

Council Policy

Council policy title:	Bayside Council Community Grants Policy 2021
Council policy owner:	Director Environment, Recreation and Infrastructure
Adopted by:	Bayside City Council
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1. Policy intent

The Council Grants Policy (the Policy) provides a robust and transparent framework for Council's Community Grants Program (the program) through which Council provides direct financial assistance to community groups providing accessible activities and services that strengthen community capacity, increase the overall quality of life of people in the community, foster community cohesion and meet community needs.

2. Policy purpose

The Policy supports Council's priorities outlined in the goals and objectives of Bayside's Municipal Public Health and Wellbeing Plan 2021-2025 and the seven actions identified in Bayside's Climate Emergency Action Plan 2020 – 2025.

The objectives of the Council Community Grants Program are:

- To assist community organisations to establish, extend and improve programs and services that address local needs.
- To encourage voluntary activity, community participation and the contribution of local groups and organisations to community life.
- To promote community development and partnership opportunities to address community needs.

3. Scope

The Policy applies to direct financial assistance provided by Council to support community initiatives, to invest in organisational capacity of community groups, and to support individuals in certain circumstances.

The Policy does not apply to indirect support such as the provision of buildings, land or facilities, in-kind support, or assistance from Council staff.

The Policy does not apply to payments to organisations for delivery of specified services on behalf of Council, which are subject to Council's Procurement Policy.

The Policy does not apply to Council sponsorship of festivals and events.

4. Policy statement

Council will provide financial support to community groups that undertake activities and services that benefit the community and to individuals in particular circumstances in line with the objectives of this Policy and aligning guidelines.

Three main streams of funding will be provided:

- A. Annual Community Grants**
- B. Major Grants**
- C. Quick Response Grants**
- D. Bayside Climate Emergency Grants**
- E. Other Grants**

Total amounts allocated to each funding stream will be determined annually in the Council budget. Guidelines for administration and assessment of each funding stream will be made available via Council's website.

A. Annual Community Grants

Annual Community Grants are provided to support initiatives proposed by community groups, which strengthen and enrich community life through providing an improved range of leisure, cultural, community development, environmental, health, education, sporting and welfare programs and activities.

B. Major Grants

Major Grants are an investment in multi-purpose community centres that are accessible to all Bayside residents, meet the needs of the local community, and provide programs and activities that foster community cohesion and increase the quality of life.

C. Quick Response Grants

Quick Response Grants build individual and community capacity by giving community groups the opportunity to apply for grants required at short notice to help them achieve their goals or respond to crisis. Grant rounds funded under this stream include:

- New program or community initiative grants to provide seed funding to community projects to establish their viability and attract alternate funding sources. Applicants must demonstrate an emerging or unexpected need that is time critical.
- Individual inclusion and participation grants reduce financial barriers to participation. These funds support individuals experiencing financial hardship to participate in community life and improve their personal outcomes through sustainable change.
- Donations to fundraising appeals for local, national or international issues assessed on an individual basis.
- Events and festival grants to support one off events organised by community groups and for the benefit of the Bayside community.
- Inclusive partnerships grants fund community groups to deliver programs, events or purchase equipment to ensure the inclusion of people with a disability.

D. Bayside Climate Emergency Grants

Bayside Climate Emergency Grants fund initiatives by community groups that support and enable the Bayside community to take action in the Climate Emergency.

E. Other Grants

One off grant streams may be created on an emerging needs basis as determined by Council budget allocation. Departments responsible for these funds are required to adhere to the Council Grants Policy and may seek support from Community Wellbeing team in the administration and assessment of the funds.

5. Assessments

Eligible applications will undergo initial assessment based on:

- organisations' level of connection to Bayside,
- equitable opportunity and organisational sustainability – i.e. number of previous grants received; and
- specific assessment and administration criteria outlined in individual grant guidelines.

Bayside Council is committed to gender inclusion and equity. Policies and programs can affect women, men and people of diverse gender identity differently, we will carefully consider applications that demonstrate gender inclusion and equity, so that we maximise the impact of our investment.

6. Reporting requirements

Grants will be subject to acquittal and reporting on outputs and outcomes by the applicant. Information about all grants awarded by Council will be made available to the public as required

by the Local Government (General) Regulations 2015. This will not include any personal information concerning members of the recipient organisations or individual recipients.

As part of Bayside's Municipal Public Health and Wellbeing Plan, annual reports will be provided to Council summarising the outcomes of the grants program.

7. Roles & Responsibilities

7.1 Assessments and approvals

Council is responsible for approving the Annual Community Grants (Part A) and the Major Grants (Part B).

Council officers will assess applications for Quick Response Grants (Part C). Manager Open Space, Recreation and Wellbeing will approve grants in line with financial delegation. Grants over Manager's delegation limit will be referred to the Director Environment, Recreation and Infrastructure. Donations to fundraising appeals may be referred to the Chief Executive Officer for review before approval.

Council officers will assess applications for Bayside Climate Emergency Grants (Part D). Manager Climate, Waste and Integrated Transport will approve grants in line with financial delegation. Grants over Manager's delegation limit will be referred to the Director Environment, Recreation and Infrastructure.

Other grants (Part E) will be approved by the Manager of the department in which the grant sits in line with each Manager's financial delegation.

The Director Environment, Recreation and Infrastructure will approve guidelines for grant assessment and administration. Application forms and guidelines will be publicised on Council's website.

7.2 Conflict of Interest

In implementing this Policy, Councillors and Council staff must comply with the Councillors Code of Conduct 2021 and the Local Government Act 2020 (where applicable).

Councillors and Council staff must not participate in any action or matter associated with the arrangement of a grant (i.e. assessment, recommendation, or approval), where that person or any member of their family has a significant interest, or holds a position of influence or power in an organisation that is a grant applicant.

Councillors and Council staff must identify, manage and disclose any conflicts of interest they may have. This onus is on the Councillor and the member of Council.

7.3 Child Safety

Bayside City Council has zero-tolerance towards abuse and neglect of children and young people. It is a grant applicant's responsibility to ensure that all employees and volunteers engaged by them to undertake work within their Council funded projects, comply with current legislative requirements and Child Safe standards.

8. Glossary - Definitions and Abbreviations

Term	Meaning
Acquittal	A reporting process to ensure that all funds have been fully expended for the purpose for which the funds were initially granted.
Auspice/Auspecting body	An eligible organisation that manages a grant on behalf of an unincorporated entity. An auspecting body is responsible for managing the funds and providing a financial report (acquittal) on the completion of a project.
Community group/organisation	A community group or organisation is defined for the purposes of the Community Grants Program as a not-for-profit group of people formed for a common purpose. It includes incorporated associations and similar legal entities. Specific eligibility requirements for applicants are included within grant guidelines.
Incorporated association or similar legal entity	A not-for-profit organisation that is legally recognised to hold assets and be involved in legal action. This will generally be under the <i>Associations Incorporations Reform Act 2012</i> , as a company limited by guarantee under the <i>Corporations Act 2001</i> or as a non-distributing co-operative under the <i>Co-operatives National Law Application Act 2013</i> .

9. Related documents

Strategies	Bayside's Municipal Health and Wellbeing Plan 2021-2025 Climate Emergency Action Plan 2020 – 2025
Policies	Councillor Code of Conduct 2021
Guidelines	Guidelines for each funding stream will be updated as relevant and made available via Council's website.
Legislation	Local Government Act (Vic) 2020

Please note: This Policy is current as at the date of approval. Refer to Council's website (www.bayside.vic.gov.au) or staff intranet to ensure this is the latest version.

