

# Business Support and Activation Grants Policy











## Administration principles

Principles for the administration of the Business Support and Activation Grants Program have been developed from best practice experience and underpin program delivery.

### **Maximise outcomes from investment**

- Value for money – Facilitating the best mix of investment in businesses and activations to meet the best possible outcomes for our places and local economy.
- Best outcomes – Selecting a variety of activations, projects and programs that align or address the objectives of the policy.

### **Sound administration**

- Robust planning and design – Efficient, effective, and ethical funding administration, including the establishment of effective risk management processes.
- Proportionality – Program design and administrative processes are commensurate to the scale, complexity and risks associated with the funding.

### **Governance and accountability**

Establishment of a robust governance framework that:

- defines roles and responsibilities
- establishes the policies, procedures, and guidelines necessary for defensible grant recipient selection
- supports public accountability for decision making, grant administration and performance monitoring.

### **Probity and transparency**

Program administration reflects public sector values, grant decisions are impartial, well documented, and publicly defensible; and appropriate reporting and fraud control measures are in place.

## Conflict of interest

All City of Stonnington officers involved in the grant assessment process are required to declare their interests prior to assessing any grant applications or reviewing project evaluations and reports. Councillors involved in the review of recommendations are also required to disclose their interests prior to their involvement in the grant allocation process.

Applicants, as part of the online application process, are required to complete a conflict-of-interest declaration. These processes ensure that any potential, actual or perceived conflict of interest is promptly identified and managed appropriately. In the event of a conflict of interest, the declaration will be noted in relevant reports to Council and managed according to Council due process.

## Grievance procedure

All funding decisions are made by the City of Stonnington and are final. There is no review or appeal process.

## Policy review

The City of Stonnington commits to monitoring processes, information sharing and decision making to understand the overall level of success in the policy's implementation.

A detailed review of this policy will be undertaken after four years to ensure any changes required to strengthen or update the policy are made.

A soft review will be undertaken annually and officers are authorised to make minor editorial amendments as needed for administrative or updated information purposes.