

# Community Development Grants Policy

## Policy – CP052

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Community Development Officer	Manager Community Futures	Council	January 2015	2015/0007
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### 1. The purpose of this policy is

To provide a policy to govern grants provided to the community through the Community Project and Community Partnership Grants Program.

### 2. Policy Statement

Council provides assistance to the community through the Community Development Grants program within the Mildura Rural City Council municipality through the following:

#### *Community Partnership Grants*

Community Partnership Grants aim to create partnerships between Council and local, community based agencies through the delivery of a particular service or program being delivered to the community.

#### *Community Project Grants*

Community Project Grants provide local, non-profit organisations and groups funding for local innovative projects or service enhancements that target recognised high need groups in the Mildura Rural City community.

This policy operates in the context of and should be read in conjunction with the Mildura Rural City Council Grants Policy CP021 and the Community Partnership Grants Program Guidelines and the Community Project Grants Program Guidelines.

Funding is up to a maximum of \$10,000 per year over three years for Community Partnership Grants and up to a maximum of \$6,000 for Community Project Grants.

### 3. Principles

Mildura Rural City Council is aware of the importance that community organisations have in delivering a range of services to our community. Giving these organisations the opportunity to apply for a community project or community partnership grant allows them to access funding to aid in the process of servicing the community.

The grants align with the Community Development Key Result Area in the current Council Plan.

## **Eligibility**

Eligibility criteria that apply to funding for organisations are as follows:

- Organisations must be a not-for-profit constituted body, or legal entity such as an Incorporated Association, or be sponsored or auspiced by one.
- Organisations must have public liability insurance to the amount required by Council.
- Organisations must be based within the municipality or provide services and activities within these boundaries.
- New groups proposing to establish themselves within the boundaries of the municipality are also eligible to apply.
- Details of eligibility and non-eligibility are to be outlined in the respective grants program documentation.
- If the organisation is not a legal entity, an eligible organisation can apply on their behalf, provided they have the necessary legal entity status to enter into a funding agreement with Council and administer funding on their behalf eg if a small voluntary committee is auspiced by a larger parent organisations, the parent organisation may be able to apply for funding on behalf of the committee.
- Schools can only apply for grants that benefit the institution on a non-infrastructure basis and demonstrate that they are separate to the normal school curriculum eg a program that introduces behavioural change.
- Projects catering for a demonstrated community need will be given preference. Items will not be funded if there is funding available from other sources.

## **Ineligibility**

Ineligibility criteria that apply to funding for organisations are as follows:

- If recurrent or ongoing funding from Council is needed.
- Organisations could fully fund the project from other sources (eg user fees, fundraising, other funding bodies, business or other sponsorship).
- The organisation has significant infrastructure and resources - unless the project is unique, not their core business and provides an additional service with demonstrated high community need.
- The service or project is the responsibility of another level of government or services abandoned by state or federal government (cost shifting).
- The applicant receives funding for the project from Council through other Council grant programs.
- Organisations that cannot demonstrate financial capacity to underwrite in-kind support as proposed in the application.
- Organisations that do not provide a clear statement of their financial position on request.
- Management or administrative support or ongoing operational costs such as annual rent, power or labour costs not directly associated with the implementation of the funded project.

- Computer products for administration use will not be funded unless it contributes directly to a beneficial outcome directly related to the grant program.
- Replacement of consumable items and/or equipment.
- The project/service is addressing a need that is not a priority of Council or is inconsistent with Council Plan.
- The purpose of the project is political or of a political nature / political agenda.
- The purpose of the grant is for religious groups or purpose unless the project is non-denominational and demonstrates a broader community benefit.
- Assistance to an individual person.
- Commercial enterprises.
- Contributions to salary costs of staff to an organisation.
- The manufacturing of products that create a direct commercial return that do not demonstrate a broader community benefit.
- Building maintenance and improvement works unless a demonstrated outcome related to the grant program or OHS risk is identified.
- Incomplete projects.
- General fundraising campaigns, activities and appeals.
- Government entities.
- Organisations that support or project ideas whereby their intended purpose promotes alcohol, drugs or tobacco use.
- Organisations that support or project ideas whereby their intended purpose promotes gambling.
- Study or conferences (including feasibility studies).
- Organisations where a previous grant has not been satisfactorily acquitted.
- Projects that replicate services or programs that already exist within the community. Projects that complement or expand the capability of existing programs will be considered.
- Projects which have been completed or will be completed before the grant funding is announced.
- Costs associated with preparing a grant application including the sourcing of quotes.
- Projects on Council owned/managed land or facilities that do not have approved land managers consent prior to the closing date for applications.
- Projects on Council owned/managed land or facilities where the contractors proposed to deliver the project are not on Council's pre-qualified contractor list.
- Projects not located on municipal property, a Crown reserve, land owned by a public authority or land held by an individual or group for public purposes.

### **Advertisement of Grants**

Community Development grants will be advertised at defined intervals throughout the year in accordance with an agreed schedule. Council will use all media (including radio, television, print and internet, social media) and its service networks to advertise grant funding opportunities, including opening and closing dates for applications.

Staff will be made available to assist with application enquiries.

### **Application and Assessment Process**

- Applicants are encouraged to read and follow the grant guidelines, and address all relevant criteria outlined in the application.
- Applicants should also discuss projects with relevant Council staff prior to submitting a grant application.
- Applications shall be submitted on the appropriate online grant application form accessed through Council's website.
- Any individual items purchased over \$1,000 will need to be evidenced with at least two quotations prior to being submitted
- Council will establish an appropriate Grants Assessment Team who will individually score applications received, based on meeting the agreed assessment criteria.
- The Grants Assessment Team will consist of three Council staff who have not been involved in the grant process, who will individually score applications received, based on meeting the agreed assessment criteria.
- To ensure probity and fairness, each member of the Grants Assessment Team will complete a Disclosure of Conflict of Interest Declaration prior to the grant assessment process. Advice or information given to one application will be made available to all of the applicants. To ensure impartiality, Council officers who have assisted with an application, should not be involved in the assessment process.
- Applications will then be ranked accordingly, based on defined scoring protocols.
- A committee consisting of the General Manager Community, Manager Community Futures, Community Development Officer and Portfolio Councillor will make final recommendations based on the assessment, applications and program objectives.
- A report will be then be forwarded to Council for adoption regarding the distribution of grants funding.
- Council may propose an alternative form of assistance to meet the stated objectives of the application.
- Once grants have been allocated, a funding agreement will be drawn up and signed by both Council and the successful organisation. Upon signing of the agreement by both parties, payment of the total amount applied for will be made.
- Successful organisations will need to seek approval from Council before undertaking projects on Council owned or managed land. This includes any necessary permits such as planning or building permits.
- Upon completion of a project, the successful organisation will submit to the Mildura Rural City Council details of expenditure to indicate the funds were utilised for the intended project along with an evaluation report. If funds of \$10,000 or more were received by the organisation, an audited statement of expenditure will need to be submitted.

This evaluation report will include:

- Overview of the progress of the project/service.
- Outcomes, outputs, performance measures.
- Copies of publicity, media reports, printed materials relating to the specific project.
- The provision of supporting documents and receipts and an indication of how objectives have been met.
- An on-site inspection of your project (if required).

Frequency of grants - There will be one Community Development Project Grants round per calendar year and there will be one Community Partnership Grants round every three years.

### ***Community Project Grants***

#### **Assessment Criteria**

- Clearly outlines project management team who will deliver project.
- Clearly defined accountability and governance structures and delegations.
- Targeted to areas deemed by Council through social research to have high needs. (Refer to Mildura Social Indicators Report).
- Contribute to the achievement of Council Plan objectives.
- Has a focus on community development.
- Has an innovative focus.
- An overall description of the objectives and aims of the project.
- Clearly defined community consultation and engagement process.
- A demonstrated proven track record of delivering accredited projects in partnership with the community.
- Ensure all other potential funding sources have been explored.
- Partnerships have been explored with other local agencies to deliver the project as part of a wider community project.
- Demonstrate how the project will develop and benefit the community.
- Ability to achieve and demonstrate outcomes.
- Social and environmental considerations associated with any procurement of goods and services.
- The project is primarily a self help project.
- There will be a clear benefit from assisting the targeted group with high needs.
- Demonstrate how the project will have long term benefit and become self reliant into the future.
- If applicable, a plan for on-going alternative funding.
- A detailed budget that articulates all monetary and in-kind support.
- A timeline that estimates when key objectives and tasks will be undertaken and completed by.

### ***Community Partnership Grants***

#### **Assessment Criteria**

- Clearly outlines project management team who will deliver project.
- Clearly defined accountability and governance structures and delegations.
- Defined service/program you intend to deliver?
- Targeted to areas deemed by Council through social research to have high needs. (Refer to Mildura Social Indicators Report).

- Contributes to the achievement of Council Plan objectives.
- Has a focus on community development and or community service project.
- An overall description of the objectives and aims of the project.
- Clearly defined community consultation and engagement process.
- A demonstrated proven track record of delivering accredited projects in partnership with the community.
- Ensure all other potential funding sources have been explored.
- Only one of or time limited funding from Council is required.
- Partnerships have been explored with other local agencies to deliver the project as part of a wider community project.
- Demonstrates how the project will develop and benefit the community.
- Ability to achieve and demonstrate outcomes.
- Social and environmental considerations associated with any procurement of goods and services.
- There will be a clear benefit from assisting the targeted group with high needs.
- Demonstrates how the project will have long term benefit and become self reliant into the future.
- If applicable, a plan for on-going alternative funding.
- A detailed budget that articulates all monetary and in-kind support.
- A timeline that estimates when key objectives and tasks will be undertaken and completed by.

#### **4. Definitions**

NIL

#### **5. Who is responsible for implementing this policy?**

Community Development Officer.

#### **6. Legislation and other references**

##### **6.1 Legislation**

- Disclosure of Interest Section 79 – Local Government Act

##### **6.2 Documents**

This Policy is implemented in conjunction with the following documents:

- Grants Policy CP021
- Community Partnership Grants Program Guidelines
- Community Project Grants Program Guidelines.

##### **6.3 Risk Assessment Reference**

This Policy aligns to the following core Risk Management Standards and ARK Assessment Criterion:

- Product and Service Delivery

<b>Risk Category</b> Asset Management Committees Compliance – Legal & Regulatory Contract Management Contract Tendering & Procurement Corporate Governance Environmental Sustainability	✓       ✓	<b>Risk Category</b> Financial Sustainability Human Resource Management Leadership & Organisational Culture Occupational Health & Safety Organisational Risk Management Project Management Public Image and Reputation	✓   ✓   ✓
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