

Community Plan Support Fund Policy

Policy - CP013

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Community Development Coordinator	Strategic Management Team	Council	July 2023	2023/0116
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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 and inclusive outcomes for the wider community.

To achieve this Council provides two streams of funding:

Part A - Planning Funding, supports communities to develop engineering plans, business plans/cases, feasibility studies, strategic plans and other similar documents.

Part B - Implementation Funding, supports communities to deliver projects identified in their Community Plans and can only be accessed when the appropriate research and planning for the project has been undertaken. Funding can be used as leverage to pursue further funding options or to complete the implementation of projects (where the funding from the CPSF is sufficient).

3. Principles

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

Note: Schools can apply for funding for projects that are considered separate to the normal school curriculum. The project must have a direct link to an action in a Community Plan and positively impact the wider community.

Ineligibility

Applicants are ineligible for CPSF if:

- The project requires re-current or ongoing funding from Council
- The project could be fully funded from other sources (e.g. user fees, fundraising, other funding bodies, business or other sponsorship)
- The applicant 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 been abandoned by state or federal government (cost shifting)
- The project has received funding through another Council Grant program
- A clear statement of the organisation's financial position can't be provided on request
- Funds are to be used for management or administrative support, contributions to salary costs or ongoing operational costs such as annual rent or power
- Labour cost not directly associated with your project
- Funds are to be used for computer products for administration use that does not contribute directly to the grant project
- Funds are to be used for the replacement of consumable items and/or equipment
- The purpose of the project is political in nature
- Funds are to be used for a religious group or purpose – unless the project is non-denominational and demonstrates a broader community benefit
- The applicant 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.
- Funds are to be used for general fundraising campaigns, activities and appeals

- The applicant organisation supports or the intended purpose of the project promotes gambling or alcohol, drugs or tobacco use
- The applicant organisation has not satisfactorily acquitted a previous Council grant
- The project replicates a service or program that already exists within the community (projects that complement 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)
- Funds are to be used for costs associated with preparing a grant application and/or sourcing of quotes

Applications

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

Applicants must discuss the details of their proposed applications with Council's Community Development Team before submitting an application. Council 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 internal or external services, projects or events to support delivery.

Applications for more than \$50,000 may be required to demonstrate broad community support through a standalone engagement process.

Applications for more than \$50,000 under Part B, Implementation Funding, will be assessed for project management/delivery by Council.

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
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 Healthy Communities, Community Portfolio Councillor and Manager Community Partnerships, will be responsible for assessing the application and making recommendations and/or conditions on a successful applicant receiving the

funding. Funding applications for projects up to \$5,000 may be approved by the General Manager Healthy Communities 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 to all CPSF applications:

Project description:

- Provide organisation details and contact information
- Identify if the project requires Part A or Part B funding including how it fits the criteria
- Provide a detailed project description
- Show a link between the project and the Community Plan
 - Note: Applications for more than \$50,000 may be required to demonstrate broad community support through a standalone engagement process
- Identify achievable outcomes
- Outline if any other funding has been explored (where appropriate)
- Show a link between the project and the Mildura Rural City Council Community Vision and Council Plan

Project delivery:

- Provide details on the community involvement in the project
- Provide an overview of the community consultation and engagement undertaken
- Provide an overview of any future community consultation/engagement
- Show how the project will be managed now and into the future
 - Applications for more than \$50,000 under Part B, Implementation Funding, will be assessed for project management/delivery by Council

- Clearly set out key tasks, timelines and roles and responsibilities of the project delivery
- Provide examples of previous experience with similar projects (if applicable)
- Provide 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.

Project evaluation:

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

4. Implementation

Councillors, General Manager Healthy Communities, Manager Community Partnerships, Community Development Coordinator, Community Engagement Officer.

5. Definitions

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.
Community Plan	The Community Plan that has been endorsed by Council through the Community Planning process.
CPSF Assessment Panel	Responsible for the assessment of applications and consists of the General Manager Healthy Communities, Community Portfolio Councillor and Manager Community Partnerships (unless a Conflict of Interest is disclosed).
Disclosure of Conflict of Interest	A situation must be disclosed prior to assessment where an individual or corporation is in a position to potentially exploit a professional or official capacity in some way for their personal or corporate benefit.

6. Legislation and other references

6.1 Legislation

Nil.

6.2 Documents

This Policy is to be implemented in conjunction with any relevant Council Plan(s) as well as the:

- Community Plan Support Fund Guidelines
- Community Engagement Policy CP020
- Mildura Rural City Council Community Vision and Council Plan
- Social Indicators Report 2012

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	✓