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| Guideline title: | Contingency Grants Guideline |
| Guideline ref no: | DOC/20/66733 |
| Governing policy (ref no): | DOC/20/135907 |
| Guideline owner: | Manager Open Space, Recreation and Wellbeing |
| Approved by: | Director Environment, Recreation and Infrastructure |
| Date approved: | May 2020 |
| Scheduled review: | December 2021 |

1. Guideline intent

The Bayside City Council Contingency Grants Program provides discretionary funds for Council to make donations, in a flexible way, to individuals and community organisations to build capacity and to respond to hardship and crisis.

1. Scope

The guidelines apply to the application, evaluation, payment and reporting requirements for applications made under Part C of the Council Grants Policy (2020). These guidelines do not apply to other funding streams (Part A and Part B) of the Council Grants Policy (2020).

1. Guideline statement
   1. Purpose of the grants program

The Contingency Grants Program provides flexibility for Council to provide grants or make donations at any time to build individual and community capacity and respond to hardship and crisis.

* 1. Eligibility

Community organisations residing within the City of Bayside, or providing services to residents of Bayside, are eligible to apply for a Contingency Grant. All applications will be assessed on an individual basis and will be determined in accordance with the assessment criteria.

Generally, a limit of one grant will be funded per financial year and no more than three contingency grants to the same individual or group within a five year period. However, where a grant application has been assessed as having a wider community benefit, additional grant applications may be considered for funding.

* 1. Applications

Applications for a Contingency Grant must be made through Council’s online grant management system. (i.e. Smartygrants) which can be accessed through Council’s webpage: [www.bayside.vic.gov.au/grants](http://www.bayside.vic.gov.au/grants)

Applications will be assessed in accordance with the Council Grants Policy 2020 and Contingency Grant Guidelines.

Applications should be received at least four weeks prior to the date of the activity, program or event. Funding will not be approved retrospectively.

Applicants will be advised of the funding decision within four weeks of Council receiving a correctly completed and submitted application.

Applicants will be required to:

* Provide details of the nature and costs to be incurred and the level and nature of other sources of assistance;
* Provide evidence of selection/representation to participate in the nominated event (if applicable);
* Provide a tax invoice from the responsible or auspicing organisation or agency as identified on the grant application;
* Provide a completed ‘Statement by a Supplier’ form for individuals or organisations that do not have an Australian Business Number; and/or
* Identify the need for financial assistance (copies of Health Care Card and other relevant paperwork to support the application, if applicable).
  1. Acquittals

Successful applicants must complete and submit to Council, an online acquittal form, within the current financial year (or prior to seeking further Council funding). Applicants that do not submit an acquittal form may not be eligible for future Council grants.

All applicants are encouraged to provide photographs (with consent) for Council to use in promoting community projects and grants.

* 1. Available grant funding streams

*Donations to fundraising appeals*

Where relevant and appropriate, donations to fundraising appeals and major national or international issues will be considered and assessed on an individual basis. Funding will only be provided to organisations with approved charitable status. All applications should identify a need and outline the benefit to the Bayside community. Applications for fundraising events will be referred to the Events and Festivals stream.

*Events and festivals*

Small grants of up to $1,000 for Bayside events and festivals run by not-for-profit groups and for the benefit of the Bayside community. All applications should identify a need and outline the benefit to the Bayside community. If relevant, the event must also comply with Council’s Events in Public Places Policy which can be found on Council’s webpage.

*Individuals or families in financial hardship*

Individuals or families in financial hardship grants support individuals experiencing financial hardship to participate in community life and improve their personal outcomes through sustainable change. Individuals or families in financial hardship may receive assistance up to $500 per individual for purposes not covered by other state or federal government grants, subsidy programs or local crisis relief programs. This may include education, social support programs and opportunities for individuals to represent their state or country in significant sporting competitions, cultural or civic events.

Applications must be made by a community service agency and will be considered and assessed on an individual basis.

Applications within this category will be assessed in line with the Individuals or Families in Financial Hardship Guideline (2020).

*New program or community initiative*

Where relevant and appropriate, funding will be considered for new programs or community initiatives that:

* Address an emerging or unexpected community need; and/or
* Where action is time critical.

Funding may also be used to support the delivery of relief and recovery activities which address community needs resulting from community wide emergencies.

All applications will be considered and assessed on an individual basis. Applications should identify a need within the community and outline the community benefits. Generally no more than $5,000 is provided per program.

Applications which do not meet the above criteria, should apply for Council’s Annual Community Grants. The funding round opens annually in April.

***Inclusive Bayside partnership program***

Grants of up to $5,000 may be made for initiatives by community groups to:

* deliver programs or events, or to purchase equipment, to ensure the inclusion of people with a disability; and
* foster partnerships between community organisations within Bayside that lead to greater inclusion of people with a disability in community life in Bayside.

People with a disability should be included or consulted in developing the project.

* 1. Assessment

All applications received are assessed by the Community Wellbeing Team and referred to the Manager Open Space, Recreation & Wellbeing for final determination, in line with financial delegation.

*Community Development Officer*

* Coordinates the administration of applications for Contingency Grants, Donations to fundraising appeals, Events and festivals, Individuals or families in financial hardship and New program or community initiatives;
* Undertakes an initial eligibility assessment;
  + - Reviews and assesses eligible applications for assessment and provides recommendation to be reviewed by Manager Open Space, Recreation & Wellbeing;
* Relays further feedback between Manager/Director and applicant, as necessary; and
* Provides verbal or written feedback to applicants including rationale for decision, where appropriate.

*Inclusion Officer*

* Coordinates the administration of applications of Inclusive Bayside Partnerships Grants;
* Undertakes an initial eligibility assessment;
  + - Reviews and assesses eligible applications for assessment and provides recommendation to be reviewed by Manager Open Space, Recreation & Wellbeing;
* Relays further feedback between Manager/Director and applicant, as necessary; and
* Provides verbal or written feedback to applicants including rationale for decision, where appropriate.

*Community Wellbeing Coordinator*

* Provides guidance and support to the Community Development Officer and Inclusion Officer in determining appropriateness of applications; and
* Assesses applications in Community Development Officers absence.

*Manager Open Space, Recreation & Wellbeing*

* Reviews the referred application and recommendation;
* Requests any further information necessary through Community Development Officer; and
* Provides final decision to approve or decline grants
  1. Funding criteria

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| **Funding request** | **Maximum grant amount** | **Assessment criteria** |
| **Donations to fundraising appeals** | | |
| Donations to fundraising appeals by local groups and for major national or international issues such as natural disaster. | Determined on an individual basis. | Based on community need and objectives of the Council Grants Policy 2020. |
| **Events and festivals** | | |
| Small grants for events and  festivals run by and for the benefit of not-for-profit groups | Up to $1,000 per financial year | Contribution to base costs associated with event or festival. Based on community need and objectives of the Council Grants Policy 2020. |

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| **Individuals or families in financial hardship** | | |
| Individuals or families in financial hardship limiting their ability to participate in community life. | Up to $500 per individual per financial year. | Determined on a case by case basis. Must be accompanied by a letter of support from a community service agency and evidence of financial hardship. Payment will be made directly to the community service agency. |
| For attendance at sport, recreation, arts, culture, civic and youth leadership events |  | In addition, sporting attendance and athlete selection must be supported by documentation from a sports’ governing body or affiliated organisation that is recognised by the Australian Sports Commission. |
| * National Attendance- VIC/ NSW/ SA/ TAS/ ACT | Up to $200 |
| * National Attendance- WA/ QLD/ NT | Up to $300 |
| * International Attendance | Up to $500 |
| **New program or community initiative** | | |
| New program or community initiatives that address emerging or unexpected community needs and are time critical. | Generally no more than $5,000 is provided. | Based on community need and objectives of the Council Grants Policy 2020. |
| **Inclusive Bayside Partnerships Grants** | | |
| Programs, events or equipment, that ensure the inclusion of people with a disability | Up to $5,000 | Based on community need and objectives of the Council Grants Policy 2020. |

1. Related documents

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| Policies | Council Grants Policy 2020 |
| Strategies | Wellbeing for All Ages and Abilities Strategy 2017-2021 |
| Guidelines | Individuals or Families in Hardship Guidelines |

**Please note:** This guideline is current as at the date of approval. Refer to Council’s website ([www.bayside.vic.gov.au](http://www.bayside.vic.gov.au)) or staff intranet to ensure this is the latest version.