

January 2020

Community Grants Policy

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1. Introduction

The City of Stonnington is an inclusive City that enhances the health and wellbeing of all residents, where people feel safe, socially connected and engaged and is committed to supporting local community organisations with equitable access to facilities, support and resources. Part of this is facilitated through the delivery of a comprehensive community grants program.

2. Purpose

The purpose of the Community Grants Program is to assist community organisations to deliver services and activities that are not funded by Federal, State or private resources that directly benefit the City of Stonnington community.

3. Policy

This Policy outlines Council's approach to providing funding and in-kind support to not-for-profit / charitable community organisations whose work enriches the municipality and aligns with the pillars and strategies of the Council Plan.

4. Scope

This policy applies to:

- General Community grants both in-kind and cash, including Partnership Grants

This policy does not apply to:

- Arts and Culture grants;
- Rental waiver grants
- Community and culture grants
- Individuals
- Commercial Enterprises

This Community Grants Policy is aimed at, but not limited to:

- Community groups
- Seniors groups
- Multicultural groups
- Youth groups
- Sports clubs
- Environmental groups
- Community / neighbourhood houses
- Citizens Advice Bureau
- Some Arts and Cultural (outside the Arts and Culture grants program)
- Social welfare groups

5. Definitions

Community Grant	A sum of money provided to an organisation following a competitive, open and transparent application process. The grant is given to deliver community determined programs and activities that achieve particular outcomes supported by the City of Stonnington. Grants are subject to conditions (particularly reporting and accountability and a requirement for the funds to be expended for the direct purpose they were granted). Council requires some form of recognition for grant funding, as detailed in funding agreements.
Partnership Grant	A sum of money provided to community groups and organisations to deliver significant services, programs or activities over consecutive years. Funding is provided through a service agreement to enable continuous and significant services that align with Council's priorities to be delivered to the community. Conditions, reporting and accountability requirements apply.
In Kind	A fee waiver or partial fee waiver for the use of Council owned facilities (venues or community transport). Non cash arrangement for a one off or ongoing use of a facility.
Not for profit	An entity that does not return profits or surplus to members, owners, directors or committees and is not primarily guided by commercial goals. Any funds raised or profits made within a not for profit community organisation are held and/or invested back into the organisation.
Community organisation	Not for profit organisations and groups that encompass a wide range of activities, programs and services aimed at improving people's quality of life. Council only funds not for profit community organisations that are legal entities.

6. Program Priorities

The City of Stonnington Community Grants Program assists eligible groups to deliver inclusive projects that improve community health, wellbeing and safety; enhance social connections and engagement; and positively contribute to economic and environmental sustainability.

The City of Stonnington Community Grants:

- Increase breadth of, and access to, environmental, social, cultural and recreational activities, programs and services.
- Support delivery of existing, new and innovative projects targeted toward demonstrated high need areas, issues or problems with clear community benefit.
- Support projects and services that strengthen volunteering participation in planning, management and provision of services.
- Support inclusion by providing accessible opportunities for people of all ages, cultures and abilities to participate, build social connections and reduce isolation.
- Support Council to deliver objectives and priorities in the Council Plan and strategic documents including:
 - Inclusion Plan 2019-2022
 - Sustainable Environment Strategy 2018-2023

- Cultural Diversity Policy 2015-2019
- Children, Youth and Family Strategy – Birth to 25
- Positive Ageing Strategy 2018-2021
- Public Health and Wellbeing Plan 2017-2021
- Reconciliation Action Plan 2018-2020
- Responsible Gambling Policy 2016
- Recreation Strategy 2014 – 2024
- Waste Management Guidelines.

The City of Stonnington grants program provides funding to the community through three (3) categories of grants, as described below:

1. Annual Grants (financial);
2. Partnership Grants (service agreements); and
3. In Kind Grants (use of Council venues and facilities / community transport).

Category	Description
Annual Grants	<p>Annual Grants are provided to organisations to deliver programs, projects and activities that benefit Stonnington residents and align with Council priorities and strategic direction.</p> <p>Examples include:</p> <ul style="list-style-type: none"> ● Social and cultural programs; ● Minor equipment purchases (less than \$2,000); ● Environmental initiatives and programs; ● Public health and wellbeing activities; and ● Activities that increase opportunities for organised and passive physical exercise. <p>An annual acquittal is required to be completed in June.</p>
Partnership Grants <i>(service agreements)</i>	<p>Partnership Grants are available to organisations that provide programs and services within Stonnington.</p> <p>This grant category is available for community groups that provide continuous and significant services to the community that align with Council priorities.</p> <p>These groups include but are not limited to:</p> <ul style="list-style-type: none"> ● Neighbourhood Houses; ● Citizen Advice Bureau; ● Emergency relief and material aid providers; and ● Large service providers. <p>Partnership Grants provide funding on a recurrent triennial (3 years) basis to ensure the ongoing operations of the organisation. This funding is CPI adjustment indexed annually, as approved by Council and is subject to meeting the following requirements:</p> <ul style="list-style-type: none"> ● setting and meeting of Key Performance Indicators, set with, and reported to, Council; ● acknowledgement of Council support; and ● submission of annual acquittal documents. <p>Funding agreements and reporting requirements are customised according to the level of funding provided.</p>

<p>In Kind Grants (community facilities)</p>	<p>In Kind Grants provide subsidised use of Council owned venues and facilities, including community transport.</p> <p>The Council venues available for subsidised use include:</p> <ul style="list-style-type: none"> • Malvern Town Hall • Malvern Banquet Hall • Chris Gahan Training Room • Phoenix Park Community Centre • Prahran RSL • Grattan Gardens Community Centre (Community Hall) • Chapel off Chapel • Malvern Library Meeting Room • Toorak Library Meeting Room <p>The Community Transport Service available for use</p> <ul style="list-style-type: none"> • Council Bus – 22 seater • Council Bus – self-drive 12 seater
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7. Program Budget

Community Grants funding is allocated annually through the Council approved budget for the financial year July to June with the funding pool to be distributed across the three grant categories. An open application process applies for eligible groups/organisations/clubs once a year (see timelines below). Council considers all applications in terms of eligibility and available funds/use and there is no guarantee that an application will be granted the full sum, or in-kind use that they have applied for (excluding committed funds under the Partnership Grants). The application and acquittal process aligns with the financial year.

8. Application Timeline

Prior to each community grants program the Community Grants Guidelines will be updated to reflect application timelines for the relevant year. In 2020-2021 the application process is:

- 28 February 2020 – applications open online
- 24 April 2020 – applications close
- May – June – internal assessment
- June – Completed Acquittals' due
- June – July – Council Consideration
- July – adoption by Council – approval subject to receipt and approval of previous year acquittals
- July - letters and email sent to applicants on outcome of their applications and forms to be completed and returned
- July/August – funds released when grant acceptance criteria completed.

9. Eligibility

Community groups and organisations seeking to apply for funds through the Community Grants Program must meet the following eligibility criteria:

Applicants for funds through the Community Grants Program must:

- Have an Australian Business Number (ABN);
- Be not for profit and/or enacted under legislative provisions for charitable purposes; or
- Be incorporated or under the auspices of another incorporated organisation that will accept legal and financial responsibility for the project or activity. If under auspices, funds

will be paid to the auspice organisation which will administer the funds and acquit them on behalf of the group under auspices.

In addition, applicants must:

- Have acquitted previous Council grants and have no outstanding debts to Council;
- Propose an activity that will commence and conclude in the financial year of the grant;
- Offer activities and programs without discrimination or restriction;
- Have current Public Liability insurance of no less than \$10,000,000;
- Complete online Smarty Grants application by the closing date and time;
- Have supplied all financial and other information that is requested;
- Provide responsive, high quality services and facilities;
- Take place within the City of Stonnington boundaries, or subject to conditions be cross-border services that are provided to the Stonnington community;
- Have beneficial outcomes for the Stonnington community; and
- Consider accessibility and inclusiveness.

10. Ineligibility

Applications or programs ineligible for support through Community Grants program include:

- Commercial enterprises;
- Individuals or projects that provide financial support to an individual;
- Activities that duplicate an existing service or program provided by City of Stonnington;
- Carnivals, Fairs and Festivals (please refer to Arts and Cultural Grants Program);
- Building projects, refurbishment or building maintenance;
- Projects that have detrimental environmental impact or produce large quantities of waste.
- Business as usual staff salaries (employment of consultants/specialists to deliver projects/services may be considered) and operational expenses (such as electricity, telecommunications costs, rent);
- Activities that are for the exclusive use or benefit of the organisation membership;
- Political, religious or spiritual organisations where the key focus of the program is to promote their beliefs; (this does not include community celebrations of cultural festivals)
- Groups with access to revenue from electronic gaming machines, in accordance with Council's *Responsible Gambling Policy 2016*;
- Recipients of previous Community Grants who have not returned an acceptable completed acquittal form;
- Hire of venues of a commercial nature;
- Retrospective funding i.e. funds for expenditure that has already occurred;
- Funding for projects/events in the following financial year;
- Subsequent applications for funding in any one year;
- Proposals from current City of Stonnington employees or contractors.

11. Assessment

Grants received by the due date and via the Smarty Grants Program will be assessed. A pre-eligibility check will be undertaken to ensure applications meet the eligibility criteria.

Applications will be assessed against a pre-determined criteria by Council Officers across various areas of Council, then a Council Working Group with a recommendation made to Council for decision.

The assessment criteria will be developed for each grant program as part of the annual revision of the Community Grants Guidelines. The Guidelines will be endorsed by Council prior to the annual Community Grants Program opening.

12. Funding Conditions

Applicants will only be considered for funding if the following requirements are met:

- Applications are submitted through Council's online process (Smarty Grants). Other application methods will not be accepted;
- Applications are completed in full and include all supporting documentation;
- Use of the grant money and/or use of council facilities only for the purpose(s) specified in the approved grant application (excluding salaries) unless permission for a variation is obtained from the City of Stonnington;
- Successful applications will be required to enter into a Funding Agreement with Council, which will outline these responsibilities and measures. Such Funding Agreement will vary according to category of grant.
- Advise the City of Stonnington of any unspent grant funds and/or any grant funds that cannot be used for the purpose specified in the grant application submitted;
- Repay any portion of the funds not used for the specified purpose(s);
- Advise the City of Stonnington of any proposed changes to program or service as described in the grant application, or to your contact details;
- Obtain all appropriate permits, approvals, insurances etc. relating to the program or project for which the grant has been awarded;
- Cooperate with the City of Stonnington to publicise the grant award and assist Council with publicity for the purpose of promotion and creation of media content;
- Comply with reasonable requests by the City of Stonnington for information about the program or project activities;
- Acknowledge assistance by the City of Stonnington in all media releases and promotional material, using the City of Stonnington's corporate logo and the words "Proudly Supported by the City of Stonnington";
- Maintain records to show and account for the uses of grant funds allocated and submit acquittal form showing evidence that granted was expended in accordance with the funding agreement by the due date;
- Provide the City of Stonnington access to records to verify grant expenditures and activities; and
- Acknowledge that there is no guarantee of ongoing grants/in kind waivers each year.

13. Grievance Procedure

The Council's decision is final. Should an applicant wish to appeal a funding decision, this decision will be in accordance with Council's Grievance Procedure.

14. Late Applications

Applications received outside the advertised annual Community Grants Program period may be considered on a case by case basis and will be assessed on the same criteria as any other application and any remaining community grants budget.

Applications received outside the advertised annual Community Grants program must be submitted via the Smarty Grants Program. A report will be presented to the CEO for a decision under delegation. The CEO's decision is final.

15. Other Funding Sources

While there is no direct relationship between the Community Grants program and other Council-based grant programs, Council will:

- Where appropriate, refer an application to another Council program for consideration.
- Take into consideration any other Council funding that the applicant is already in receipt of.
- Provide details of other philanthropic agencies.

16. References

Documents supporting this policy include:

- City of Stonnington Council Plan 2017-2021
- Inclusion Plan 2019-2022
- Sustainable Environment Strategy 2018-2023
- Cultural Diversity Policy 2015-2019
- Children, Youth and Family Strategy – Birth to 25
- Positive Aging Strategy 2018-2021
- Public Health and Wellbeing Plan 2017-2021
- Reconciliation Action Plan 2019-2020
- Responsible Gambling Policy 2016
- Recreation Strategy 2014 – 2024
- Waste Management Guidelines.

17. Human Rights

All applications are considered and assessed in accordance with the obligations of the Victorian Charter of Human Rights and Responsibilities Act 2006.

“The City of Stonnington recognises and respects that everyone has the same human rights entitlement to allow them to participate in, and contribute to, society and our community. We recognise that all persons have equal rights in the provision of, and access to, Council services and facilities. We recognise that, at times, such rights may be limited, insofar as to strike a balance between individual rights and the protection of public interest.”

18. Forms/Checklist

Community Grant Guidelines and Application Form which must be accessed on the Council website www.stonnington.vic.gov.au/communitygrants

19. Review

This policy will be reviewed in January-February every year prior to the commencement of the Community Grant process.

20. Schedule of Changes

Version	Change	Date
Initial	New Policy	February 2018
2	Review	January 2019
3	Review	January 2020