

Title: COMMUNITY GRANTS PROGRAM
Type: Council,
File No: 24/07/139-7
Date Adopted: 22 May 2013

Next Review Date: To be reviewed within 6 months of Council election

Revision History:

Date	Action	Who
12 June 2007	First Draft	Cr Pleash
January 2010	Approval	S Saxton
March 2013	Revision First Draft	Naomi McNamara
22 May 2013	Approval	Council
28 August 2014	Revision, deletion of application form	Naomi McNamara

1. Purpose

The purpose of this policy is to guide Council’s decision making in its support of activities to strengthen our communities.

2. Rationale

The Community Grants Policy guides Council in determining appropriate activities to fund through the Community Grants Program. This policy must be reviewed within six months of the start of a new Council

3. Scope

This program replaces previous programs such as Council’s Recreation and Culture Grants, Councillor Grants, and Tourism Festival & Events Grants.

The Community Grants Program excludes large-scale projects where Council is required to auspice State or Federal grants.

This policy shall be applied to any request of Council for funding received from other organisations and community groups.

4. Policy

The Community Grants Program offers:

- **A maximum of \$5,000 per application**
- Grants are non recurrent.
- Regular assessment throughout the year:
 - o Applications submitted from October to February (closing last business day in February) are assessed in March
 - o Applications submitted from March to May (closing last business day in May) are assessed in June
 - o Applications submitted from June to September (closing last business day in September) are assessed in October
- The pool of grant funds will be set annually as part of the Council budget
- The portion of funds allocated in each granting round will be at Council’s discretion.

Eligibility

- Applications will only be considered from groups and organisations locally based in Murrindindi Shire. Activities funded will:
 - 1. Meet a demonstrated need within the Shire;
 - 2. Facilitate community participation; and / or
 - 3. Encourage partnerships between community groups and organisations.
- Applicants must be non-profit making and open to or accessible by Murrindindi Shire Residents.
- Applications for amounts to \$500 do not require matching contribution.
- Applicants must demonstrate a significant contribution in the form of cash, voluntary services or in kind support for amounts from \$500 to \$5,000.
- Applications will not eligible if the organisation making the application has been successful in gaining a Community Grant from Murrindindi Shire Council in the previous 12 months.
- Applicants must have fully acquitted any previous grant and have no outstanding debts to Murrindindi Shire Council.

Applications will not be considered within the following categories

- Individuals
- Programs considered to be the responsibility of State or Federal Government
- Applications by commercial or private (for profit) organisations
- Retrospective funding (ie. projects that have already been started or have been completed).
- Organisational core operating costs such as funding permanent staff members, insurance and utilities.

Assessment Process

The assessment of all grant applications is the responsibility of the Assessment Panel comprising the Chief Executive Officer, Mayor and Deputy Mayor. The panel is supported by a representative from Murrindindi Shire Council Community Services Department.

All Community Grant applications are assessed on a competitive basis. The following process is undertaken:

Stage 1 – eligibility check is conducted by Community Services Department

Stage 2 – applications are assessed by the Community Grants Assessment Panel

Stage 3 – recommendations are reported to Council

The Community Grant Assessment Panel may choose to fund part, all or none of the funding requested.

Applications for \$1000 and under

Assessed and approved by the panel with a report to Council on their decision.

Applications for amounts \$1001 and over

Assessed by the panel with a recommendation to Council.

Assessment Criteria

The panel will use the following criteria to assess applications to the Community Grants Program:

Project focus

- Does the project meet the eligibility criteria of the Community Grants Program?
- Does the project align with the objectives of the Murrindindi Shire Council Plan?
- Is the project operating within the Murrindindi Shire?
- Does the project strengthen the local community or environment, increase participation and/or encourage volunteerism?

- Does the project increase visitor numbers, length of stay and/or yield from outside of and/or within Murrindindi Shire?
- Does the project meet a demonstrated community need and contribute to improved wellbeing?
- Does the project have the support of other community groups and organisations?
- Does the project encourage partnership across community groups and organisations?

Project planning, management and budget

- Does the project have clearly defined aims?
- Is the project well planned with clearly defined timelines?
- Have other funding sources been identified, sought and exhausted?
- Does the application demonstrate financial viability and sound management?

5. Supporting Documents

Community Grants Guidelines and application
 Event management template (if applicable to application)

6. Related Policies

Nil

7. Governance

Administration of the Community Grants Program rests with the Manager Community Services

8. Portfolio and/or Riding Councillor Input

The Portfolio Councillor was consulted in the drafting of this policy.

9. Responsible Officer

Manager Community Services

10. Human Rights Charter

This policy has been developed with consideration of the requirements under the Charter of Human Rights and Responsibilities.