



ATTACHMENTS

**Under Separate Cover
Ordinary Council Meeting**

6.00pm Tuesday 26 June 2018

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5.1 Community Grants Program

<i>Policy Title:</i>	<i>Community Grants Program</i>
<i>Date Adopted:</i>	<i>27/06/1996</i>
<i>Date Revised:</i>	<i>24/09/1998; 27/02/2003; 23/02/2006; 16/12/2010; 20/12/2012; 17/12/2013</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>27/06/96 Item 4.1.2 page 5</i>
	<i>24/09/98 Item 4.6.1 page 48 (refer Audit & Finance Committee Minutes 16/09/98 pages 12, 43 & 74)</i>
	<i>27/02/03 Item 4.10.5(a) page 43 (refer Audit & Finance Committee Minutes 13/02/03 page 5 & Attachment 1)</i>
	<i>27/02/03 Item 4.10.7(a) page 33 (refer Recreation & Community Development Committee Minutes 09/02/06, item 4.1 page 5)</i>
	<i>16/12/10 Item 4.10.8(b) page 48 (refer Recreation & Community Development Committee Minutes 09/12/10, item 5.2 page 7)</i>
	<i>18/12/12 Item 4.10.8(a) page 27 (refer Recreation & Community Development Committee Minutes 18/12/12, item 4.1.1 pages 5-6)</i>
	<i>17/12/13 Item 4.10.8(c) page 28 (refer Recreation & Community Development Committee Minutes 10/12/13, item 5.2.2, pages 10-12)</i>
<i>Next Revision Due:</i>	<i>December 2019 (three years)</i>

PURPOSE

The purpose of this policy is to:

- Outline Council's commitment to providing the community with funding
- Provide a broad framework which will guide the grant administration and assessment process
- Ensure that the administration and assessment of all Council grant applications are transparent, equitable, inclusive and understood by the community
- Identify acquittal and evaluation requirements to ensure Council and funding recipients remain appropriately accountable

KEY POLICY STATEMENT

The Community Grants Program aims to enable community groups to further meet the needs of the wider community in a partnership relationship with Council.

The Community Grants Program sits within the Council's vision for the Golden Plains Shire. This vision provides the framework for the goals of the program and the priorities for funding.

The Community Grants Program is based on community development principles focusing on community building and strengthening. This is achieved by assisting community groups and organisations to deliver practical community building outcomes at the local level.

CORPORATE FRAMEWORK

The Golden Plains Shire Vision provides a framework for the Community Grants Program and use of Council's resources:

- We accept individual diversity and we welcome and encourage participation in civic and community affairs;
- We maintain and enhance the diversity and uniqueness of our communities;
- All our citizens have fair access to recreation facilities, education, employment and human support services, particularly youth and the aged;
- We respect the environment, our cultural significance and our heritage; and
- We promote community leadership and community sustainability.

The Shire provides grants to community organisations that address community needs and provide opportunities that enhance the wellbeing and quality of life of Golden Plains Shire residents.

Council's Community Grants Program supports the following key objectives:

- To encourage and assist common interest groups to take an active involvement in the life of their community for the overall benefit of that community and its members;
- To help communities to help themselves to become stronger and more economically, environmentally and socially sustainable;
- To enhance leadership and other civic skills within communities so as to enhance the capacity of those communities to address local issues and challenges and to build vibrant, healthy places;
- To develop a sense of community spirit, pride, ownership and identity within communities.

PRIORITIES FOR FUNDING

The priorities for funding are shaped by Council's vision and objectives and are further identified through Council's various planning processes. Categories for funding include:

- Projects that increase opportunities for particular population groups – for example, young people, older adults, people with disabilities, GLBTI, CALD communities, Aboriginal and Torres Strait Islanders
- Projects that improve communities access to information about local and regional services, programs and events;
- Projects that improve community facilities;
- Projects that increase participation and/or leadership opportunities for women and girls;
- Projects that increase the range of community, recreation, sport, arts, heritage or cultural activities;
- Projects that protect and enhance the natural environment.

STREAMS

Funding will be allocated equally between two streams of priorities. The two streams will be defined as Programs and Infrastructure. If the recommended list of projects for funding under either of these streams requests fewer funds than the total funding allocation, funds may be reallocated from the other stream.

FUNDING

The guidelines for funding will be as follows:

- Council will be responsible for setting the total annual budget allocation for community grants.
- Funding will be allocated on a \$ for \$ basis, matched by cash or in-kind.
- Grants will be assessed to a maximum of \$5,000.
- Council reserves the right to consider allocating more than \$5,000 in funding to any given project.

FUNDING FRAMEWORK

The Community Grants funding program will adhere to the following key processes:

1. Documented guidelines with clearly defined criteria
2. Application process
3. Assessment process

4. Formal agreement process
5. Accountability requirements

The requirements for each process are:

1. Guidelines and Criteria

- Eligibility, detailing any exclusions
- Assessment criteria
- Conditions of Funding
- Insurance and Legislative requirements
- Timeline
- Step by Step guide to the application process
- Evaluation form for the application process

2. Application Process

- 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 Council endorsement

4. Agreement process

- Written documentation detailing funded body, amount funded, funding period, GST requirements, conditions of the grant, acknowledgement of Council and reporting requirements
- Agreements must be signed by Council and the funded body

5. Accountability Requirements

Applicants successful in receiving a grant will be required to:

- Notify in writing changes to agreed project/funding terms
- Prepare a report on the outcomes of the project or meet with a relevant officer to assess the outcomes of the funded project
- Submit an expenditure and income statement
- Return unexpended funds to Council or obtain written approval for variation to agreed funding
- Organisations that have outstanding community grant evaluations are ineligible to apply
- Organisations that fail to submit community grant evaluations by the due date will not be eligible to receive community grant funding until this obligation is met

In accordance with the Working with Children Act 2005, Council requires all successful applicants to have their relevant staff and volunteers who work with children or young people under 18 years old to undergo a working with children check.

CONFLICT OF INTEREST

To ensure an accountable and transparent assessment process is maintained, Councillors and Council officers assessing grant applications must declare any conflict of interest in accordance with the Conflict of Interest in the Local Government Act 1989.

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 write to the Chief Executive Officer if they are not satisfied with the grant process. The applicant will be notified of the outcome in writing.

POLICY REVIEW

Council will review this policy every three years in accordance with Council's planning processes.

Organisation name	Name of project	Funding recommended
2018/19 Community Grants Report		
Bannockburn Playgroup	Revitalise Bannockburn Playgroup	\$3,523.29
Shelford Duck Race	Electrical Cable Traps Protecting Events and Community	\$880.00
Dereel and Surrounding Communities Men's Shed	Provide a Set of Manual Metal Work Hand Tools	\$2,500.00
Ross Creek/Smythes Creek Community Planning Group	Ross Creek Avenue of Honour Celebrations	\$750.00
Inverleigh Kindergarten Inc.	Outdoor Music Area	\$5,000.00
Smythesdale Football Netball Club	Installation of Fixed In-ground Seating	\$2,685.20
Lethbridge Recreation Reserve	Internal Facelift Stage 2	\$5,000.00
Bannockburn and District Men's Shed	Upgrade Men's Shed to Classification 9B	\$5,000.00
Meredith and District Motorcycle Club	Refurbishment of Existing Amenities	\$2,349.62
Inverleigh Golf Club Inc.	Cleaning & Clay Lining of Existing Dam & Associated Earthworks	\$5,000.00
Bannockburn & Surrounds Neighbourhood Watch	Implementing and Establishing a Local NHW in our Community	\$678.40
Rokewood Kindergarten	Outdoor Environment Enhancement Project	\$5,000.00
Meredith History Interest Group	Escape to the Country & Storage and Signage Upgrade	\$2,211.50
Lethbridge Public Hall	Icing on Our Hall Cake	\$5,000.00
Smythesdale Pony Club	Manure Barrow	\$506.94
Ross Creek Reserve Committee	New Information Sign Board to Commemorate the Volunteers to WW1 from the Area	\$2,161.30
Teesdale Mechanics Institute	Repainting Meeting Room and Replacement of Old Carpet	\$1,700.00
Bannockburn Golf Club Inc.	Up Grade of Tractor Used for the Maintenance of the Golf Course.	\$5,000.00
Rokewood Recreation Reserve CoM	Water Connection for Irrigation of Oval	\$4,500.00
Lethbridge Tennis Club	Lethbridge Tennis Court Lighting Stage 3	\$5,000.00
Life Saving Victoria	Open Water Learning Experience - Aquatic Safety Education for Youth in the Golden Plains Shire	\$3,715.00
Woody Yaloak Catchment Group	Generational Change in the Woody Yaloak Catchment	\$3,820.00
Dereel Community Hub Inc.	Art In Dereel	\$5,000.00
Shelford Public Hall	Replacement of Free-standing Electric Oven/stove in our Hall Kitchen.	\$1,000.00
Happy Valley School Restoration Group	Happy Valley School Window Replacement.	\$5,000.00
Bannockburn Scout Group	Purchase of Storage Container / boxes for our Group	\$1,131.70
Woody Yaloak Recreation Facility CoM	Window Furnishings upgrade to MPR	\$1,298.00
Golden Plains Art Inc.	Art in a Box, Pop up Library Activities & Exhibition	\$1,500.00
Woody Yaloak Historical Society Inc.	Provision of Picture Rail and Restoration of Historic Framed Photographs	\$964.83
Rokewood Golf Club Inc.	Safety Access to Clubhouse	\$3,335.00
Inverleigh Football Netball Club	Provide and Place Bench Seating	\$2,800.00
Rokewood Corindhap Football Netball Club	Re-fence the Rokewood Common	\$5,000.00
Geelong Miniature Aircraft Association Inc. - Late application Received 1.5.18	New Club House/Shed	\$5,000.00
Haddon Community Planning	Construction of a Rotunda	\$5,000.00
Meredith Angling Club	Wheel Chair Access and Security Upgrade	\$0.00
Smythesdale Petanque Club Inc.	Shading for Tables at Recreation Reserve	\$0.00
		\$109,010.78