

## COUNCIL POLICY



<b>TITLE:</b>	COMMUNITY GRANTS PROGRAM
<b>DOCUMENT NUMBER:</b>	CPO-COM/CUL-GE-003
<b>DEPARTMENT:</b>	Community Services
<b>UNIT:</b>	Community Wellbeing
<b>AUTHOR:</b>	Social Planner <i>The Author is responsible for implementing and reviewing the document.</i>
<b>RESPONSIBLE OFFICER:</b>	Director Community Services Checked            Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>APPROVED BY:</b>	Council
<b>APPROVAL DATE:</b>	
<b>EXPIRY DATE:</b>	N/A
<b>REVIEW DATE:</b>	April 2021 <i>This policy will be reviewed on an annual basis and in accordance with any legislative or council changes and/or requirements.</i>

<b>AVAILABILITY:</b>	Staff - Unit only	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Staff - Department only	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Staff - Organisation wide	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Public Internet	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>ADVISE AVAILABILITY:</b>	Media Release	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Sou Wester (Author to prepare article)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Email designated Groups & Staff	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

<b>REFERENCES:</b> (If applicable)	<ul style="list-style-type: none"> <li>• Council Plan</li> <li>• Disability (Access and Inclusion) Plan</li> <li>• Recreation and Open Space Strategy</li> <li>• Community Engagement Framework</li> <li>• Municipal Public Health and Wellbeing Plan</li> <li>• Volunteer Action Plan</li> <li>• Glenelg Shire Council Tourism and Events Plan</li> <li>• Arts and Culture Strategy</li> <li>• Public Arts Master Plan</li> </ul>
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## 1. Purpose

The Glenelg Shire Council is committed to enhancing community wellbeing, and encourages and supports a broad range of arts and cultural events, community sporting, adult learning, social support clubs and organisations through targeted funding programs. This Policy provides the framework for Council decision making in regard to the Community Grants Program as identified in key council plans and strategies. Aligning with Council plans and strategies should be considered when you commence planning your project. A copy of the Glenelg Shire Council Plan is available from council offices and can be viewed online at the Glenelg Shire website.

The objectives of the Community Grants Program are:

- To strengthen communities and develop community capacity.
- To foster closer constructive cooperation between Council and communities.
- To develop an accessible and inclusive community.
- To encourage initiatives that promote the wellbeing and liveability of the community.
- To assist grass roots community groups in the provision of programs and/or projects that provide a clear community benefit; are environmentally friendly, and are in the public interest and are sustainable.
- To ensure the safe provision of tourism, aged, youth, cultural, recreation and sporting facilities.

## 2. Scope

This Policy applies to Councillors and relevant staff. It provides the basis for the allocation of funds to community groups and organisations, including a decision making framework.

## 3. Policy

### Funding conditions

- 3.1 Council will determine the total amount of funding for the Community Grants Program as part of the Budget considerations each financial year. The allocations for each category will also be determined by Council through the Budget process and may be varied by Council decision at any time.
- 3.2 Funding will be considered only for programs and other activities that are not the primary or core service of State or Federal Government or large non-profit organisation.
- 3.3 While Council offers two Community Grants Program rounds, an equal amount of funding may not be made available to applicants during each round. Council may allocate a greater or lesser amount each round depending on the quality of the applications.

- 3.4 The program will accept requests up to but not exceeding \$5,000 per application. Groups may apply for funding for multiple projects but the maximum amount granted to any one organisation will be \$5,000 per financial year.
- 3.5 Where the application is greater than \$1000, the applicant must demonstrate equal or greater contribution to the project.
- 3.6 The applicant matching contribution may consist of cash and/or in-kind services (labour and goods). However, the in-kind portion of the applicants contribution must not exceed 50% of the amount requested.
- 3.7 Consideration will be given to in-kind costs such as labour, materials etc. However, in kind support **MUST** be listed as separate items and **MUST** specify actual unit costs, such as hourly rates and quantities. These costs **MUST** be clearly quantified and identified.
- 3.8 All applicants are strongly advised to discuss their requests with the appropriate Council Officer prior to the lodgment of the application.
- 3.9 Grant funding acquittal, including receipts and evidence of promotional material, must be received within 3 months of project completion.
- 3.10 Council is not responsible for any under-estimation of costs.
- 3.11 No community group will be allocated more funding than the amount requested in the application.
- 3.12 A successful applicant is not guaranteed funding to the level requested. Council may redistribute the funding allocation over the range of applications in any category or round.
- 3.13 An applicant meeting the key selection criteria is not guaranteed funding.
- 3.15 Council reserves the right to withdraw its offer of financial support for a project when the applicant has **NOT BEEN SUCCESSFUL** in securing funding from other sources, if the Community Grant submission is reliant on other third party funds.
- 3.14 Where possible, quotes and/or estimations should be supplied to support the application.
- 3.15 Successful applicants will be required to enter into a Funding Agreement with Council which outlines the responsibilities of the grant recipient and Council.
- 3.16 Priority may be given to community groups that have not received funding in the previous round.
- 3.17 Funding will not be provided retrospectively or for projects currently in progress.

- 3.18 Ongoing projects must be sustainable and not depend on recurrent funding from Council for continuation, with the exception of Triennial Grants.
- 3.19 Funding will only be provided to organisations that have acquitted and met the conditions of previous grants, and have no outstanding debts to Council.
- 3.20 Projects must be completed within 12 months of receiving funding. An option is available to apply for an extension of time for a further 12 months.
- 3.21 Council is not responsible for under-estimate of costs by applicants.
- 3.22 Appropriate building and planning permit advice must be obtained prior to the grant application.
- 3.23 Grant recipients are expected to attend, or send a representative to, a recipient funding event to accept their grant allocation. Successful applications will be informed of the details of the event.

### **Who is eligible to apply?**

To be eligible for funding, intending applicants must:

- Be a small to medium non-profit organisation or “grass roots” volunteer based community group or organisation. Individuals and private profit-making organisations are not eligible.
- Be incorporated or auspiced by an incorporated organisation.
- Supply a current Public Liability Insurance Certificate if applying for the use of Council owned facilities or applying for a grant of more than \$2,000.
- Be an organisation seeking funding for a project whose major emphasis is within the Glenelg Shire.

Note: A non-profit organisation is one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it winds up. Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes and is not distributed to any of its members. (Source: Australian Taxation Office [www.ato.gov.au/nonprofit/content.asp?doc=/content/33732.htm](http://www.ato.gov.au/nonprofit/content.asp?doc=/content/33732.htm) )

### **What can be funded?**

Applications that meet the selection criteria will be considered by Council for funding and may also include:

- Fees for temporary or casual staff employed to implement the project or activity.
- Printing, advertising, and promotional costs.
- Costs incurred in hiring a venue that may include hire costs and public liability insurance.

- Materials and other items essential to the project / activity.
- Equipment rental.

### **What cannot be funded?**

The following will not be considered for funding:

- Programs and other activities which are a primary or core service or responsibility of State or Federal Government, or large non-profit organisation.
- Schools, hospitals, cemeteries cannot be funded. Incorporated School Parents and Friends Committees are not eligible.
- On-going general running or maintenance expense (e.g. Postage, telephone, electricity, insurance).
- Applications by private profit-making organisations are not eligible.
- Projects that depend on recurrent funding from Council for continuation.
- Retrospective projects, or projects already in progress.
- Organisations with outstanding grant acquittal or outstanding debts owed to Council.

### **Weighted Ratings criteria:**

#### **1. Please describe your project? 20%**

- Is your project supported by the Council Plan and other key Council strategies?
- Will your project increase participation and supports more inclusive local networks?

#### **2. What will this project achieve? What will be the outcomes? 20%**

- Will your project provide a more rewarding experience to the target community?
- Will your project improve access to people of all abilities, increases participation?

#### **3. How will this project make your club more sustainable into the future. 20%**

- Does your project build on the strengths of the Glenelg Shire community and its assets?
- Is the capability of the project/s to be achieved in a set time frame, financially viable and sustainable?

#### **4. What level of impact will the project have on the environment and what measures will be taken to minimise them. 20%**

- What evidence do you have that the project will be environmentally conscious?

#### **5. How will your club/group promote the Glenelg Shire's contribution to your project? 20%**

- What publicity and marketing do you have planned for your project?

**Note: It is Council's intention to particularly support grassroots community organisations that provide benefits and assist in building the capacity of the smaller communities across the shire. The selection criteria will therefore be applied as a qualitative rather than a quantitative measure.**

**Grant Categories:**

**1. Recreation**

To increase sport and recreation participation; assist with club development; and enhance health, fitness and social cohesion. Applications in this category should align with council's Health and Wellbeing Plan and other relevant strategies.

**2. Public Halls**

To provide funding assistance for non-Council owned and managed public halls in recognition of the importance of public halls for communities. Examples – upgrade kitchen facilities, or to improve heating, replace a water tank and general maintenance.

**3. Community Events**

A Community Event Grant supports the development of new and existing community events that promote vibrant and cohesive communities by bringing people together for common goals, celebration and expression. Community based organisations are encouraged to develop and deliver events that showcase local talent, provide public entertainment, foster community participation, connectedness and diversity.

**4. Arts, Culture and Heritage**

Arts, Cultural and Heritage Grants support a diverse and culturally rich Glenelg Shire through community driven projects and initiatives that increase arts profile, creativity and participation. These initiatives may focus on a wide variety of art forms. Individual artists, partnering with a community group, are eligible to apply as long as they can demonstrate local community support for the project.

Projects in this category need to meet at least two of the following criteria:

- Increase community participation in arts, cultural and heritage activities
- Enhance and celebrate local identity through high quality projects with artists and community.
- Build and strengthen local networks within the Glenelg Shire community and encourage partnerships and collaboration with community, business and Council.
- Strengthen the identity and profile of arts, culture and heritage in Glenelg Shire through effective creative programming and marketing.
- Involve the participation of a skilled artist/s or arts worker who is suitable to the desired outcomes of the project
- Support further creative development of existing activities with new and innovative approaches and activities.

**5. Community Strengthening**

Community Strengthening Grants support community projects, programs and initiatives with a specific focus on connection communities and building community capacity. This

includes projects that improve community facilities, encourage community participation and volunteerism, as well as those that build leadership skills and community wellbeing. Projects should align with Councils Municipal Health and Wellbeing Plan and other key strategies.

### **Grant Sub Categories**

a. In kind support

To assist community groups with hiring costs of nominated Council owned facilities, costs of waste disposal and or costs of Council statutory fees (e.g. planning permits, etc.). This program is in-kind support only (no cash).

When applying for a community grant where a planning permit is required, a request for in-kind support of the planning permit fee should be included in the application.

b. 'Minor Community Grant' (Maximum \$500)

A small percentage of grant money will be kept aside to accommodate requests from community groups and organisations for activities / projects / programs that are of extraordinary nature. Applicants should provide details of the extenuating circumstances in relation to their application. A maximum of \$500 from this category is to be granted to any club or group per annum.

While applications in this category can be made at any time of the year, applicants MUST contact a Council Officer first to discuss the potential application.

### **Triennial Grants for Iconic Tourism Events:**

Triennial grants are allocated to the three key tourism events in the Shire as elected by Council: Portland Upwelling Festival; Heywood Wood Wine and Roses Festival; and Casterton Kelpie Festival. All iconic events are to be planned in accordance with council's Tourism Strategy.

### **Annual Workshop:**

An annual amount of \$500 will be allocated for the next four years from the Community Grants fund to provide a workshop to assist community groups in undertaking the application process.

### **Assessment:**

A cross functional team of Council staff will assess community grants applications in accordance with Council's policy criteria and provide commentary and scores against the criteria for consideration by the Community Grants Advisory Committee. This Committee comprises the Mayor, two nominated Councillors, and council officers.

Recommended applications will then be presented to Council for allocation, and approval.

**Note: Council will reserve the right to assess any project on its merit and the benefit to the proposed target group and the decision will be made at the discretion of Council.**

**Monitoring and Accountability:**

Through the Community Grants Program, Council is committed to develop an ongoing positive partnership with successful applicants to ensure that Community Grants Program funds are spent efficiently and effectively and meet Council's objectives. Therefore:

- All funded groups / organisations will be required to acknowledge the support of the Glenelg Shire Council in any promotional or publicity material.
- All funded groups / organisations will be required to present Council in a positive manner and all projects and activities will be required to reflect well on Council.
- All funded groups / organisations will be required to enter into a funding agreement with the Glenelg Shire Council before receiving funding.
- A completed Acquittal Report is to be provided to Council at the completion of all funded projects / activities and within the specified timeframes.

**Grievance Procedure:**

Council's decisions are final and will not be reviewed. No further correspondence will be entered into.