms and conditions:

1. The service must be provided by a 'not-for-profit' community based entity (or similar) as opposed to a private individual(s);
2. Evidence must be provided that the service is capable of being managed and operated by the community;
3. Evidence must be provided that the intent of the service is to provide transport option that will generally be made available to all members within the nominated area (subject to any reasonable rules and conditions set by the service provider).
4. At the time of submitting the request for funding, the applicant organisation is to provide details of the level of service (i.e. days / hours per week) that is proposed.
5. Council's capital contribution is not to exceed 25% of the total capital outlay (to a maximum of \$5,000);
6. Evidence must be submitted that the applicant organisation has the capacity to fund the balance of the capital acquisition cost, or can demonstrate that it is actively seeking to raise the necessary funds through either fundraising or other external grants.

Note: In order to support applications for external grant funding, Council may elect to provide a letter of support and a financial commitment in advance.

In the event that funding is provided, it is subject to the following terms:

1. Unless exceptional circumstances exist and then being subject to a Council decision, no further capital contribution will be made for subsequent replacement of the vehicle as this cost should be incorporated in the fees charged to users;
2. Should the service cease to operate within a period of two years from the date that the Council funding is provided, then the vehicle is to be sold and Council is to recoup a percentage of the sale price (equivalent to the percentage of its initial capital contribution); and
3. The organisation must provide a basic report to the Southern Midlands Council on an annual basis. Detail to include but not limited to usage statistics; registration and insurance details; maintenance etc.



4. LEGISLATION

Local Government Act 1993 – Grants are generally provided under Section 77 of the *Local Government Act 1993*.

5. RELATED DOCUMENTS

Not applicable.

6. DOCUMENT ADMINISTRATION

This Instruction is a managed document and is to be reviewed every two (2) years or as directed by the General Manager.

This document is Version 1.0 effective 26th September 2018. The document is maintained by the General Manager, for the Southern Midlands Council.