

<b>Policy type</b>	Council
<b>Adopted by</b>	Council
<b>Responsible General Manager</b>	Community
<b>Responsible officer</b>	Manager Community Development
<b>Date adopted</b>	26 July 2017
<b>Scheduled for review</b>	26 July 2020

## PURPOSE

To provide a Community Strengthening Grants program that enhances the involvement of community organisations in the development of services, management of facilities, coordination of events and promotion of tourism, environmental sustainability and health in the community.

This policy guides the administration of Council's Community Strengthening Grants so that grants:

- Assist Council to achieve strategic goals and identified key initiatives; and
- Align with the intent of the Local Government Act 2009 and relevant guidelines
- Will be used for a purpose that is in the public interest.

This Policy is to be read in conjunction with the Grant Manual which provides specific details on the funding program. This Policy does not apply to sponsorship, donations, advertising, naming rights and service level agreements.

## SCOPE

This Policy applies to the allocations of Council resources under the Community Strengthening Program.

## DEFINITIONS

### **Community Organisation:**

An incorporated "not for profit" group or organisation with an open membership to residents of Moira Shire.

## POLICY

### **AIM**

Through the different grant categories the program seeks to:

- Support strategic goals identified in the Council Plan.
- Support community organisations that provide diverse and effective local services, facilities and activities.
- Support community action plans resulting from the community planning process.
- Support the goals and directions outlined in Council's strategic plans and strategies including but not limited to the Municipal Public Health and Wellbeing Plan Environmental Sustainability Strategy and Council's Business and Innovation Strategy.
- Maximise the benefit of Council's investment by encouraging matching contributions and seeking of other external funding to support major projects and events.

## GRANT CATEGORIES

### Quick Response Grants – Up to \$1,000 – Open round

These grants aim to provide community organisations a responsive opportunity to apply for funding for small project or event that will occur within 3 months of the application.

### Minor Grants – Up to \$5,000 – Two rounds per annum

These grants aim to provide community organisations an opportunity to apply for funding through the following streams:

- Arts and Culture
- Community Events
- Equipment
- Health Promotion
- Environmental Sustainability

### Major Grants – Up to \$10,000 – One round per annum

These grants aim to provide community organisations an opportunity to apply for funding through the following streams:

- Infrastructure
- Tourism
- Environmental Sustainability

### Triennial Grants – One round every three years

This grant category provides a mechanism for Council to offer a community organisation grant support to further Council business in circumstances where Council deems funding stability over a number of years necessary to appropriately achieve the business outcome.

This is not subject to the Community Strengthening Grants rounds and is offered at the discretion of Council.

## ELIGIBILITY CRITERIA

For Community Organisations to be eligible for a Community Strengthening Grant they must:

- Be committed to providing direct benefits to residents in Moira Shire. Please note, Council may consider funding events held outside of Moira Shire, particularly in the two cross-border communities of Cobram-Barooga and Yarrawonga-Mulwala, where economic benefit to Moira Shire can be demonstrated.
- Be an incorporated 'not for profit' community organisation with open membership to residents in Moira Shire.
- Have an Australian Business Number (ABN) or have a community organisation who is willing to auspice the application and accept responsibility for the administration of the grant.
- Hold adequate public liability insurance to cover the project or event as applicable.
- Not have their own grant giving program or fundraising program that provides money to finance other organisation's community initiatives.

- Have satisfactorily accounted to Council for the expenditure of any previous Council grants.
- Comply with all relevant Local Laws, Australian and Victorian legislation, including but not limited to:
  - Accounting and auditing requirements;
  - Equal opportunity and anti-discrimination laws;
  - Human rights laws;
  - Disability
  - Occupational Health and Safety
  - Privacy, confidentiality and freedom of information laws'
  - Registration or accreditation of professional employees;
  - Preparation and dissemination of annual reports.
- Have management plans in place, including:
  - Risk
  - Project
  - Event
  - Financial

## FUNDING EXCLUSIONS

The following will not be funded:

- Individuals and private profit-making organisations
- Requests that are considered by Council to be the funding responsibility of other levels of Government (state government agencies)
- Applications from Primary or Secondary Schools (Council encourages partnerships between Schools and community organisations, whereby the community organisation is the applicant)
- Community organisations that:
  - Are in debt to Council and are not meeting the agreed repayment arrangements
  - Receive direct income from electronic gaming machines
- Have been non-compliant with Local Laws and or state or federal legislation over the preceding year
- Projects or events that:
  - Have demonstrated self-sufficiency by running at a profit that is not reinvested back into the community organisation or their next event
  - Have been, or are being, funded by other parts of Council
  - Have already started or have been completed (no retrospective funding)
  - Are run by (or involved with) political or religious groups seeking to promote core beliefs
  - Are a clear duplication of existing services
  - Are not open to the general public
  - Are for interstate or overseas travel
  - Are for operational expenses
  - Are for funding of prizes, sponsorships, donations or gifts
  - Will have a negative impact on the environment

## **APPLICATION**

Grant rounds will be conducted using Council's online grant management system – Smarty Grants.

Council will take an active role in supporting, facilitating and guiding community organisations through all the relevant application processes to promote quality applications.

Funding rounds will be advertised in local newspapers and on Council's website for a minimum of four weeks.

Applications received after the due date will not be considered under any circumstances.

## **ASSESSMENT**

The Assessment Panel is made up of relevant Officers and independent Council Officers.

The Assessment Panel will conduct the initial assessment of the grant applications, with endorsement from Council. Allocation of grant funding is not guaranteed and will depend upon how well applications meet the assessment criteria, the number and quality of applications received, funds held by the community organisations, and the amount available in Council's budget.

Applications will be assessed and scored against the criteria as per the Assessment Matrix, the additional points are provided to guide responses. The assessment scores will be a maximum total of 20 points. The minimum score of 3 must be obtained to ensure funding. The highest scoring applications will be funded until the grant allocation is expended. Council retain the right to vary the amount granted.

## **ACQUITTAL**

Council will require a completion report and financial acquittal of all payments to ensure grant recipients have complied with the requirements.

Specific evaluation requirements will be outlined in individual funding agreements and will depend on the nature and size of the grant.

## **RELATED LEGISLATION**

Local Government Act 1989

## **REFERENCES**

Moirá Shire Council:

- Grants Manual
- Scoring matrix
- Relevant documentation for each category

## **REVIEW**

This policy will be reviewed three years from the date of adoption, with operational amendments as required, in accordance with Council's approval.