

Policy Aim:

To provide a broad framework, which will guide the provision of consistent grant administration and assessment processes across Council.

To ensure that the administration and assessment of all Council grant programs are transparent, equitable, inclusive and understood by the community.

To articulate Council's definition of a grant and outline the various grants programs offered.

To identify acquittal and evaluation requirements to ensure Council and funding recipients remain appropriately accountable.

Policy Overview:

Maroondah City Council is committed to working in partnership with the community to encourage, develop, support and sustain a wide range of local quality recreational, cultural, social & community support and business group initiatives that make a positive contribution to the Maroondah community and strengthen the development of strong local communities. Each financial year, Council makes funds available under its Grant Funding Program to support these partnerships.

Policy Statement

Maroondah City Council provides financial assistance to individuals, community groups and not for profit organisations to support the provision of programs and services which respond to identified community need, contribute to the building of stronger communities and are in accordance with Council's Strategic Objectives.

Definitions:

Grant

A sum of money given to organisations or individuals for a specific purpose directed at achieving goals and objectives consistent with Council's strategic direction. The recipient is selected on merit against a set of criteria and funding is subject to entering a written agreement with Council that outlines accountability requirements. *Adapted from www.treasury.act.gov.au.*

Sponsorship

Sponsorship Policy, Maroondah City Council 2008 defines sponsorship as a formal, reciprocal arrangement between individuals, groups or companies and Council, which is documented. It can cover both cash and in-kind considerations. The arrangement is clearly understood by both parties, with clear outcomes and timelines, and articulates the rights and responsibilities on both sides. These outcomes are deliverable and measurable and align with the goals and aspirations of Council.

Specific authority levels exist for Council employees at the initiation, negotiation and sign-off stages of the sponsorship process. Each sponsorship arrangement, when concluded, requires formal feedback and evaluation of the sponsorship arrangement by Council

Donation

Donations are gifts given in cash or in-kind without return consideration.

Policy Framework:

This framework will be supported by a detailed set of processes that are consistent with Council's broader aspirations for its community. Council's *Vision 2025*, *The Council Plan* and other strategies, plans and policies have guided the development of this policy framework to ensure that Council invests in projects that support Maroondah City Council's strategic direction.

Each separate Council funding program will adhere to the following key processes:

1. documented guidelines with clearly defined criteria
2. application form
3. assessment process
4. formal agreement process
5. accountability requirements.

The minimum requirements for each process are listed below:

1. Guidelines and Criteria

- Description of Grant Scheme or funding program.
- Eligibility, detailing any specific exclusions.
- Assessment Criteria
- Conditions of Funding
- Insurances and Industry Obligations
- Acknowledgement of Council
- Timeline
- Step by Step Guide to the Application Process

2. Application Form

- Applicant Details
- Assessment Criteria
- Budget Breakdown
- Signed Verification

3. Assessment Process

- Clearly defined assessment process
- Applications assessed against criteria
- Funding recommendations approved by Management and / or Council endorsement

4. Agreement Process

- Written documentation detailing as a minimum:
Funded body, amount funded, funding period, GST requirements, conditions of the grant, acknowledgement of Council and reporting requirements.
- Original and duplicate agreements must be signed by both Council and Funded Body

5. Accountability requirements

Applicants successful in receiving a Council Grant will be required to:

- Notify in writing changes to agreed project/funding terms
- Prepare a report on the outcomes of the project or to meet with a relevant Officer to assess the outcomes of the funded project,
- Submit an expenditure and income statement and
- Return unexpended funds to Council or obtain written approval for variation to agreed funding.

Grievance process

All applicants must be informed of the outcome of their application in writing and offered the opportunity to discuss the application process.

Applicants have the opportunity to request, in writing, a review of the decision by Council if not satisfied with the selection process. The applicant will be notified of the outcome in writing.

Conflict of Interest Provisions

To ensure an accountable and transparent assessment process is maintained, Councillors, Council Officers and members of the public assessing grant applications are required to declare any potential conflict of interest. This may include, but is not limited to personal connections with any applicant. Anyone having a conflict of interest should not debate, be involved with any discussions, or vote on any matter relating to the specific applicant.

New Council Funding.

All new Council Funding Programs must adhere to the minimum procedures as outlined in this policy. If the funding program does not meet all listed procedures then the funding shall not be termed a 'grant' and will need to refer to the definitions in this policy to determine whether it is a donation or sponsorship.

Policy Review

Council will review the Maroondah Grants Policy every four years in conjunction with Council's planning process.

Related Council Strategies/Policies:

Sponsorship Policy, Maroondah City Council (2008)
Council Plan 2006 – 2010, Maroondah City Council
Maroondah 2025, A Community Planning Together', Maroondah City Council
'Health Safety and Wellbeing Plan', Maroondah City Council (2003)
Leisure Services Team Strategic Directions Plan 2008-2013, Maroondah City Council (2008)
Economic Strategy 2007-2020, Maroondah City Council

Council Grant Funding Programs

- Community Grants Funding Program
 - Community Grants Scheme
 - Arts and Cultural Grants Scheme
- Community Assistance Fund
- Funding Assistance for Community Groups (Third/ Third/ Third Grants)
- Committee of Management Support Program
- Business Group Grants Program
- School Focused Youth Service Brokerage Funds

Attached is a summary of each funding program, full program details are outlined in the separate funding guidelines

Policy Authorised:**Endorsement 20th July 2009****Expiry Date (if any):**

Name of Grants Program

The Community Grants Scheme

Purpose

The Community Grants Scheme offers assistance to incorporated, not-for-profit community groups to develop programs, projects and events that enhance community wellbeing, increase participation in social and leisure activities and contribute toward meeting Council's long term vision. Funding is offered on an annual basis.

The following objectives underpin Council's Community Grants Scheme:

- To strengthen Maroondah's Community through supporting the development and promotion of a diverse range of quality services and leisure opportunities.
- To encourage increased participation in a wide range of quality activities and services within the municipality.
- To build and strengthen local networks within the Maroondah community and encourage partnerships with Council in order to facilitate the effective use of community resources and encourage sustainability of services and programs.

Eligibility

- Must be an incorporated community group with not for profit status or auspiced by an eligible organisation
- Located within or service the Maroondah Community
- Maintain Public Liability Insurance Cover (\$10 million minimum cover)

The following requests will not be considered eligible.

- New building projects, capital works requests or facility maintenance projects
- Funding to individuals.
- Multiple applications

Assessment Criteria

All applications will be assessed according to the following criteria:

COMMUNITY BUILDING

Projects which increase participation, encourage volunteering, provide leadership opportunities and increase learning and skill development. eg: Will the project or activity help to build a stronger and better community in the City of Maroondah?

COMMUNITY BENEFIT

New initiatives or the expansion of an existing service that will address a clearly identified community need and contribute to improved wellbeing.

COMMUNITY SUPPORT

Funding for community groups that provide help, advice or support to a specific population group who share a common experience.

Successful submissions will be required to meet at least one of the three criteria

Timelines

Applications open first week in April and close first week in June. Funding available from late August

Accountability

Successful applicants must provide a financial acquittal of funds including receipts relating to the grant and complete a brief evaluation by May 31 of the funding period.

Name of Grants Program

Arts and Cultural Grants Scheme

Purpose

The Arts and Cultural Grants Scheme provides not for profit organisations within the City of Maroondah an opportunity to access support funding to assist in the implementation of; community art projects, festivals and events, development of heritage practices, art exhibitions, literary, visual and performing arts.

The following objectives underpin The Arts and Cultural Grants Scheme:

- To generate community participation in arts and cultural activities.
- Work in conjunction with artists, arts and cultural facilities and the community to deliver diverse projects that enhance and celebrate local identity.
- To build and strengthen local networks within the Maroondah community and to encourage partnerships with Council.
- To assist community groups within Maroondah to implement community art projects, festivals and events, development of heritage practices, art exhibitions, the literary, visual and performing arts.

Eligibility

- Must be an incorporated community group with not for profit status or auspiced by an eligible organisation
- Located within or service the Maroondah Community
- Maintain Public Liability Insurance Cover (\$10 million minimum cover)

The following requests will not be considered eligible.

New building projects, capital works requests or facility maintenance projects
Funding to individuals.

The following ineligible requests apply to Arts and Cultural Grants only

- Special events that show or in the past have shown significant profit.
- Requests for venue hire only, however, venue hire as part of an overall project will be considered.
- Fundraising activities.
- Projects that are part of the organisations annual or regular program activities. Eg. end of year performance
- Multiple applications

Assessment Criteria

All applications will be assessed according to the following criteria:

COMMUNITY BUILDING

Projects which increase participation, encourage volunteering, provide leadership opportunities and increase learning and skill development. eg: Will the project or activity help to build a stronger and better community in the City of Maroondah?

COMMUNITY BENEFIT

New initiatives or the expansion of an existing service that will address a clearly identified community need and contribute to improved wellbeing.

COMMUNITY SUPPORT

Funding for community groups that provide help, advice or support to a specific population group who share a common experience.

Successful submissions will be required to meet at least one of the three criteria

Timelines

Applications open first week in April and close first week in June. Funding available from late August

Accountability

Successful applicants must provide a financial acquittal of funds including receipts relating to the grant and complete a brief evaluation by May 31 of the funding period.

Name of Grants Program

The Community Assistance Fund

Purpose

To offer assistance to community groups and individuals who approach Council for financial assistance and are unable to be funded through an existing Council funding scheme

Eligibility

- Individual applicants must be a resident of Maroondah
- Organisations must be an incorporated community group with not for profit status or auspiced by an eligible organisation
- Organisations must be located within or service the Maroondah Community
- Maintain Public Liability Insurance Cover (\$10 million minimum cover)
- Applicant must not have already received Council funding in the same financial year

Assessment Criteria

Applicants will only be permitted to apply once per financial year to the Community Assistance Fund and requests must not be retrospective.

Successful applicants will be required to nominate and meet at least one of the following criteria:

COMMUNITY BUILDING

- Increase participation
- Encourage volunteering
- Provide leadership opportunities
- Increase learning and skill development
- Build a stronger and better community in the City of Maroondah

COMMUNITY BENEFIT

- New initiatives that will address a clearly identified community need
- Expansion of an existing service to improve service outcomes & community wellbeing.

COMMUNITY SUPPORT

- Provide help, advice or support to a specific population group.

Timelines

Applications can be received throughout the year and are assessed on an ongoing basis.

Accountability

Within one month of the event or purchase, successful applicants must provide a brief financial acquittal of funds including receipts relating to the grant and complete a brief evaluation.

Name of Grants Program

Funding Assistance For Community Groups (*Third Third Third*) Grants

Purpose

To assist Maroondah organisations improve their existing facilities or develop new facilities.

Eligibility

The land on which the facility development is proposed must be either Council owned or managed land.

A wide variety of projects will be considered for funding under this scheme, however, priority will be given to projects that are characterised by one or more of the following:

- Projects satisfying a community need which are complementary to an existing reserve or facility development eg. minor building additions and projects which compliment existing facilities/reserves.
- Projects that broaden community access and increase opportunities for participation.
- Projects that address issues around safety and risk management.
- Projects that maximise the range of users of the facility.

Assessment Criteria

Projects will be assessed against the below criteria:

Community Benefit

- Demonstrate a direct benefit to the residents of the City of Maroondah.
- Evidence that supports an anticipated increase in participation rates.
- The extent to which the project maximises the use of the facility.
- That the proposed project is sympathetic to the surrounds of the reserve or building.
- The extent to which projects address the issues of safety and risk management.

Evidence of Need

- Evidence that demonstrates community support and need for the project.
- Evidence that demonstrates improvement to Council assets.
- The extent to which the project is supported by an adopted concept plan, feasibility assessment and/or linked to any planning process of Council.

Financial Assessment

- The financial capacity of the organisation to service the loan and initial cash contribution.
- The ability of the project to be completed within the following financial year.

Application Process

Annual Program. Opens for applications in late January and closes in mid-April. Funding is announced in July

Name of Grants Program

Committees of Management Support Program

Purpose

To assist and support Special Committees of Management established under Section 86 of the Local government Act 1989 in the effective implementation of components of each Committee's duties and functions and encourage a planned approach to facility design, development and management that meets community needs.

Eligibility

Applications will be accepted only from Special Committees of Management established under Section 86 of the Local Government Act 1989 and operating by a Deed of Delegation under the seal of Council.

Assessment Criteria

Projects will be assessed against the below criteria:

Community Benefit

- Demonstrate a direct benefit to residents of the City of Maroondah.
- Evidence that supports an anticipated increase in use of the facility.
- The extent to which the project maximises the use of the facility.
- That the proposed project is sympathetic to the surrounds of the reserve or building.
- The extent to which the project addresses the issues of safety and or risk management.
- The extent to which the project enhances the aesthetics' and amenity of the facility.
- Does the project assist disadvantaged groups.

Evidence Of Need

- Evidence that demonstrates community support and need for the project.
- Evidence that demonstrates improvement to Council assets.
- The extent to which the project is supported by an adopted concept plan, feasibility assessment and/or linked to any planning process of Council.

Financial Assessment

- The financial capacity of the Committee of Management or other interested party to fund any additional contribution for the project where applicable.
- The ability of the project or planned stage to be completed within the financial year.
- Grants or other funds available.

Application Process

Annual Program. Opens for applications in late January and closes in mid-April. Funding is announced in July.

Name of Grants Program

School Focused Youth Service Maroondah/Manningham Brokerage.

Purpose

SFYS Maroondah/Manningham has brokerage funds to allocate to schools and community service agencies working in partnership to implement programs to meet identified needs of young people between 10 and 18 years of age.

Eligibility

All schools in Maroondah (and Manningham).

Assessment Criteria

- Applications must be on the official form and must address one (or more) of the regional priority areas.
- Applications must clearly indicate the target group.
- Schools must be able to effectively demonstrate their broader commitment to a particular issue/s.
- The proposed program must demonstrate collaboration between a school or schools and one or more community service agencies.
- New partnerships and/or new programs will receive funding priority.
- The proposed program area must not duplicate existing services or be a repeat of a program previously funded from SFYS brokerage.
- Only one application per school per year.
- Brokerage cannot be used to fund teacher professional development or capital purchases/works or agency infrastructure.
- Funds must be spent within the calendar year.

Application Process

There is one brokerage application round per year.

Accountability

An evaluation of the program must be submitted on the official form within one month of completion of the program.