

COUNCIL POLICY



TITLE:	COMMUNITY FUNDING AND SUPPORT POLICY
ID NUMBER:	CPO-CDEV-GE-001 DocSetID:733241
DEPARTMENT:	COMMUNITY SERVICES
UNIT:	ECONOMIC DEVELOPMENT
RESPONSIBLE OFFICER:	Director, Community Services

ADOPTED DATE AND BY WHOM:	23 July 2024 by Council
EXPIRY DATE:	May 2028
REVIEW DATE:	May 2027 <i>This policy will be reviewed annually or as required by any legislative or council changes.</i>

AVAILABILITY:	Organisation wide	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Public	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Internet	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
ADVISE AVAILABILITY:	Media Release	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Sou Wester (Responsible Officer to prepare article)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

1. References

Glenelg Shire Community Grants Program Guidelines (DocSetID: 2908648)

Glenelg Shire Event Management Guidelines (DocSetID:3095529)

Glenelg Junior Sports Trust Guidelines (DocSetID: 2235544)

Glenelg Shire Council logos and acknowledgments Guide (Community Grants Successful applicant logo style guide) [community-grants-successful-applicant-logo-style-guide.pdf \(glenelg.vic.gov.au\)](https://www.glenelg.vic.gov.au/community-grants-successful-applicant-logo-style-guide.pdf)

Glenelg Shire Council, Records Management Policy OPO-CORPS-RECM-001 (DocSetID: 1933907)

Glenelg Shire Council Recreational Reserves and Recreational Facilities Access Policy (DocSetID: 2782902)

Recreational Reserves and Recreational Facilities Pricing Policy (DocSetID: 2782903)

Active Your Way Glenelg Sport and Active Recreation Plan (DocSetID: 2560778)

Minor Community Grant Guidelines (DocSetID: 3197486)

Aboriginal Education Scholarship Guidelines (DocSetID: 2955056)

2. Introduction

The Glenelg Shire Council is a home to over 20,000 individuals and hundreds of community organisations, all striving to make the Shire a great place to live, work and play.

Council recognises that the local community plays a vital role in empowering people and organisations to have an active role in shaping and growing their community to build a better future and achieve their aspirations.

Funding community, cultural and recreational activities, events and services enables individuals and groups to work in partnership with Council in meeting community needs. Through this Policy, Council recognises community groups provide important and valued community and social benefits to the Shire.

3. Purpose

This policy provides a framework for Council to allocate funding across community in an effective, equitable and transparent manner to ensure:

- fairness, equity and transparency in providing grant funds;

- funds are used for purposes intended;
- appropriate processes and authorisation of grants are adhered to;
- eligibility criteria are met;
- provision and proof of outcomes of approved grants are received and documented; and
- opportunity for creation of mutually beneficial partnerships between Council, residents and community groups.

4. Scope

This Policy applies to all grant funding and community support activities as outlined in the Policy and is binding on Councillors, Officers, temporary/casual employees, contractors and consultants while engaged by Council. This document should be read in conjunction with the various Grant Funding Guidelines and Procedures available under each Funding and Support category.

5. Council Policy

Glenelg Shire Council support and enhance community wellbeing through the following Community Funding Programs and support streams:

- Section 5.1 Community Grants
- Section 5.2 Ageing Well Grants
- Section 5.3 Major/Iconic Event Funding
- Section 5.4 Aboriginal Education Scholarships
- Section 5.5 Minor Community Grants
- Section 5.6 Junior Sports Trust
- Section 5.7 January 26 Funding
- Section 5.8 In kind support
- Section 5.9 Venue Hire
- Section 5.10 State Government Sponsored Grant Programs

5.1 Community Grants Program

The objectives of the Community Grants Program are to:

- Strengthen communities and develop community capacity
- Foster closer constructive cooperation between Council and communities
- Develop an accessible and inclusive community
- Encourage initiatives that promote the wellbeing and liveability of the community
- 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.

5.1.1 Funding Conditions

Council will determine the total amount of funding for the Community Grants Program as part of the Budget considerations each financial year.

Community Funding and Support Policy Guidelines will be made available to provide detailed guidance for the eligibility, application, assessment and approval process. All organisations and groups are strongly encouraged to discuss their application with Council Officers prior to submission.

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.

Grants will be divided into the classifications of Recreation, Public Halls, Community Events, Arts, Culture and Heritage, Community Strengthening with each application to be assessed against the prescribed criteria as set out in the Community Funding and Support Policy Guidelines.

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.

An auspicing incorporated community group can apply for up to \$500 funding for non-incorporated grass roots community group in addition to the \$5,000 cap (ie total of \$5,500).

Where the application is greater than \$1000, the applicant must demonstrate equal or greater contribution to the project.

The applicant matching contribution may consist of cash and/or in-kind services (labour and goods) which must not exceed 50% of the grant amount requested.

All ongoing maintenance costs associated with a project will be the sole responsibility of the community group. Council will take no responsibility for the ongoing maintenance, upgrade or costs associated with a community grant project.

No community group will be allocated more funding than the amount requested in the application. A successful application is not guaranteed funding to the level requested. Council may redistribute the funding allocation over the range of applications in any category.

Projects must be completed within 12 months of receiving funding with acquittal documentation to also be completed within specified timeframes. Under extenuating circumstances extensions of time for a further 12 months may be requested to Council Grant Officer, commintygrants@glenelg.vic.gov.au.

5.1.2 Funding Eligibility

To be eligible for a Community Grant, intending applicants must:

- Be a non–profit organisation or “grass roots” volunteer based community group or organisation, including non-profit organisations operating from a Public Hall.
- Individuals and private profit-making organisations are not eligible.
- Committees of Management who do not receive State Government funding are eligible, noting community activities will be funded while asset maintenance will not be funded.
- Committees of Management who receive State Government funding 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.
- Have a valid and current lease or licence agreement in place with Council where applicable.
- Be an organisation seeking funding for a project whose major emphasis is within the Glenelg Shire.

5.1.3 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.

5.1.4 What cannot be funded

The following will not be considered for funding:

- Organisations with outstanding grant acquittal or outstanding debts owed to Council.
- Programs/activities or assets which are a primary or core service or responsibility of State or Federal Government, or large non-profit organisations.
- Committees of Management who receive funding from the State Government
- Schools, hospitals, cemeteries, places of worship 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 except for identified Major/Iconic Events under Section 5.3.
- Retrospective projects, or projects already in progress.

5.2 Ageing Well Grants

An Ageing Well Grant fund has been established to foster a collaboration between Council and community. This is to progress outcomes supporting the following themes:

- Age-friendly Communities
- Healthy Ageing
- Social Connections
- Access to Services

This annual grants program will provide financial assistance to community organisations and groups for activities and projects that foster the social, health and wellbeing needs of older residents (55 years and over).

Applications need to support one or more of the themes identified above and the need for the project in the community.

Ageing Well Grant Guidelines will be made available to provide detailed guidance for the eligibility, application, assessment and approval process. All applicants are strongly encouraged to discuss their application with Council Grant Officer, communitygrants@glenelg.vic.gov.au, prior to submission.

5.3 Major/Iconic Event Funding

Council, through this Policy, provide funding towards three 'Iconic' major tourism events in the Shire, led by community organisations:

- Portland Upwelling Festival;
- Heywood Wood Wine and Roses Festival;
- Australian Kelpie Muster; and
- Christmas and New Years Eve Celebrations.

Festivals and major events form part of the *Glenelg Shire Tourism Strategy* and are a significant driver of tourist visitations. Major events are defined as an event that involves:

- estimated participation or attendance of more than 2000 people;
- a road closure requiring additional approvals from a government authority;
- attracts major attendance from locals and visitors;
- can include ticketed, user pays events;
- large amount of infrastructure; and
- food and beverage trading.

Planning for Major/Iconic Events must be undertaken in accordance with the *Glenelg Shire Council Event Management Guidelines*.

Funding allocation for the 'Iconic' Events is reviewed annually via submissions to the annual budget process.

5.4 Aboriginal Education Scholarships

The Glenelg Shire Council Aboriginal Education Scholarship Program aims to encourage Glenelg Shire based Aboriginal and/or Torres Strait Islander residents to study beyond Year 12.

Two scholarships are available annually to the value of \$3000 each.

Aboriginal Education Scholarship Program Guidelines will be made available to provide detailed guidance for the eligibility, application, assessment and approval process.

All applicants are strongly encouraged to discuss their application with Council Grant Officer, communitygrants@glenelg.vic.gov.au, prior to submission.

Applications will be reviewed by the Glenelg Aboriginal Partnership Group and recommendation will go to Council for endorsement.

Funds can be used to assist with:

- course fees;
- travel expenses;
- course requirements;
- compulsory clothing/footwear; and
- and tutoring.

5.5 Minor Community Grants

An amount of \$2,000 is available to accommodate extraordinary requests from community groups outside the Community Grant Program.

Minor Community Grants are available for one off requests from community organisations with the same Funding Eligibility requirements as the Community Grants Program.

A maximum of \$500 is available to eligible community groups per application per annum.

Applications in this category can be made at any time of the year and applicants are strongly encouraged to contact Council Grant Officer, communitygrants@glenelg.vic.gov.au, to discuss the potential application.

Funding through this program is provided throughout the financial year on an ongoing basis until all funds are expended.

5.6 Glenelg Junior Sports Trust

The Glenelg Junior Sport Trust provides financial support for individual athletes or teams who have been selected to represent at state, national or international level in their chosen sport aged up to 18 years of age inclusive.

The age of the applicant is to be the age of the individual/team participant at the time the activity/event is being held.

[Glenelg Junior Sports Trust Guidelines](#) provide detailed guidance for the eligibility, application, assessment and approval process. All applicants are strongly encouraged to discuss their application with Council Recreation Team, recreation@glenelg.vic.gov.au, prior to submission.

Council will consider applications for assistance to participate in Victorian, Interstate and International activities/events in accordance with Glenelg Junior Sports Trust Guidelines funding amounts.

The funding amount shall be no greater than fifty percent of the costs to be incurred by the applicant in attending the nominated activity/event.

Applications are open to the Glenelg Junior Sport Trust all year round until funds are fully expended.

5.7 January 26 Funding

Funding is available to assist community groups in the Shire to lead events on and around January 26. Responsibility for events on and around January 26 rests with community groups. The total funding available for January 26 activities (or as indexed by Council), and the following amounts are available for each township:

- Merino/Digby \$400;
- Nelson \$400;
- Heywood \$1,000;
- Casterton \$1,000;
- Dartmoor \$400; and
- Portland \$2,000.

Annual application for funds is via a written submission to the Chief Executive Officer.

Where there is more than one application in the same township, the Council Officers will work with the community representatives to ensure collaboration for the delivery of one event.

5.7.1 Funding Requirements

- Community led events should be hosted on any day between 15 January and 4 February.
- Community led events must be in the Glenelg Shire Council.

- Funding is for one event per township.
- Only incorporated, community-based not-for-profit groups operating in the Glenelg Shire Council will receive funding.
- Community groups can use funds to their discretion for activities such as venue costs, staging/equipment costs, marketing/promotional costs, catering costs, performer/artist fees.

5.8 In kind support

In-kind support is a donation to community groups of Council services and/or resources where no cash is exchanged to support a community service, project, event or activity.

Council undertakes a variety of in-kind activities across the Shire to support the community progress outcomes.

When applying for any of Council's funding programs, the value of Council's in-kind contribution must be factored into the total amount requested from Council not exceeding the grant maximum.

In-kind requests should be made as part of the funding application process.

5.9 Venue Hire

Community, sporting, recreation and not for profit groups and organisations may be eligible to hire Council facilities at a reduced rate. Eligibility and further information on fees and charges are available on Council's website <https://www.glenelg.vic.gov.au/Home>.

Requirements vary for meeting room hire within Council venues.

5.10 State Government Sponsored Grant Programs

Council may offer additional funding programs to the community subject to the receipt of State Government funding streams.

6. Conflict of Interest Provisions

To ensure an accountable and transparent assessment process is maintained, Councillors and Council Officers are required to declare any potential conflict of interest. This may include but is not limited to personal connections with any applicant or membership of an applicant organisation. Anyone having a conflict of interest should not debate, be involved with any discussions, or vote on any matter relating to the specific applicant.

7. Responsibilities

The following matters are referred to Council for a decision:

- Section 5.1 – Community Funding Program;
- Section 5.2 – Ageing Well Grants;
- Section 5.3 – Major/Iconic Event Funding;
- Section 5.4 – Aboriginal Education Scholarships.

The Chief Executive Officer, Director Community Services and Director Infrastructure have delegated authority to approve all expenditure within Council's approved budget for:

- Section 5.5 - Minor Community Grants;
- Section 5.6 - Junior Sports Trust;
- Section 5.7 - January 26 Funding;
- Section 5.8 - In kind support.

Reduced rates for Council venue hire in Section 5.9 are listed in Council's schedule of fees and charges.

8. Grievance Procedure

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

9. Acquittal and Reporting

At the conclusion of the project/activity, all successful grant applicants will be required to submit their acquittal and supporting documentation within three (3) months of project completion. Failure to submit an acquittal in a timely manner, may result in future grant funding applications being rejected.

An acquittal is a report submitted by the applicant that accurately details the funding activity outcomes.

10. Records Management

All Council records created and managed as a result of implementing this policy will be managed in accordance with the Council's Records Management Policy.

The Records Management Policy assigns responsibilities for records management to employees, supervisors, volunteers and other specific positions.

No Council records are to be destroyed without consideration of the requirements of the Act(s) that govern the functions relevant to this policy. Prior to destruction, advice must be sought from the Information and Data Unit, with consideration to the requirements of the appropriate Retention and Disposal Authority (RDA).