

## Community Grants Policy

<b>POLICY STATEMENT</b>	1.1 Council will provide an annual Community Grants Program to be conducted annually. The Grants Program is to financially support not for profit organisations in the Kingborough municipal area to undertake projects and activities which add value within the community meet the program objectives and eligibility criteria.
<b>OBJECTIVE</b>	3.1 To increase the capacity of community groups, clubs and organisations in the Kingborough Municipality to create projects, activities and programs which are beneficial to the community.
<b>SCOPE</b>	4.1 The policy principles will be applied in the assessment of all applications for funding from Council’s annual Community Grants Program.
<b>PROCEDURE (POLICY DETAIL)</b>	<p>5.1 <b>Advertising</b>          Community Grants will be advertised early in July with a closing date in September to allow for assessment by the relevant committee prior to the final approval by Council and distribution of funds before the end of the calendar year. The Grants will be advertised on Council’s website and in the local media. An online video is to be available to promote awareness and understanding of the grant program.</p> <p>5.2 <b>Amount Funded</b>          The Community Grants Program will provide grants of up to and no more than \$3,000 for projects that meet program eligibility and assessment criteria. 12.5% from the annual allocation is to be set aside for ‘Quick Response Community Assistance’ grants of up to \$1,000 to be available throughout the year. The criteria for which will remain in line with the Community Grants Program, with delegation to be provided to the Director Environment, Development &amp; Community to approve allocations.</p> <p>5.3 <b>Eligibility Criteria</b>          Projects and activities will be sought which meet the following eligibility criteria:          The proposed project must:</p> <ul style="list-style-type: none"> <li>• Be delivered in the Kingborough municipality,</li> <li>• Clearly identify and address a community need,</li> <li>• Show how the community will be involved, both directly and indirectly, in the project, and</li> <li>• Not duplicate existing programs, services or activities in the particular locality.</li> </ul> <p>The applicant organisation must:</p> <ul style="list-style-type: none"> <li>• Be an incorporated not-for-profit organisation, or be auspiced by an incorporated organisation;</li> <li>• Be Kingborough based and should operate within the municipality (applications for projects from state or national bodies should be submitted by, and be administered by and for the direct benefit of the local branch);</li> </ul>

- Be financially viable and able to demonstrate the capacity to successfully manage and administer their proposed project on time and within budget;
- Demonstrate that other support and funding has also been obtained, or is being sought, to support the proposed project. Council will not fund more than 50% of the cost of any project. Other contributions may be financial or in-kind, including voluntary labour and materials; and
- Have appropriate public liability insurance cover.

#### 5.4 **What May Be Funded**

Examples of what may be funded include

- Purchase of equipment to support a project or activity;
- Projects and events which contribute to the quality of community life in Kingborough;
- Minor capital works projects (subject to obtaining the relevant approvals and permits);
- Community workshops and seminars or skill development for members of voluntary management committees; and
- Newsletters and flyers which promote and encourage involvement in community based activities.

#### 5.5 **What Will Not Be Funded**

Council will not fund:

- More than one project from any community group per year;
- Any project retrospectively;
- Individuals;
- Ongoing administration and running costs;
- Activities or events which have a fund-raising outcome;
- Trophies or prize money;
- Projects which have the potential to make significant profit, or where other funding sources are considered to be more appropriate;
- Projects which will commit Council to ongoing support; or
- The same or similar project more than once.

#### 5.6 **Assessment Process and Criteria**

Applications are assessed by relevant staff with regard to the grant eligibility criteria. Information and recommendations are submitted to Council for assessment and endorsement.

Applications from eligible organisations will be ranked according to the degree to which the proposed projects meet the following criteria:

##### **Management Capacity:**

- Is the organisation able to demonstrate its capacity to successfully manage and administer its proposed project on time and within budget?
- Are there sufficient budget and/or resources to deliver the project?
- Is the project's target group clearly identified?
- Does the project duplicate or overlap with existing activities?

##### **Community Outcomes:**

- Does the project respond to an identified need in the community?
- Does the project provide quality and innovative outcomes for the residents of Kingborough?

	<ul style="list-style-type: none"> <li>• Does the project involve the community, both directly and indirectly, in its development and implementation?</li> <li>• Does the project facilitate greater access and participation by a wide range of Kingborough residents?</li> </ul> <p><b>Council Priority:</b></p> <ul style="list-style-type: none"> <li>• Does the project ensure adequate recognition of Council’s support?</li> <li>• Does the project complement Council’s strategic aims?</li> </ul> <p><b>5.7 Funding Agreement</b></p> <ul style="list-style-type: none"> <li>• Grants made to community organisations will be made on the following conditions:</li> <li>• Funds must be expended on the project as described in the successful application. Any significant changes to the project must be approved by Council;</li> <li>• All projects must be completed within 12 months of receiving the funds unless otherwise agreed to by the Council;</li> <li>• Formal advice of unexpended funds is required and funds not expended for the purpose outlined in the application should be returned to Kingborough Council unless agreement has been reached to use these funds for other approved purposes;</li> <li>• Council is not responsible for any shortfall should the project run over budget;</li> <li>• Organisations and groups who receive funding must submit a financial statement and completed evaluation report to Council within 3 months of the completion of the project;</li> <li>• Wherever possible, acknowledgement should be given to the support provided by Kingborough Council on promotional material for the project. Copies of such promotional material should be forwarded with the completed evaluation report.</li> </ul> <p><b>5.8 Appeal Process</b></p> <p>Any appeal in relation to the outcome of Council’s Community Grant Program should be made within 30 days of receipt of advice of the same. The appeal should be addressed to the General Manager in writing and must clearly identify grounds for a review of Council’s decision that relate to either the assessment process or application of the selection criteria.</p>
<b>GUIDELINES</b>	6.1 Nil
<b>COMMUNICATION</b>	7.1 This policy will be communicated to all staff involved in the advertising, assessment and implementation of Council’s Community Grant Program.
<b>LEGISLATION</b>	8.1 The interest provisions of the Local Government Act 1993 will apply to all persons involved in the assessment and decision-making processes for Council’s Community Grant Program.
<b>RELATED DOCUMENTS</b>	9.1 There are no related documents to this policy.
<b>AUDIENCE</b>	10.1 Available to the public.