



Community Grant Program Policy

Policy – CP071

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1. The purpose of this policy is

To provide direction and governance for grants provided to the community through the Community Grant Program.

2. Policy Statement

The Mildura Rural City Council Community Grant Program provides opportunities for not for profit community groups to deliver innovative local projects and programs that support Council’s vision of making this “the most liveable, people-friendly community in Australia”.

The Community Grant Program aims to facilitate and support initiatives that strengthen the community through opportunities for participation, development, arts, inclusion, the environment and sustainability.

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 Grant Program Guidelines.

The Community Grant Program has three funding levels to facilitate the various eligible projects and programs.

Funding levels include:

Name	Maximum amount per application	Length of funding agreement	Rounds	Funding ratio
Large	\$6,001 to \$10,000	12 months	One per year	1:2
Small	Up to \$6,000	12 months	One per year	Nil
Quick Response	Up to \$2,000	12 months	Oct-June	Nil

Large grants require the applicant organisation to make a contribution of \$1 for every \$2 received from Council. They are intended to provide support for the delivery of significant community projects and initiatives. Small grants are intended to provide support for the delivery of small community projects and engagement programs.

Quick response grants will be open from Oct-June and to be assessed within 14 days and are intended to provide support to meet an immediate need in the community.

3. Principles

In accordance with the Community and Council Plan, Council assists eligible organisations and groups with grant funding to support a range of interest areas including health and wellbeing, community support, community spirit, arts, history and culture, the environment, and access and equity.

Providing local community groups and organisations the opportunity to apply for a Community Grant allows groups to access funding to aid in creating a connected and strong community and will assist council to deliver identified objectives, priorities and strategies that align with the Council Plan.

Projects may include, but are not limited to:

Funding Level	Examples
Large	Solar installation on community buildings, partnership projects that address social inclusion, an awareness campaign for climate change, a heritage conservation project, arts project or production.
Small	Installation of a hearing loop, barbecue trailers and cooking equipment for community groups, a heritage or environmental trail, projects that improve community facilities, projects that encourage community participation and volunteerism, online education resources and training, governance workshops, revegetation activities, installation of reusable/permanent Christmas decorations.
Quick response	Community functions such as a workshop, small revegetation project, marketing and promotion of a community project, emergency response and relief.

Eligibility

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

- A legal entity, not for profit, incorporated community group.
- A registered charity, public benevolent institution or have a DGR status.
- A state government entity seeking funding for activities beyond those considered the responsibility of State or Federal Government; including schools on a non- infrastructure basis and is separate to the normal school curriculum.

- Unincorporated not-for-profit community groups being auspiced by an eligible incorporated organisation.
- Individual artists or arts-related businesses operating under an active sole-trader ABN.

Ineligibility

- Projects that require re-current or ongoing funding from Council.
- Reoccurring programs, events or activities.
- Projects that 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 service or project is the responsibility of another level of government or services abandoned by state or federal government (cost shifting).
- Projects that have received funding through another Council Grant program.
- Funding of management or administrative support, contributions to salary costs or ongoing operational costs such as annual rent, power, or labour cost not directly associated with your project.
- Funding of computer products for administration use that does not contribute directly to the grant project.
- Funding for the replacement of consumable items and/or equipment.
- The purpose of the project is political in nature.
- Funding for a religious group or purpose – unless the project is non-denominational and demonstrates a broader community benefit.
- Funding to assist an individual person.
- 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.
- Funding of 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.
- Funding of travel, study, or conferences (including feasibility studies).
- 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 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).
- Funding of costs associated with preparing a grant application and/or sourcing of quotes.

Auspice Application

Not-for-profit community groups that meet all other eligibility criteria but are unincorporated can have their application supported by an auspisor, an eligible incorporated organisation. The following conditions apply:

- The auspisor must be incorporated and have an ABN.
- The auspisor accept legal and financial responsibility for the grant if successful.

- Applications can be submitted directly by group being auspiced. However, the funding agreement for successful grants will be made between the auspisor and Council, and grant money will be paid directly to the auspisor.
- The auspisor must provide information for the application including contact details and ABN.

Funding Conditions

- The project must place within a 12 month period.
- The project must be undertaken within the Mildura Rural City Council Local Government Area.
- Applicants must apply for a permit/land managers consent to undertake activities on Council land and must factor this cost into their application.
- Applicants must seek consent from Council for any variations to the original project. All requests will be considered and the applicant will be notified of Council's decision. Approval must be received for all variations.
- The applicant must have public liability insurance with a suitable level of coverage relevant to the nature of the project. A copy of your current Public Liability Insurance Certificate (minimum \$10 million) must be submitted as part of your application.
- The applicant must supply a financial statement (less than 3 months old) if requested.
- Two quotes (less than 3 months old) must be submitted as part of the application for any individual budget items over \$1000. Additional quotes must be submitted upon request.
- A successful applicant must enter into a Funding Agreement with Council and adhere to all conditions outlined in the agreement.

Advertisement of Grants

The Community Grant Program will be advertised once per year. Council will use various media (including radio, television, print, internet and 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 Process

- Applicants are encouraged to read and follow the grant guidelines, and address all relevant criteria outlined in the application.
- Applicants should 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.

Assessment Criteria

Project Applications must address the mandatory criteria stated below. If the application does not address the mandatory criteria it will not be eligible for assessment:

- Provide details all monetary and in-kind contributions (this must be in line with the requirements of the funding level e.g. Large Grants 1:2).
- Provide a plan for consultation/engagement.
- Identify where the project aligns with the Community and Council Plan 2017-2021.

Applications will be scored and assessed according to the following assessment criteria:

- (30%) Clearly describe the project and how it addresses one or more of the program priority areas stated in the Community Grant Guidelines. *Applications that address more than one priority area are encouraged.*
- (20%) Provide clear evidence of a need for the project within the community.
- (15%) Provide an achievable plan for delivery of the project including timeline and consideration of risk.
- (15%) Outline measures to be used to show if the project has been successful in achieving the stated outcome/s.
- (10%) Demonstrate consideration for:
 - Inclusiveness and accessibility.

Being 'inclusive' and 'accessible' means welcoming everyone - regardless of age, gender, race and ability and that all people involved have an equal opportunity to participate at a level they choose.

- Social and environmental sustainability.

Includes supporting local businesses, employment of indigenous people or people with disabilities, promotion of environmentally friendly practices, purchase/use of products that consume minimal energy, water or other resources.

Assessment Process – Small and Large Funding Level

- A Grants Assessment Team made up of the Arts and Culture Development Manager, Community Development Coordinator and Environmental Sustainability Coordinator, or their representative, will individually score applications received, based on meeting the agreed assessment criteria.
- The Grants Assessment Team will not be involved in the grant application process.

- 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, will 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 and a 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.

Assessment Process – Quick Responses

- A Grants Assessment Team made up of the Arts and Culture Development Manager, Community Development Coordinator and Environmental Sustainability Coordinator, or their representative, will individually score applications received, based on meeting the agreed assessment criteria.
- A report will be forwarded to General Manager Community for consideration and approval.
- If approved 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.

Acquittal Process

- Upon the 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 acquittal report. This acquittal 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).

4. Implementation

Councillors, General Manager Community, Manager Community Futures, Arts and Culture Development Manager, Community Development Coordinator, Environmental Sustainability Coordinator, Community Development Officer.

5. Definitions

ABN	An Australian Business Number (ABN) is a unique 11-digit identifier.
Acquittal	The process by which a funding recipient demonstrates in writing to the funding body that it has expended all funds per the terms and conditions of the funding agreement on completion of the project.
Auspicor	An incorporated organisation that accept legal and financial responsibility for an unincorporated applicant.
Capital Infrastructure	Upgrades or modifications to facilities or buildings, structural alternations/improvements or the installation of fixed built items, any addition that will add to the capital value.
DGR status	A Deductible Gift Recipient (DGR) is an entity that can receive tax deductible gifts.
GST	Goods and services tax often referred to as GST is a broad-based tax of 10% on most goods, services and other items sold or consumed in Australia. GST is paid in addition to the grant amount to applicants who are registered with the Australian Taxation Office for GST.
Incorporated Association	An incorporated organisation separates individual members from the entity. Incorporation makes a group of people, a single legal entity with certain rights and legal protections.
In-Kind Contribution	A non-financial contribution (volunteer time, free venue, donated goods) from the organisation or community group that goes towards the project or program to make it happen.
Land Managers Consent	Grant applications seeking funds relating to capital infrastructure on Council land, or to a Council owned facility, require a land manager's consent form to be submitted to Council for processing and approval at the time of the grant application.

6. Legislation and other references

6.1 Legislation

For further information related to this policy see:

- Disclosure of conflict of interest – section 130 of *Local Government Act 2020*

6.2 Documents

This Policy is implemented in conjunction with the following documents:

- Grants Policy CP021
- Community Project Grant Guidelines

6.3 Risk Assessment Reference

Product and Service Delivery

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	✓