

# Quick Response Grants Policy

Corangamite Shire

July 2021



**CORANGAMITE  
SHIRE**

# Council Policy



## Quick Response Grants

### Introduction

Council, subject to the annual budget and in accordance with this Policy, will have the discretion to grant Council funds to community groups within the Shire. Grants will need to result in beneficial projects and activities for Shire communities.

### Purpose

Council supports the distribution of funds to community groups in a variety of ways. The flexibility in being able to grant small amounts to community groups in a responsive manner can result in positive outcomes by enabling the delivery of small-scale projects and activities which benefit Shire communities.

### Definitions

Quick Response Grants program is a fixed amount Council provides annually for the distribution of funds to Shire community groups. The granting of these funds shall be in accordance with this Policy.

A Community Group is an organisation (incorporated or unincorporated) that has social, religious, educational, recreational, environmental or other group sharing objectives, characteristics or interests whose purpose is for the provision of services for or within Corangamite Shire. A Community Group includes services clubs, committees of management and local emergency service brigades/branches but excludes schools (primary and secondary) and health services. The Quick Response Grants program is not open to applications from private individuals or businesses.

### References

- *Local Government Act 2020*,
- Local Government Investigations and Compliance Inspectorate – Review of Councillor Discretionary Funds (October 2013).
- Policy Events and Festivals Grant Program

### Policy Detail

1. Council will set the budget for the Quick Response Grants program when formulating the Annual Budget.
2. Funds may only be granted to a community group that will undertake beneficial projects and activities for local communities that meet the assessment criteria described in clause 8 below.
3. A maximum grant limit of \$500 will apply to any community group in any given financial year, unless otherwise approved by Council.

4. Except with the approval of Council, any approved grant will lapse unless it is claimed by the applicant within three months of the date of its approval by Council.
5. A previous applicant may submit a subsequent application in any given financial year for an amount equal to the maximum allocation less the cumulative amount of all previous applications approved by Council in the same financial year.
6. An auspice body will not be considered an applicant when applying on behalf of a community group.
7. Equity:
  - a. The allocation of grants across the Shire shall be representative of the elected Council and distributed proportionately by the number of wards and councillors.
  - b. Annual allocations for each Ward shall not exceed 1/7th of the fund's annual budget in the case of North, South West, Coastal and South Central Wards, and 3/7th of the fund's annual budget in the case of Central Ward.
  - c. Applicants may apply for funding from one or more Wards (ie Multi-ward allocation) but for no more than the maximum grant limit in aggregate.
  - d. In addition to the above equity provisions, Council may choose to vary the annual Ward funding distribution so as to extend the benefits of the program to as many Community Groups as possible and to fully expend the Quick Response Grants fund in a given financial year.
8. Applications:
  - a. Applications will be considered by Council at each monthly meeting.
  - b. Applications must be received three weeks prior to the intended Council meeting at which it will be considered.
  - c. Grants can only be allocated by Council resolution.
  - d. Applications will be accepted until such time the annual budget is expended.
  - e. Applications must be in writing and in a form to be determined by the Chief Executive Officer, however must include:
    - i. The applicants details;
    - ii. The amount of funds requested, including quotation if relevant;
    - iii. Purpose for the funds;
    - iv. How the application meets the assessment criteria described in clause 8 below.
9. Assessment and Approval of Applications:
  - a. Council must assess each application against the following criteria as having met, partially/somewhat met or not met:
    - i. Eligible applicant being a community group as defined above.
    - ii. Alignment of initiative with Council Plan objectives.
    - iii. Derivation of community benefit.
    - iv. Eligible expenditure consistent with clause 11 below.

- b. Applications that do not sufficiently meet the above criteria will not be funded:
  - i. Applications must be from an eligible applicant under 8(a)(i) above.
  - ii. Applications must meet or partial/somewhat meet the criteria under clause 8(a)(ii), 8(a)(iii) and 8(a)(iv) above.
- c. Applications that meet the criteria will be eligible to receive grants up to the amount applied but no more than the maximum amount described in clause 3 above.
- d. The Chief Executive Officer, or delegate, will advise successful and unsuccessful applicants following each Council meeting. Successful applications will be provided details as to how grants can be claimed and acquitted.

10. Acquittals:

- a. Applicants in receipt of a grant must provide Council with an acquittal within six (6) months of being granted the funds.
- b. The Chief Executive Officer shall determine the nature of the acquittal.
- c. Unspent or surplus grant funds must be returned by applicants to Council within six (6) months of being granted the funds.

11. Annual Reporting:

- a. The Annual Report shall provide details of the Quick Response Grants allocated each year.
- b. The Annual Report shall disclose each of the Quick Response Grants recipient's name and how much was granted.

12. What Can Be Funded

Grants may only be allocated for a specified project or activity including but not limited to:

- a. Printing, advertising, catering and promotional costs.
- b. Costs incurred in hiring a venue that may include hire costs and public liability insurance.
- c. Materials and other items essential for a project or activity.
- d. Celebration of religious holidays to the extent the event is open to the public, widely advertised and the grant not used for expenditure on alcohol.
- e. Grants may not be allocated for:
  - i. Recurrent programs or activities which are a core service of State or Federal Government, or large non-profit organisation.
  - ii. Projects that depend on recurrent funding from Council for continuation.
  - iii. Projects completed or currently in progress at the date of application.
  - iv. Fundraising events for or by charitable causes and organisations where there is no certainty of fundraising proceeds being retained within the Shire.
  - v. Applicants with an outstanding grant acquittal or outstanding debts owed to Council.
  - vi. Events able to apply for funding under the *Events and Festivals Grants Program Policy* unless such events are for the celebration of religious holidays or for fundraising events.

13. Acknowledgement

- a. Grant recipients must acknowledge Council's contribution and provide evidence of such in the acquittal.

14. Administrative

- a. The Chief Executive Officer shall advertise and promote the Quick Response Grants Program in an appropriate manner.
- b. Funds not granted by Council in any given financial year cannot be carried forward into a subsequent financial year.

**Legislative compliance**

In addition to this Policy the awarding of grants must comply with the *Local Government Act 2020*, relevant regulations and Ministerial guidelines.

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

It is considered that this policy does not adversely impact community members or employees of different genders and has been developed in accordance with the *Gender Equality Act 2020*.

**Review Date**

July 2025.