

# Council Policy

<b>Council policy title:</b>	<b>Bayside Council Grants Policy 2020</b>
<b>Council policy sponsor:</b>	Adam McSwain Director Environment, Recreation and Infrastructure
<b>Adopted by:</b>	Bayside City Council
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## 1. Policy intent

The Council Grants Policy (the Policy) provides a robust and transparent framework for the grants program through which Council provides direct financial assistance:

- To community groups to assist them in 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; and
- To individuals to provide support in times of crisis and to take up opportunities.

## 2. Policy purpose

The Policy supports Council's vision outlined in the Council Plan 2017-2021 "to work together with the community to make Bayside a better place" and the goals and objectives identified in the Bayside Wellbeing for All Ages and Abilities Strategy 2017-2021.

The objectives of the Council Grants Program are:

- To assist community organisations to establish, extend and improve programs and services that address local needs, and are not provided by any tier of government or the private sector. (This does not preclude grants for organisations such as kindergartens where the grant is for projects that will not attract Federal or State government funding);
- To encourage voluntary activity, community participation and the contribution of local groups and organisations to community life;
- To promote community development and build social capital;
- To encourage innovative approaches to emerging community issues and needs;

- To invest in community capacity to operate multi-purpose community centres that are accessible to residents throughout Bayside;
- To respond to individual and community needs in times of crisis; and
- To support the delivery of relief and recovery activities which address community needs resulting from community wide emergencies.

People have a basic human right to participate in local community activities and programs. The Grants Program reduces financial barriers to this participation. The human rights implications of this Policy have been properly considered and the Policy has been found to comply with Charter of Human Rights and Responsibilities Act 2006 (Vic).

### 3. Glossary - Definitions and Abbreviations

Term	Meaning
Community organisation	A community organisation means a not-for-profit group of people formed for a common purpose. It includes incorporated associations, unincorporated associations, companies limited by guarantee, and co-operatives. Specific eligibility requirements for organisations are included within grant guidelines.
GST	Goods and Services Tax

### 4. 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.

### 5. 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.

Three main streams of funding will be provided:

- A. Annual Community Grants**
- B. Major Grants**
- C. Contingency Grants**

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

All grant amounts payable under this Policy are exclusive of Goods and Services Tax (GST). Where the Australian Taxation Office regards a grant payment as subject to the GST, and the grant is made to an organisation that is registered or required to be registered for GST, 10% GST will be added to the grant payment.

## **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.

Grants up to a maximum amount \$7,500 will be made following an open application process, subject to guidelines and assessment criteria that are reviewed annually and publicised widely.

Grants under this stream are made to organisations not to individuals. An applicant must be a not-for-profit incorporated organisation, or be auspiced by an organisation that is incorporated and able to manage the grant on behalf of the applicant.

Applicants must have a membership that is wholly or significantly made up of people who are Bayside residents or ratepayers, and/or the grant proposal must be for a program, project or event that significantly benefits the Bayside community.

Applicants will be required to set out details of the proposal and how it benefits Bayside residents and meets the requirements of this Policy and the criteria outlined in the guidelines. Applications will be called for in March/April each year for payment in the following financial year. Funded projects must be carried out in the financial year in which payment is made.

Applications will be evaluated against the criteria contained in the guidelines and rated by Council on:

- Evidence of need;
- Fit with Council's policies and priorities, particularly the Wellbeing for All Ages and Abilities Strategy 2017-2021;
- Community involvement and inclusion;
- Equity and access for the community;
- Environmental sustainability; and
- Overall expected benefits.

Council will determine the distribution of annual grants from the budgeted allocation following the assessment by Council. Grants under this stream will not be made for:

- ongoing core operational costs such as salaries, training, facility maintenance, insurance, rent, utilities, infrastructure, capital projects and rubbish removal etc;

- initiatives that receive significant funding from another funding agency or are the responsibility of State or Federal government;
- fundraising for or by philanthropic foundations or charities;
- activities that form part of a school's curricular or extracurricular program; and
- organisations which have an outstanding debt to Council or have not satisfactorily acquitted a previous grant.

Successful applicants will be required to report to Council on expenditure of the grant, the achievement of the grant's purpose and the benefit to the community. Details of funded programs will be published on Council's web site and in the annual report, and may be included in other Council publications and communications.

## **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.

These grants will generally be offered for a four-year term, subject to review after two years and agreed outcome reporting and evaluation, except that a shorter period of funding may be offered in some circumstances.

In order to attract funding under this grant stream, an organisation must be an incorporated, not-for-profit community organisation and must:

Manage and operate a community centre in an agreed location providing diverse services that may include leisure, education, cultural, recreational and social support programs, volunteer resourcing, or information and support services, that meet identified needs of Bayside residents. A Major Grant recipient must:

- Develop new programs and services to meet emerging community needs;
- Attract additional funding from other sources, such as other levels of government and user fees, to ensure that the Council contribution is not the majority of its annual income;
- Maintain effective governance, management and accounting frameworks, with reports provided to Council on finances and activities annually and on request; and
- Enter into a funding agreement with Council and meet the obligations contained in the agreement including reporting on activities, participant numbers and on evaluation of programs and services and their benefit to the Bayside community.

## **C. Contingency Grants**

This funding stream provides grants to build individual and community capacity and to respond to hardship and crisis. Purposes that may be funded under this stream include:

- New program or community initiatives requiring seed funding to establish their viability and attract alternate funding sources. Applicants must demonstrate an emerging or unexpected community need and be time critical. Generally no more than \$5,000 in financial assistance is provided.
- Individuals or families in financial crisis may receive assistance (up to \$500 per person annually) for purposes not covered by other State or Federal government grant or subsidy programs. This may include education, social supports, opportunity to represent their state or country internationally, in significant sporting competitions, cultural or civic events;
- Donations to fundraising appeals by local groups and for major national or international issues such as natural disasters;
- Small grants up to \$1,000 for Bayside events and festivals run by and for the benefit of not-for-profit groups; and
- Disability Inclusion Grants of up to \$5,000 for community groups to deliver programs, events or purchase equipment to ensure the inclusion of people with a disability.

Application forms and guidelines on eligibility will be publicised on Council's website.

Council officers will assess applications and proposals under this stream for recommendation to the Manager Open Space, Recreation and Wellbeing, who will approve grants in line with financial delegation (up to \$50,000). Grants over \$50,000 will be referred to the Director Environment, Recreation & Infrastructure.

## **6. Monitoring, evaluation & review**

Grants will be subject to acquittal and reporting on outputs and outcomes by grant recipients, except for confidential hardship payments. Details of grants will be available for inspection as required by the Local Government (General) Regulations (2004).

Annual reports will be provided to Council that summarise the outcomes of the grants program and evaluate the success of each funding stream in achieving the program objectives.

This Policy will be reviewed in December 2021.

## **7. Roles & Responsibilities**

Council will be responsible for approving grants except for grants approved by the Manager Open Space, Recreation and Wellbeing and the Director Environment, Recreation & Infrastructure in accordance with Contingency Grant guidelines.

The Director Environment, Recreation & Infrastructure will approve guidelines for grants assessment and administration. The Community Development Officer will administer the grants program and provide advice on the Policy.



In implementing this Policy, Councillors and Council staff must comply with the Governance Code - Councillors Code of Conduct 2017 and the Local Government Act 1989 Section 80B (where applicable).

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

**8. Related documents**

Strategies	Wellbeing for All Ages and Abilities Strategy 2017-2021
Guidelines*	Annual Community Grants Guidelines Contingency Grant Guidelines Individuals or Families in Hardship Contingency Grant Guidelines
Legislation	Local Government Act (Vic) 1989

\*Guidelines will be updated annually (for Annual Community Grants stream) or as relevant and made available to community members

**Please note:** This Policy 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.

