



**CORANGAMITE
SHIRE**

Grants Policy

Corangamite Shire

June 2019

Council Policy



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Grants Policy

Introduction

Corangamite Shire Council is committed to ensuring our Shire is a great place to live and assisting with strengthening the development of our local communities.

Each year through the budget process, Council makes funds available under various grant funding programs (see below) to help assist the community.

Purpose

This policy provides a broad framework which will guide the provision of consistent grant administration across all of Council's grant programs.

It will ensure that all guidelines, criteria, application forms, advertising, assessment, agreement and accountability processes are presented in a transparent, consistent and equitable manner, and are understood by the community.

Scope

This policy is applicable to the following grant programs offered by Council.

- Community Grants Program
- Facility Grants Program
- Environmental Support Fund
- Retail Area Façade Improvement Program
- Events and Festival Program
- Facility Design Grants Program.

This policy does not apply to funding that is provided to the community through other means that can include but is not limited to:

- Direct budget allocations
- Funding provided to halls and recreation reserves
- Funding provided to facility management
- Council discretionary funding allocations
- Funding provided through the Community Planning Program.

This policy also does not include funding provided via sponsorships or donations by Council.

It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

Definitions

Grant

A sum of money provided 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 into an agreement with Council that outlines accountability requirements.

References

- Corangamite Shire Council Media Relations Policy
- Corangamite Shire Retail Area Façade Improvement Program Policy
- Corangamite Shire Events and Festivals Program Policy

Policy Detail

This policy framework is supported by a series of detailed processes that are consistent with Council's strategic direction for the community. The Council Plan and other strategies, plans and policies have guided the development of this framework to ensure that Council provides funding to grant programs that are consistent with Council's overall direction for the Shire.

Each of Council's grant programs will adhere to the following key processes:

1. Documented guidelines with clearly defined criteria
2. Application form
3. Advertising process
4. Assessment process
5. Conflict of interest
6. Formal agreement process
7. Acquittal process

The following content and information will be included within all grant programs to ensure consistency and clear requirements of grant applicants.

1. Guidelines and criteria

- Description of grant program
- Eligibility, detailing any specific exclusions
- Assessment criteria
- Conditions of funding
- Acknowledgement of Council
- Timeline
- Step by step guide to the application process

2. Application form

- Applicant details
- Assessment criteria
- Permits required
- Budget breakdown
- Signed verification
- Generic email address grants@corangamite.vic.gov.au to be used
- All applications to be stored electronically in record management system

3. Advertising process

- Minimum six week advertising period.
- During this time, as a minimum, two of each the following should be completed:
 - Media release
 - Public notice (completed as per Council's Media Relations Policy)
 - Social media post on Facebook and Twitter
- Other forms of promotion can include:
 - Corangamite Shire News articles

- Community newsletter articles
- Radio advertisements

4. Assessment process

- Clearly defined assessment process that uses the following scoring methodology:
 - 5 – Greatly exceeds criteria
 - 4 – Exceeds criteria
 - 3 – Generally meets criteria
 - 2 – Meets part of criteria
 - 1 – Fails to meet criteria
 - This scoring methodology is to be used as part of a system where all questions in the assessment criteria are weighted with a percentage amount totalling up 100%.
 - Scoring is then completed where if a question in the assessment criteria is worth 20% and the grant application is scored 4 for a question, a score of 16 would be provided as the score for this question.
- Applications assessed against set criteria.
- Minimum of three people to form part of the grant assessment panel.
- Data inventory to compute individual and total scores for each application assessed.
- Funding recommendations to be presented as part of a Council Report for approval that rank applications in order of scoring and include a short description of the project.

5. Conflict of interest

- ‘Conflict of Interest’ or ‘No Conflict of Interest’ form to be completed by each member of assessment panel and saved into document management system.
- If a conflict of interest is declared, that person will not assess the relevant application and the scoring will be averaged using the other two panel member’s scores.
- If a panel member has a conflict of interest with more than three applications, that panel member will be ineligible to participate and another panel member will be required.
- If two panel members declare a conflict of interest for the same application, a new panel member must be selected and replace one of the existing members.

6. Funding Agreement Process

- Written documentation detailing as a minimum:
 - Funded body/business/group
 - Amount funded
 - Funding period
 - GST requirements
 - Conditions of the grant
 - Acknowledgement of Council
 - Reporting requirements

7. Acquittal Process

- Successful applicants to any of Council’s Grant Program will be required to:
 - Notify in writing any changes to agreed project funding/terms
 - Provide a report on the outcome of the grant that includes copies of relevant documentation as required in the conditions of the grant (e.g. photos, invoices, receipts, permits)

- Return unexpended funds to Council or obtain written approval for extension of agreed funding
- Acknowledge Council in all publicity/promotional/advertising material regarding the grant
- Complete a grant acquittal form and return to Council
- Funding will not be provided to a community group if they have an outstanding acquittal of over 12 months.

Feedback Process

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

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 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.

To ensure increased transparency, a declaration of 'No Conflict of Interest' is to also be completed by any Councillors, Council Officers and members of the public, assessing grant applications.

Reallocation of Grant Program Funding

As Council completes its Community, Events and Festivals, Environment and Facility Grant Programs simultaneously, if one of these grant programs is undersubscribed and the other is oversubscribed, funding may be reallocated to allow a greater number of community groups to be funded.

If this is to occur, a clear additional Officer Recommendation is required in the Council Report that states the additional groups to be funded and how much funding is required to be reallocated from one program to the other.

Grants/Funding Database

As community groups are entitled to apply to Council for various forms of funding/grants, a database that contains all forms of funding should be kept updated as grants are awarded and then also as individual grants are acquitted.

Funding will not be provided to a community group if they have an outstanding acquittal of over 12 months.

Templates

To assist Council to provide advice regarding its grant programs in a professional, consistent way, a variety of document templates have been developed for use across all of Council's grant programs which include:

- Corangamite Shire Council Successful Grants Letter Template
- Corangamite Shire Council Unsuccessful Grants Letter Template
- Corangamite Shire Council 'Conflict of Interest' Form
- Corangamite Shire Council 'No Conflict of Interest' Form

Reference to linked Procedure or Guidelines, if applicable

- Retail Area Façade Improvement Program Guidelines
- Retail Area Façade Improvement Program Application Form
- Retail Area Façade Improvement Program Acquittal Form
- Community Grants Program Guidelines
- Community Grants Application Form
- Community Grants Acquittal Form
- Facility Grants Program Guidelines
- Facility Grants Application Form
- Facility Grants Acquittal Form
- Environmental Support Fund Guidelines
- Environmental Support Fund Application Form
- Environmental Support Fund Acquittal Form
- Events and Festivals Program Guidelines
- Events and Festivals Program Application Form
- Events and Festivals Program Acquittal Form
- Facility Design Grant Program Guidelines
- Facility Design Grant Program Application Form
- Facility Design Grant Program Acquittal Form
- Corangamite Shire Council Successful Grants Letter Template
- Corangamite Shire Council Unsuccessful Grants Letter Template
- Corangamite Shire Council Grants Conflict of Interest Form
- Corangamite Shire Council Grants No Conflict of Interest Form

Review Date

June 2022.