

Community Plan Support Funding Policy

Policy - CP013

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Community Development Coordinator	Corporate Management Team	Council	June 2017	2017/0126
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1. The purpose of this policy is

To govern the provision of financial support to communities through the Community Plan Support Fund. (CPSF)

2. Policy Statement

Council provides financial assistance to communities to develop and implement projects identified in endorsed Community Plans. It is expected that projects will have identifiable outcomes for the community.

To achieve this Council provides two streams of funding referred to as Part A and Part B:

Part A - Planning Funding supports communities to develop engineering plans, business plans and cases, feasibility studies, strategic plans etc.

Part B - Implementation Funding supports communities to deliver Community Plan projects and can only be accessed when the appropriate research and planning has been undertaken. Funding can be used as leverage to pursue further funding options or to implement Community Plan projects.

This policy operates in the context of and should be read in conjunction with the Mildura Rural City Council Grants Policy CP 021 and the Community Plan Support Fund Guidelines.

3. Principles

Mildura Rural City Council acknowledges the community planning process is important in building community capacity and enhancing the sustainability of the region's communities.

Council plays a supportive role in helping communities direct and determine their future. Developing and implementing Community Plans can improve economic, social, health and wellbeing factors across the region.

Eligibility

To be eligible for funding through the CPSF, applicants must:

- Have a project that is supported by a local Community Plan.
- Be a not-for-profit organisation/group and Incorporated Body (or be auspiced by one).
- Have Public Liability Insurance to the minimum of \$10 million.
- Be based within the Mildura Rural City Council Local Government Area and/or demonstrate a connection to a Community Plan within this boundary.
- Schools can only apply for funding that benefits the broader community and demonstrates the project is separate to the normal school curriculum e.g. a project that has a direct link to an action in a Community Plan, positively impacts on the wider community and is not delivered as a part of the school curriculum could be considered.
- Where relevant comply with Council's Grants policy CP021.

Ineligibility

Applicants are ineligible for CPSF if:

- Re-current or ongoing funding from Council is needed.
- If the applicant could fully fund the project from other sources (e.g. user fees, fundraising, other funding bodies, business or other sponsorship).
- The organisation has significant infrastructure and resources - unless the project is unique, not your core business and provides an additional service with demonstrated high community need.
- The project is the responsibility of another level of government or services abandoned by state or federal government (cost shifting).
- The applicant is receiving funding for the project through another Council grant program.
- A clear statement of the organisation's financial position can't be provided on request.
- The applicant wishes to fund management or administrative support, contributions to salary costs or ongoing operational costs such as annual rent, power or labour costs not directly associated with the project.
- The applicant wishes to fund computer products for administration use that do not contribute directly to the project outcomes.
- The applicant wishes to fund the replacement of consumable items and/or equipment.
- The purpose of the project is of a political nature.

- The purpose of funding is for a religious group or purpose - unless the project is non-denominational and demonstrates a broader community benefit.
- The applicant wishes to fund assistance to an individual person.
- The organisation is a commercial enterprise or government entity.
- The project intends to manufacture products that create a direct commercial return that do not demonstrate a broader community benefit.
- The applicant wishes to fund general fundraising campaigns, activities and appeals.
- The organisation supports, or the intended purpose of the project, promotes gambling or alcohol, drugs or tobacco use.
- The applicant wishes to fund travel, study or conferences.
- The organisation has not satisfactorily acquitted a previous grant or funding.
- The project replicates one that already exists within the community (projects that compliment or expand the capability of existing programs will be considered).
- The project has commenced or will commence before the grant funding is announced (we do not fund in retrospect).
- The applicant wishes to fund the costs associated with preparing a grant application and/or the sourcing of quotes.

Applications

All applications submitted must comply with the eligibility, conditions and assessment criteria as outlined in the Community Plan Support Fund Guidelines.

Applicants should discuss details of their proposed applications with Council's Community Development Team before submitting an application. Council or Council Officers may propose alternative forms of assistance to meet the objectives of the application. This may also include supporting new initiatives, seeking alternative funding and linking to other services, projects or events.

Council will enter into a written agreement with the successful applicant after the funding has been approved by Council and the successful applicant has been formally notified.

All documentation relevant to the CPSF application process and guidelines will be made available to the public on Council's website.

Assessment Process

To support the equitable and transparent distribution of funds Council will assess applications based on:

1. Eligibility or ineligibility as outlined in this policy statement;
2. Demonstrated compliance with the criteria for funding as in accordance with the Community Plan Support Fund Guidelines; and
3. Adherence to the assessment process, which includes the use of a checklist that details if the criteria for funding has been met.

The CPSF Assessment Panel, comprising General Manager Community, Community Portfolio Councillor and Manager Community Futures, will be responsible for assessing the application and making recommendations and/or conditions on a successful applicant receiving the funding. Funding applications for initiatives and events up to \$5,000 may be approved by the General Manager Community under delegation. All other suitable applications will be considered by Council following the assessment process as outlined in this policy.

Council provides a set amount of funding annually for supporting Community Plans and whilst there is not a monetary limit to applications Council will give priority to funding applications for planning purposes as outlined under Part A of the policy statement, over those seeking implementation funding as outlined in Part B of the policy statement.

To ensure probity and fairness, a Disclosure of Conflict of Interest Declaration will be completed prior to the funding assessment process. Advice or information given to one applicant will be made available to all applicants. To ensure impartiality, Council Officers who have assisted with an application, will not be involved in the assessment process.

Assessment Criteria

The following assessment criteria applies:

The project description:

- Provides all the required details and contact information
- Identifies if the project requires Part A or Part B funding including how it fits this criteria.
- Provides a detailed and adequate project description.
- Show a link between the project and the Community Plan.
- Identifies achievable outcomes.
- Outlines if any other funding has been explored (where appropriate).
- Shows a link between the project and the MRCC Council Plan and Social Indicators Report 2012.

The project delivery:

- Provides details on the community involvement in the project.
- Provides an overview of the community consultation and engagement undertaken.
- Provides an overview of any future community consultation/engagement.
- Shows how the project will be managed now and into the future.
- Clearly sets out key tasks and timelines of the project.
- Outlines previous experience with similar projects. (if applicable)
- Clearly sets out tasks, roles and responsibilities connected to the project
- Provides financial details that includes a breakdown of the project costs and income, including any in-kind and/or voluntary labour. All appropriate documents to support the application have been provided eg. permits, land managers consent, letters of support and quotes etc.

The project evaluation:

- Provides details on how the project will be evaluated and that the project outcomes have been met.

4. Who is responsible for implementing this policy?

Council staff	Applying the policy when delivering day to day operations and services
Managers	Understanding, communicating and applying the policy.
Councillors	Are familiar with the policy and support its application.

5. Definitions

Community Plan	The Community or locality Plan that has been endorsed by Council through the Community Planning process.
Business Case	A document that addresses the value for and importance of the project, capacity required to deliver benefits, the resources needed and the factors that may impact on the project.
Seed Funding	Initial, one off funding that is used support the delivery or progress of a project or activity.
Community Plan Support Fund Guidelines	Council guidelines and requirements for the application for Community Plan Support Funding.
Disclosure of Conflict of Interest	A situation must be disclosed prior to assessment where an individual or corporation (either private or governmental) is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit.
Community Plan Support Fund Assessment Panel	Responsible for the assessment of applications and consists of the General Manager Community, Community Portfolio Councillor and Manager Community Futures (unless a Conflict of Interest is disclosed).

6. Legislation and other references

6.1 Legislation

Nil.

6.2 Documents

This Policy is to be implemented in conjunction with any relevant Council plans for the communities in question as well as:

- Community Plan Support Fund guidelines;
- Community Plan Support Fund application form;
- Mildura Rural City Council Plan
- MRCC Social Indicators Report 2012
- MRCC Grants Policy (CP021)

6.3 Risk Assessment Reference

Please tick the corporate risk(s) that this policy is addressing.

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