

## Community Share Grant Program Policy

*Yarriambiack Shire Council encourages a working environment which promotes gender equality and models non-violent and respectful relationships.*

### 1 Objective

The purpose of this policy is to provide a framework which will guide the Community Grants administration and assessment processes across Council.

Key objectives of this Policy are:

- a) To ensure that the administration and assessment of Council Grant Programs and schemes are transparent, equitable, inclusive, and understood by the community.
- b) To articulate Council's definition of a grant and outline the various grants programs offered; and
- c) To identify acquittal and evaluation requirements to ensure Council and funding recipients remain appropriately accountable.

### 2 Responsibility

The following service areas and designated officers will provide leadership in the delivery of the Community Share Grant programs administered by Council.

Lead service area	Community and Economic Development
Management oversight	Director Community Development and Wellbeing
Officer oversight	Community and Economic Development Officer (or equivalent)
Evaluation	Council Officers nominated by the Chief Executive Officer will be involved in the assessment processes.

### 3 Policy Statement and Scope

#### 3.1 Background and Context

Yarriambiack Shire Council is committed to working in partnership with the community to encourage, develop, support and sustain a wide range of local recreational, cultural, social, community support and business group initiatives that make:

- a) A positive contribution to the Yarriambiack Shire community; and
- b) Strengthen the development of strong local communities.

Each financial year, Council provides financial assistance to community groups and businesses to support the provision of events and services which respond to identified community need, contribute to the building of stronger communities and are in accordance with Council's strategic outcomes.

This Policy provides a framework for the following grant programs administered by Council:

- a) Community Share Grant - Event and Sponsorship (up to \$1,000 with no matching funding).
- b) Community Share Grant – Business and Streetscape (Up to \$2,000 with 1:1 funding).
- c) Community Share Grant – Community Building Grants (up to \$3,000 with no matching funding).

Council may at the Discretion of the Chief Executive Officer utilise the Community Share Grant Program framework to administer other grant programs, where funding becomes available from State and Federal Government departments and/or agencies.

### 3.2 Timelines

The Community Share Grant Program has two rounds each year. The Timeline for each round is specified below:

Details	Round 1	Round 2
Applications Open	July	January
Applications Close	July	January
Applicants Notified	August	February
Funding Period	August - December	February - May
Evaluation and Acquittal	December	May

### 3.3 Policy Framework

This policy will be supported by a detailed set of guidelines for each grants program that are consistent with Council's broader aspirations for its community. Yarriambiack Shire Council Plan 2021-2025 and other Council strategic documents have guided the development of this policy to ensure that Council invests in projects that support Council's strategic direction and the aspirations of the Yarriambiack community.

The framework includes:

- a) Advice to the community of the opening and closing dates.
- b) Documented guidelines with clearly defined assessment criteria.
- c) Availability of an application form.
- d) Assessment forms and assessment process.
- e) Formal agreement form.
- f) Evaluation form.
- g) Internal accountability checks.
- h) Documented record of any communication between applicants and Council.
- i) Adherence to acknowledgement and publicity guidelines.

The key process associated with the Community Share Grants Program involves submission of required forms via online form, mail, email or hand delivered to Yarriambiack Shire Council's offices in Warracknabeal.

The minimum requirements for each process are listed below:

### 3.4 Guidelines and Criteria

The Criteria to guide applicants to complete an application will include the following information at a minimum:

- Description of the grant program.
- Who is eligible for the funding.
- Who is ineligible for the funding.
- Outline of assessment criteria.
- Conditions of funding.
- Insurances required as part of the funding application.
- Acknowledgement of Council as the funding body.
- Timeline of when submissions are to be received and dates for when an outcome is to be decided and applicants notified.

- A Step-by-step guide to the application process.

### **3.5 Application Form**

The application form is to be completed as part of the Community Share Grant Program application process and is to include at a minimum:

- Applicant details including name, address and contact details.
- Nomination of Community Share Grant category the applicant is applying for.
- Details of project to be delivered.
- Evidence of public liability insurance.
- ABN and/or ACN number (if applicable).
- Questions relating to assessment criteria, that will enable a transparent scoring and decision-making process.
- Budget breakdown for the project.
- Signature and details of applicant applying for the grant.
- Link to outline of the grant application assessment process.

### **3.6 Assessment Process**

The Community Share Grant Program assessment process is to include:

- A clearly defined assessment criteria with a matrix to guide the independent scoring.
- Details of how each application was assessed against the criteria; and
- A detailed review undertaken by the Director Community Development and Wellbeing, prior to being endorsed by the Chief Executive Officer and being presented to Council for approval.

### **3.7 Accountability Requirements**

Once the Community Share Grant application is approved, an agreement is to be provided to the applicable party that outlines the following at a minimum:

- Amount successfully funded for.
- The funding period in which the grant relates to.
- The requirement for the party to raise an invoice and an outline of the GST requirements.
- An outline of the requirement to submit a copy of the current public liability insurance.
- The conditions of the grant program, including project delivery deadline.
- Outline and acknowledgement of Council's reporting requirements, including the acquittal process.

### **3.8 Relationship to the Yarriambiack Shire Council Plan and Community Action Plans**

The application process is to include an assessment of how the project aligns with the Council Plan objectives and/or the applicable Community Action Plan endorsed projects or outcomes.

### **3.9 Eligibility**

The eligibility criteria for each Community Share Grant category is outlined in the applicable Community Share Grant Guidelines.

### **3.10 Ineligibility**

The ineligibility criteria for each Community Share Grant category is outlined in the applicable Community Share Grant Guidelines.

### **3.11 Grievance Process**

All applicants must be informed of the outcome of their application in writing and offered the opportunity to discuss the application process with the Director Community Development and Wellbeing.

Applicants can request, in writing, a review of the decision by Council if not satisfied with the grant assessment process and outcome. A request is to be made to the Council's Chief Executive Officer either in writing or via email as outlined below:

Att: Chief Executive Officer  
 PO Box 243  
 Warracknabeal VIC 3393  
 Email: [info@yarriambiack.vic.gov.au](mailto:info@yarriambiack.vic.gov.au)

### **3.12 Conflict of Interest Provisions**

To ensure an accountable and transparent assessment process is maintained, Councillors and Council Officers assessing grant applications are required to declare any material or general conflicts 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. Council staff and Councillors are required to refer to their applicable Code of Conduct documents for further information.

### **3.13 Acquittal Process**

Successful applicants must provide a financial acquittal of funds including receipts relating to the grant and complete a brief evaluation by the date specified in the guidelines. Photographs of the project outcome are also to be provided as part of the acquittal, and Council may use these photographs to promote the project or the Community Share Grant Program. Incomplete or non-submitted acquittals and evaluations will result in an organisation being ineligible from participating in the Community Share Grant Program for the two years following the application for which the incomplete and non-submitted acquittal and evaluation related to.

Council reserves the right to seek reimbursement of grant funding from a funded organisation if the required evaluation or acquittal is not provided in a timely manner, or if Council is not satisfied that funds were used for the intended purpose as outlined in the original application.

### **3.14 Future Community Grants Funding Activities**

All new Council community grant funding programs must adhere to the minimum procedures as outlined in this policy. If the funding program does not meet all requirements identified in this Policy, 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. If considered a donation or sponsorship activity, then the relevant Council policies should be used to govern the donation or sponsorship process.

### **3.15 Privacy**

Yarriambiack Shire Council is committed to the privacy principles as prescribed by the Privacy and Data Protection Act 2014 and the Health Records Act 2001. Relevant information is collected to ensure that each application can be assessed, and a determination made on it. Personal and identifying information will not be disclosed except as required by law. Any access to information provided, amendments that may be required, or any privacy related enquiries may be directed to Council's Manager Organisational Performance on 5398 0104.

### 3.16 Insurance

Applicants must demonstrate that all relevant insurances are in place and that public liability insurance is held to the minimum cover outlined in this policy. A copy of the Certificate of Currency covering the funding period must be included with an application. If successful, an applicant should, wherever possible, ensure that Council is named as an interested party on the public liability policy for the funded organisation.

### 3.17 Acknowledgement of Council

Wherever possible acknowledgment of Council funding should be given in any public relations opportunities undertaken by the funded applicant, relating to the request. Copies of any examples must be included in the funding evaluation report. A copy of Council's corporate logo can be provided for promotional purposes however, grant recipients wishing to use Council's logo must first discuss their requirements with Council's Director Community Development and Wellbeing. Use of Council's corporate logo will only be approved under these circumstances.

## 4 Definitions

Donations	Donations are considered gifts given in cash or in-kind without return consideration.
Grant	A sum of money or in-kind contribution 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 formal agreement with Council that outlines accountability requirements. <i>Adapted from www.treasury.act.gov.au</i>
Sponsorship	A formal, reciprocal arrangement between individuals, groups and Council, which is documented. 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.

## 5 References

- a) Local Government Act 2020
- b) Yarriambiack Shire Council – Council Plan 2021-2025
- c) Community Share Grant Guidelines – Community Building Grants
- d) Community Share Grant Guidelines – Events and Sponsorship
- e) Community Share Grant Guidelines – Business and Streetscape

<b>Adopted:</b>	CEO Approved Date 28 August 2019	CEO Name Jessie Holmes	CEO Signature
<b>Reviewed:</b>			