

Policy Title:	COMMUNITY GRANTS SCHEME POLICY
Policy Subject:	Finance
Policy No:	#3150084v5 – CP049
Directorate:	Development & Community
Department:	Community & Economy
Section:	Grants
Responsible Officer:	Executive Manager Community & Economy
Authorised by:	Director Development & Community
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Risk Assessment:	Medium

1. PURPOSE

The purpose of the Community Grants Scheme Policy is to provide Council with a framework to ensure that Community Grants Program and Councillor Discretionary Funds are provided in a fair and equitable manner while ensuring compliance with the relevant legislative requirements

2. OBJECTIVES

The Objective of Council's Community Grants Program and the Councillor Discretionary Fund are to:

- i) Provide identified and measurable social, community or economic benefits to the Fraser Coast communities
- ii) Ensure that Council's Community Grants Programs are aligned with Council's Corporate Plan 2018-2023.
- iii) Provide community organisations with support to meet identified community needs
- iv) Provide opportunity to build community skills, capacity and resilience
- v) Facilitate the development and maintenance of community infrastructure
- vi) Provide opportunities for community organisations to leverage Council's assistance to obtain funding from other sources
- vii) Provide opportunities for community organisations to assist Council to deliver on Council's strategic goals and identified key initiatives

3. SCOPE

This policy applies to: stakeholders in the community that apply for Council Community Grants or for Council Discretionary Funding.

This Policy applies to the Council's Community Grants Program and Councillor Discretionary Funds.

4. POLICY

4.1 Introduction

Council's Community Grants Policy supports the Goals as outlined in the Fraser Coast Regional Council Corporate Plan 2018-2023.

- *To be a diverse, strong and well governed region of vibrant places, with an innovative and diverse economy and connected as a whole by our community spirit and respect for our natural environment.*
- *To make a positive difference for the region and the lives of our community members by ensuring we provide a service that is forward looking and well managed.*

This Policy is consistent with section 4 (2) of the *Local Government Act 2009* s4 (2) to ensure that local government is accountable, effective, efficient and sustainable; and Local Government Principles s4(2) which provide for:

- (a) *Transparent and effective processes, and decision-making in the public interest; and*
- (b) *Sustainable development and management of assets and infrastructure, and delivery of effective services; and*
- (c) *Democratic representation, social inclusion and meaningful community engagement, and*
- (d) *Good governance of, and by, local government; and*
- (e) *Ethical and legal behaviour of Councillors and local government employees.*

The Local Government Act requires that Councillor Discretionary Funds are allocated in a manner that is consistent with Council's Community Grants Policy. This Policy provides for Council's Community Grants Program and Councillor Discretionary Funds.

4.2 Scope Community Grants Program

This Policy applies to arrangements entered into under Council's Community Grants Programme and include but are not limited to the listed Community Grants Programmes set out below

- Community Projects
- Community Events
- Festive Events (Christmas and New Year)
- Australia Day
- ANZAC Day Commemorations
- Sport and Recreation Capital Assistance
- Innovation and Entrepreneur
- Community Environment
- Rapid Response Grants

This Policy excludes:

- Sponsorship (including Financial Assistance to Regional Representation by High Achievers (Individual Excellence and Development including Sportspersons and Science, Technology, Engineering, the Arts and Mathematics [STEAM] representatives)

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- Donations
 - Mayoral Donations
 - Regional Arts Development Fund
 - Commercial marketing, advertising arrangements, naming rights or consultant's services
 - Service level agreements or Memoranda of Understanding
 - Concessions for rates and charges

4.3 Eligibility Community Grants Program

4.3.1 Community Grant Purpose and Criteria (Local Government Regulations 2012)

The *Local Government Regulations 2012 s194* provides that a local government may give a grant to a community organisation only

- (i) Pursuant to section 194 of the *Local Government Regulations 2012* Council can provide community grants on condition that: (a) if the local government is satisfied the grant will be used for a purpose that is in the public interest and
 - (ii) the community organisation meets the criteria stated in the local government's community grants policy; and
- (b) in a way that is consistent with the local government's community grants policy.

4.3.2 Eligible applicants for Council's Community Grants Program

Not for profit incorporated community organisations can apply for a Community Grant provided they meet the following criteria:

- The organisation
 - Is based within the Fraser Coast local government area
 - Is a legal not for profit entity
 - Complies with all incorporation requirements of the State and Commonwealth as at the closing date for the grant programme
 - Has appropriate insurances and adheres to sound Workplace Health and Safety practices
 - Has no debt to Council outside standard trading terms, or has entered into scheduled payment arrangements with Council that is being adhered to
 - Has not received other Council funding for the same stage or segment of a project
 - Has met acquittal conditions for any previous Council grants
- The project, event or programme
 - Is aligned with Council's strategic goals and priorities
 - For which they are applying, benefits the residents of the Fraser Coast Regional Council community
- The application meets the specific eligibility criteria of the funding programmes as set out in this Policy and the supporting Grant Guidelines

If a community group is not incorporated and seeks to apply for a Grant, the group is able to do so provided that the application is auspiced and administered by an incorporated not-for-profit community organisation that is willing and able to accept legal and financial responsibility for the grant.

Not for profit community organisations with a liquor licensed supporters/associated club that commercially trade seven days a week may apply for Events Grants only.

4.3.3 Ineligible applicants for *Council's Community Grants Program*

- Government agencies or Departments of local, state or federal government
- Educational, religious, political or medical organisations, where the application is for the organisation's core business – significant broader community benefit must be demonstrated in the application;
- Commercial businesses and enterprises – except for Events Grants as specified in the Programme Guidelines
- Individuals

4.3.4 Ineligible Applications to Council's Community Grants Program

Council will not consider applications that:

- Do not comply with any applicable legislative requirements
- Are incomplete or applications that do not include all the required supporting documentation as provided for in the grant program guidelines
- Do not comply with Council's Event Management Framework (if applicable)
- Cause offence to disadvantaged or minority groups
- Promote gambling, smoking and/or consumption of other addictive substances
- Are for stages or segments of projects/activities that have already commenced or finalised
- Do not support Council's Corporate Plan 2018-2023

4.4 Out of Round Funding for Council's Community Grants Program

In exceptional circumstances, Council may consider special one-off funding upon presentation of a business case through delegated authority to the CEO for approval

4.5 Eligibility Councillor Discretionary Funds

4.5.1 *Local Government Regulations 2012*

Section 202(1) of the *Local Government Regulations 2012* provides that:

A councillor may allocate the councillor's discretionary funds under this section in any of the following ways to maximise community benefit:

- for capital works of the local government that are for a community purpose
- to a community organisation for a community purpose
- for another community purpose

The mayor may make an allocation under subsection (1)(a) only if: before the allocation is made, it is approved by deputy mayor and the chief executive officer.

A councillor may make an allocation under subsection (1)(a) only if before the allocation is made, it is approved by the mayor and the chief executive officer

A councillor or mayor may make an allocation under subsection (1)(b) only if:

- the amount stated in the availability notice under section 201B(4)(d)(i) is not exceeded if the allocation is made

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- the funds are allocated to a community organisation that has applied for the funds in the way stated in the availability notice under section 201B(4)
 - in a way that is consistent with the local government's community grants policy

4.5.2 General Eligibility Provisions Councillor Discretionary Funds

- Requests must be for non-profit community based organisations or groups who can demonstrate the funds will be utilised for a community purpose
- Requests must demonstrate a purpose that is in the public interest
- Political parties, businesses and individuals are ineligible for funding
- Funding for schools or school affiliated clubs is acceptable provided the request supports a community benefit
- Funds cannot be used for any purpose contrary to Council's Corporate Plan, Operational Plan, adopted Council policy, strategy or resolution of Council
- Supplementary (top-up) funding for applicants that have applied for, or have already received, funding for the same project stage or segment via any other Fraser Coast Regional Council grant programme is acceptable.

4.5.3 Selection Criteria Councillor Discretionary Funds

Applicants to the Councillor Discretionary Fund will need to demonstrate:

- The community benefit from the planned activity or project
- Expected outcomes of the planned activity or project
- Willingness to work co-operatively with other organisations where possible within the confines of the project/event
- A significant input to the project by the applicant (in either funds or in-kind contribution)

5. ADMINISTRATION

5.1 Conditions of Funding

All successful applicants will be required to enter into a funding agreement with Council and acquit funds within the allocated timeframes. The administrative processes including timeframes and acquittal requirements are outlined in the supporting Programme Guidelines for the specific grant. Successful applicants will be required to actively and publicly acknowledge Council's support. The level of acknowledgement will be determined by the amount funded and will be outlined in the funding agreement.

5.2 Council's Roles and Responsibilities

Council will publicise the availability of its grant programmes on Council's website, engagement utilising the grant distribution list as well as utilising media releases. In addition to this Council undertakes ongoing engagement and capacity building with the community.

In assessing the grants, Council will:

- Ensure public monies are allocated in a fair and equitable way
- Ensure best possible value for money for the Fraser Coast community
- Check each application against eligibility criteria and assessment criteria, as set out in the appropriate Grant Guidelines
- Seek recommendations from an expert panel that can comprise Council officers, Councillors

and/or community representatives (this is dependent upon the grant fund)

Council will determine the total allocation of funds to the community grants programme through its annual budgetary processes. The number and types of grants approved by Council will depend on the demand for funding, the available programme budget and corporate priorities. In some instances, part funding may be offered. Funding priorities for individual grant programmes will be reviewed at the end of each round to ensure they are relevant and continue to meet Council objectives.

Council officers are available to provide advice to community organisations. They will also assist organisations to identify additional and alternative sources of funding relevant to their project, event or programme.

Council officers and Councillors are responsible for recognising and declaring conflicts of interest. This may include, but is not limited to, personal connections with the applicant. Anyone having a determined conflict of interest should not debate or be involved in any discussions on any matter relating to that application.

Council officers are required to adhere to this Policy when supporting, facilitating, or delivering grants-related activities. It is the responsibility of Council officers to ensure that grants provided from public monies are:

- Administered transparently and accountably
- Aligned with Council's objectives, goals and priorities
- Effectively advertised and promoted to the community so that all potential applicants have equal opportunity to apply for funds
- Monitored for compliance against set performance measures.

Final decisions in the Community Grants Programme are made by the Council, CEO or delegate.

5.3 Roles and Responsibilities of a Community / Discretionary Grant Programme Applicants

Applicant's role and responsibilities include:

- Complete the application with the correct information.
- To respond to Council's request for any additional information in a timely manner
- To provide the contact person for the application.
- Engage with Council in an ethical and respectful manner

6. HEAD OF POWER

Local Government Act 2009
Local Government Regulations 2012

7. RELATED LEGISLATION

[Associations Incorporation and Other Legislation Amendment Act 2020](#)
Public Sector Ethics Act 1994
Crime and Corruption Act 2001

8. RELATED DOCUMENTS (LOCAL LAWS, POLICIES, DELEGATIONS, ETC):

Councillor Discretionary Fund Policy (eDocs#2377464)
Sponsorship Policy including Fee Waiver and In-Kind Support
Programme Information including guidelines and application forms
Event Management Kit
Events Strategy
Local Laws
Planning, Development and Building Regulations
Council's Corporate Plan 2018 – 2023

7. DEFINITIONS

Acquittal – accurate reporting on the funded activities, projects or events in accordance in the program guidelines

Applicant – the entity or individual making application to Council for sponsorship

Assessment Criteria – are the applicable selection criteria developed to guide and assess applications to Council's Community Grants Program

Auspice – an organisation that takes legal and financial responsibility for ensuring the funds are used as specified in the sponsorship application for a non-incorporated community group. The auspicing organisation is responsible for the administration and acquittal of all sponsorship support (financial and in-kind) provided.

Business – any activity or enterprise conducted for the purpose of making a profit

Community – means the community of the Fraser Coast Regional Council Local Government Area

Community benefit – demonstrated positive impact and/or outcome for the community resulting from funding received under the grant program

Community organisation – means an entity that carries out activities for a public purpose or another entity whose primary object is not directed at making a profit

Organisation – an incorporated body seeking funding

Council – Fraser Coast Regional Council

Councillor Discretionary Funds – the *Local Government Act 2009 s192* defines discretionary funds as *funds in the local government's operating fund that are (a) budgeted for community purposes and (b) allocated by a councillor at the councillor's discretion*

Donation – the transfer from one to another without any consideration or benefit to the giver (a gift)

Economic Benefit – quantifiable outcome such as revenue generation or jobs created

Fee Waiver – a partial or full reduction in the fee set by Council for the provision of Council's services or use of facilities

Grant – an arrangement for the provision of financial and/or in-kind assistance by Council to a recipient for a specific purpose to meet set objectives and outcomes in accordance with specific terms and conditions

Individual – a singular entity, as distinguished from a group, who carries on activities for a community purpose and benefit. The individual cannot apply the funds to make a profit.

In-Kind – the provision of Council’s services, equipment, plant or facilities at no charge to assist with an activity, project or event.

Sponsorship - is the right to associate the sponsor’s name, products or services with the sponsored organisation’s service, product or activity, in return for negotiated and specific benefits. It involves a negotiated exchange and results in measurable value to each party in commercial, communication or philanthropic terms. Sponsorship can take the form of cash and/or in-kind support.

8. VERSION CONTROL

Version	Approval Reference	Approval Date	Section Modified
5			Full document reviewed to ensure compliance with amendments in <i>Local Government Act 2009 & Local Government Regulations 2012</i> . Section 4: Extended roles and responsibilities of Council and applicants. Inclusion of a review period