

# COMMUNITY GRANTS POLICY

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<b>Policy Reference No.</b>	POL/283
<b>File No.</b>	HCC20/209
<b>Strategic Objective</b>	3.1.1 Social cohesion and community connectedness is strengthened by supporting and building the capacity of local community groups.
<b>Adopted by Council</b>	14/04/2020
<b>Re-Adopted</b>	
<b>Date for Review</b>	March 2025
<b>Responsible Officer</b>	Manager Community Health & Wellbeing
<b>Department</b>	Community Health & Wellbeing

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## POLICY STATEMENT

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

The Community Grants Program enables Council to partner with individuals, community groups and not for profit organisations to deliver on this vision, and support groups to advance social justice outcomes in Hume City.

### 1. PURPOSE

- 1.1 The purpose of this policy is to define the objective and parameters of the Community Grants program and to outline Council's expectations of the program's implementation.

### 2. SCOPE

- 2.2 The policy applies to the administration, management and delivery of Council's Community Grants Program, delivered by the Community Strengthening department.

### 3. OBJECTIVE

- 3.1 To provide a transparent and rigorous process to the Community Grants Program, to support good governance and the appropriate distribution of public funds.
- 3.2 To partner with local community groups and not for profit incorporated organisations to support the delivery of Council's vision and key focus area as outlined in the current Council and Community Plans.
- 3.3 For individual development grants, the objective is to increase affordability for community members to attend recognised opportunities that further their development and demonstrate a broader outcome to their community

### 4. POLICY IMPLEMENTATION

#### 4.1 Application process

Individuals, Community groups or not for profit organisations must complete and submit, within the relevant category, an application via Council's SmartyGrants online grant management system.

#### 4.2 Eligibility

To be eligible for consideration of funding, applicants must:

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## 4.2.1 Individual Development Grant Applicants

- Be Hume City residents
- Provide evidence of selection from relevant organisation
- Demonstrate strong commitment to their endeavour
- Apply prior to the date of their event
- Have no outstanding debts with Hume City Council

## 4.2.2 Annual and Year-Round Community Group Applicants

- Be based in or provide services to Hume City residents
- Must be incorporated or auspiced<sup>1</sup> by an incorporated not for profit organisation
- An incorporated organisation can auspice up to three community groups.
- Provide evidence of appropriate public liability insurance
- Have satisfactorily acquitted previous projects funded under the Hume City Council Community grants program
- Have no outstanding debts with Hume City Council

## 4.3 Governance

4.3.1 Applications are assessed in accordance with, and subject to, the established criteria of the Community Grants Program categories as detailed in the Community Grants Application Guidelines.

4.3.2 The process and framework of the Community Grants Program, along with the distribution of program funds is endorsed by Councillors, based on advice and recommendations from Council Officers.

4.3.3 Through a Council Resolution, Councillors may resolve to introduce new grant categories into the Community Grants program to meet identified community needs.

4.3.4 Successful applicants enter into a funding agreement and commit to adhering to the conditions of the written document/s for the duration of the agreement.

## 4.4 Authority to Distribute Funds

4.4.1 Council, consistent with its budget deliberations for the forthcoming financial year, allocates funds for the overall Community Grants Program, this does not preclude Council adding additional programs, or additional monies at any time to meet an identified community need, via a Council Resolution.

4.4.2 Where applicants have been approved for 'multi-year' projects and fail to meet the outcomes outlined in their Funding Agreements and project plan, the Manager Community Strengthening may refuse funding for subsequent years of the Funding Agreement and request the return of any unspent funds.

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4.4.3 As part of the accountability process, Council reserves the right to audit any and all community grant recipients for the compliance with the grant conditions and expenditure of grant monies received.

4.4.4 Approval to distribute funds for the Community Grants Program Individual Development and Community Group Year-Round categories, is delegated to the Director of Community Services, as resolved on 8 April 2019 Council Report, 'Community Grants Program 2020'.

### 4.5 Community Grants Dispute Resolution Process

4.5.1 The decision to award grants is made by Hume City Council.

4.5.2 Council's decision is final and there is no review or appeal process.

4.5.3 Any disputes or complaints regarding the Community Grants program or process will be dealt with in accordance with Council's Customer Feedback and Complaints Handling Policy.

### 4.6 Community Grants Program – Guidance Documents

The delivery of the Community Grants Program is guided by a suite of documents (detailed in Table 1) to ensure the information provided by applicants supports a transparent and rigorous process to the assessment, allocation and distribution of public funds.

**Table 1 – Community Grants Program Guiding Documents**

Document Name	Document Purpose	Review Date
Community Grants Application Guidelines	<ul style="list-style-type: none"> <li>• Guide applicants to apply for the most relevant grant category;</li> <li>• Ensure all information required is provided in the application;</li> <li>• Inform of eligibility and number of grants a group or not for profit organisation can apply for.</li> </ul>	Annually
Assessment Panel Terms of Reference (TOR)	<ul style="list-style-type: none"> <li>• Define the purpose and structures of the grant program and details the level of authority in decision making for assessment committee, and Councillors.</li> </ul>	Biannually
Application and Assessment forms	<ul style="list-style-type: none"> <li>• Applications are assessed based on the information provided in the application form and the weighting allocated to each question.</li> </ul>	Annually

## 5. DEFINITIONS AND ABBREVIATIONS

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- 5.1 Year-round categories – Categories that can be applied for at any time during the year, until funds are exhausted. These are designed to support the community when unforeseen opportunities or situations arise and are assessed as they are received.
- 5.2 Annual grant program – Categories that can only be applied for once a year, during a designated application period. Applications outside the designated period will not be accepted.
- 5.3 Auspice arrangement/Auspice agency<sup>1</sup> – An arrangement where an incorporated organisation provides support, sponsorship or guidance to an unincorporated group.
- 5.4 Funding agreement – a signed document between Council and external party detailing the conditions of the grant and use of funds.

### 6. RELATED DOCUMENTS

- 6.1 Where appropriate, list the related documents and attach to the policy. These may include:
- 6.1.1 Community Grants Application Guidelines
- 6.1.2 Assessment Panel Terms of Reference

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<sup>1</sup> When using an auspice arrangement, the 'auspicee' will carry out the project 'under the auspices of' the incorporated organisation (the 'auspice agency'). The auspice agency receives funding and enters into a relevant agreement with the 'auspicee'.

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