



Moreland
City Council

Policy ID no:

Community Grants Policy

Date Authorised by Chief Executive Officer or Council:

<Type text here>

Commencement Date:

<Type text here>

Review Date (10 years from authorised date):

<Type text here>

Responsible Department

<Type text here>

This policy has been authorised.

Cathy Henderson
Chief Executive Officer

<Insert Date signed here>

1 INTRODUCTION

This Policy outlines Council's commitments and responsibilities in providing Community Grants to the Moreland community.

Moreland City Council (Council) provides ongoing, annual and multi-year funding to support the community to respond to community needs, provide programs and services that strengthen the Moreland community and deliver strategic outcomes for Council. The Community Grants Program is one of the main community-strengthening initiatives run by Council and has been in existence since 1996. Council is committed to providing this funding efficiently, equitably and ethically.

The Policy applies to the Community Grants Program managed by the Recreation Services Unit. It does not include funding opportunities that currently sit outside it, such as Arts and Culture Grants, Business Grants, or other small grants programs managed by Council.

2 CONTEXT

This Policy is based on the principles of community development, good governance and best practice in grant-making.

2.1 Alignment

The Community Grants Policy has been developed in alignment with the following Council policies, plans and strategies:

- *Moreland City Council Plan 2021-2025*
- *Moreland Community Vision – Our Community 2025*
- *Moreland Social Cohesion Plan 2020-2025*
- *Moreland Active Women and Girls Strategy 2009*
- *Moreland Arts and Culture Strategy 2017–2022*
- *Moreland Youth Strategy 2019*
- *Moreland Sport and Active Recreation Strategy 2020*
- *Moreland Sustainable Buildings Policy 2018*
- *Zero Carbon Moreland Climate Emergency Action Plan 2020/2021-2024/2025*
- *Moreland Open Space Strategy 2021-2022*
- *Moreland Human Rights Policy 2021-2026*
- *Gender Equity Commitment March 2019*
- *Moreland Urban Heat Island Effect Action Plan 2016/2017 – 2025/2026*
- *Integrated Water Strategy 2040*
- *Moreland Procurement Policy.*

2.2 Organisational Context

Related policies and statutory requirements of the State or Commonwealth governments include:

- *Local Government Act 2020*
- *Privacy and Data Protection Act 2014*
- *Public Health and Wellbeing Act 2008*
- *Corporations Act 2001*
- *Associations Incorporation Reform Act 2012*
- *Commonwealth Privacy Act 1988*
- *Victorian Equal Opportunity Act 2010.*

2.3 Research and other drivers

This Policy has been developed in accordance with Council's Community Engagement Policy 2020 and as a result of:

- an internal independent audit of the Community Grants Program prepared November 2019
- a community engagement program held over 2021-2022
- research into previously awarded grants and applications made to Council's Community Grants Program
- benchmarking against five other Victorian Local Government Areas to ensure best practice in grant-making.

3 OBJECTIVES

The Community Grants Program Objectives align with the Moreland Council Plan Objectives:

- **An environmentally proactive Moreland:** To strive for maximum protection of people, plants and animals through leading an urgent response to the climate emergency and a regeneration of our natural environment
- **Moving and living safely in Moreland:** To contribute to the health, safety, and security of everyone living in our diverse community and to increase safe, accessible, physically active and enjoyable ways to get around Moreland, especially via walking, cycling and public transport.
- **A healthy and caring Moreland:** To support Moreland to become a more inclusive, connected, healthy and caring community through providing equitable access to community facilities and services and facilitating local partnerships and programs
- **Vibrant spaces and places in Moreland:** To create welcoming, unique spaces and places across Moreland that attract and connect everyone, improving access to community facilities and affordable housing and encouraging vibrant artistic, social and economic activity.
- **An empowered and collaborative Moreland:** To build community trust through encouraging participation, evidence-based decision making, stewardship of resources and being accessible and responsive.

4 POLICY DETAILS

4.1 Community Grants Policy Principles

- **Inclusion:** Providing opportunities for individuals and groups to meaningfully take part in community life.
- **Equity:** Consciously addressing the barriers faced by disadvantaged groups and individuals.
- **Impact:** Taking a purposeful and strategic approach to funding projects that deliver meaningful social impact.
- **Capacity building:** Supporting individuals and groups to develop practices, skills and resilience to shape their own futures.
- **Collaboration:** Encouraging networks and partnerships to deliver exceptional strategic outcomes together.
- **Transparency:** Delivering a funding program that is transparent and accountable in all processes and decisions.

4.2 Eligibility Requirements

Applicants may apply for funding for up to two grants, as long as there are different community outcomes and stakeholders benefiting from each grant.

To be eligible, organisations must:

- Be a not-for-profit community group, organisation or club
- Be incorporated or auspiced by another incorporated organisation
- Have public liability insurance, as per the Grants Guidelines
- Have acquitted previous Council grants and have no outstanding debts to Council
- Be able to supply financial statements and supporting documentation outlined in the Community Grants Guidelines
- Ensure the proposed activity is consistent with Local, State and Federal laws.

To be eligible, individuals must:

- Be a resident of Moreland
- Prove financial hardship, as outlined in the Community Grants Guidelines.

4.3 Grant Categories

- **Community Building Grant:** To support community projects that enhance the Moreland Community, strengthen community and organisational capacity.
- **Structural Improvement Grant:** To support changes to facilities or assets that will help community members participate more in community life.
- **Organisational Establishment Grant:** To support newly established organisations (less than three years before applying for a grant) to grow and become independent.
- **Membership Activity Grant:** To assist with ongoing costs for membership activities. Funding can cover costs of running member activities, such as transport, administration, insurance, events, catering or venue hire.
- **Community Participation Grant:** To support initiatives that help residents participate in community life. Two types of grants are available under this category:
 - Projects or activities that encourage target populations to be healthier and participate in community life.
 - Access to programs and activities for individuals where there is a financial hardship.

4.4 Timing

- **Annual Grants:** The following categories will be open for applications annually, with recommendations for funding presented to Council :
 - Community Building Grant
 - Structural Improvement Grant (An Expression of Interest (EOI) will be required for consideration before a full application is submitted for applications requesting over \$40,000)
 - Organisational Establishment Grant
 - Membership Activity Grant.
- **Year-round Grants:** Applications will be accepted at any time to the Community Participation Grant category until the allocated budget has been expended.

4.5 Assessment of Applications

Applications will undergo an initial assessment by the Community Grants Team to ensure the application is complete and meets eligibility criteria. Where required, additional information will be requested of the applicant in order to establish eligibility.

Eligible applications will then be assessed and scored against the Assessment Criteria (outlined in the Community Grants Guidelines) by the Assessment Panel, a panel of multi-disciplinary Council staff and community representatives. Officers from across Council will be consulted where specialist advice is required in formulating recommendations.

Assessment Panel members will adhere to the Community Grants Panel Terms of Reference, Council's Code of Conduct, Local Government Act 2020 and Council's Conflict of Interest procedures.

4.6 Approval of Applications

- **Annual Grants:** Recommendations made by the assessment panels are presented to Council for approval at a Council Meeting.
- **Year-round Grants:** Recommendations made by the assessment panel will be approved according to the level of authority.

All applicants will be informed of the outcome of their application in writing and offered the opportunity to discuss the application process. Unsuccessful applicants can seek feedback from the Community Grants Team in relation to funding outcomes and assessment panel decisions.

5 ROLES AND RESPONSIBILITIES

Party/Parties	Roles and responsibilities	Timelines
Unit Manager, Recreation Services	Identify staff within their team that will: <ul style="list-style-type: none"> • administer the Program • respond to applicant queries • identify other Council units required to provide subject matter support to applicants • appoint panel members to the Assessment Panel • monitor, report and evaluate the Program. 	Ongoing
Unit Manager, City Infrastructure (Building and Capital works)	Identify staff within their team that will: <ul style="list-style-type: none"> • provide support to relevant applicants, as identified by the Community Grants Team • participate on relevant assessment panels • advise on relevant assessments, as identified by the Assessment Panel. 	As required
Unit Manager, Property Services	Identify staff within their team that will: <ul style="list-style-type: none"> • provide support to relevant applicants, as identified by the Community Grants Team • advise on relevant assessments, as identified by the Assessment Panel. 	As required
Unit Manager, Cultural Development	Identify staff within their team that will: <ul style="list-style-type: none"> • provide support to relevant applicants, as identified by the Community Grants Team • advise on relevant assessments, as identified by the Assessment Panel. 	As required
Unit Manager, Youth Services	Identify staff within their team that will: <ul style="list-style-type: none"> • provide support to relevant applicants, as identified by the Community Grants Team • advise on relevant assessments, as identified by the Assessment Panel. 	As required
Unit Manager, Community Development and Social Policy	Identify staff within their team that will: <ul style="list-style-type: none"> • provide support to relevant applicants, as identified by the Community Grants Team • advise on relevant assessments, as identified by the Assessment Panel. 	As required
Unit Manager, Social Support	Identify staff within their team that will: <ul style="list-style-type: none"> • provide support to relevant applicants, as identified by the Community Grants Team • advise on relevant assessments, as identified by the Assessment Panel. 	As required

Unit Manager, Environmental Health	Identify staff within their team that will: <ul style="list-style-type: none"> • provide support to relevant applicants, as identified by the Community Grants Team • undertake site assessments for relevant applications and make recommendations, as identified by the Assessment Panel. 	As required
Unit Manager, Open Space, Design and Maintenance	Identify staff within their team that will: <ul style="list-style-type: none"> • provide support to relevant applicants, as identified by the Community Grants Team • advise on relevant assessments, as identified by the Assessment Panel. 	As required
Assessment Panel, consisting of multi- disciplinary Council Officers and community representatives	Assess applications and make recommendations for funding.	Annual Grants: annually Year-round Grants: as required

6 MONITORING, EVALUATION AND REVIEW

6.1 Monitoring and evaluation

When recommendations for funding are presented to Council a report will be developed and will include details of:

- initiatives recommended for funding, including:
 - types of organisations receiving funding (amounts received, number of applications)
 - priority populations (as outlined in the Funding Priorities) impacted
 - community outcomes.
- ineligible and unfunded applications
- over and under-subscribed grant categories.

6.2 Review

Amendments to the Community Grants Policy may occur if:

- legislative requirements alter
- legal issues highlight a need for change
- budgetary changes to the Community Grants Program
- recommended by an Audit Committee
- insurance and risk management issues arise.

This Policy will be reviewed every four years in alignment with the Council Plan.

6.3 Canvassing or lobbying Councillors,

Canvassing and lobbying Council employees and Councillors in relation to a grant application, is prohibited. Any application submitted by an Applicant that lobbies or canvasses a Councillor, Council employee or independent assessor in relation to their application will be deemed ineligible.

7 DEFINITIONS

Term	Definition
Incorporated Association	A not-for-profit organisation that is incorporated under the <i>Incorporations Reform Act 2012</i> and managed by a volunteer board/committee of management
Auspicing Organisation	When an incorporated association applies for and receives funding on behalf of an unincorporated individual, group, or organisation, and is responsible for ensuring that the project or activity for which the funds have been granted is completed, acquitted, and the funds accounted for.
Acquittal.	A reporting process to ensure that all funds have been fully expended for the purpose for which the funds were initially granted

8 ASSOCIATED DOCUMENTS

- Community Grants Guidelines 2022
- Community Grants Panel Terms of Reference 2022