community grants program – management practice

For further information call 9311 8114 or email admin@vicpark.wa.gov.au
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**Auspice organisation**
A legal entity which will take responsibility for applying, receiving, holding, administrating and acquitting against a grant on behalf of an unincorporated organisation or individual. Grant: refers to any financial allocation/award made by the Town to an eligible party. Grants are not expected to be repaid and do not include technical assistance or other financial assistance, such as a loan or loan guarantee, an interest rate subsidy, direct appropriation, or revenue sharing.

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Any financial allocation/award made by the Town to an eligible party. Grants are not expected to be repaid and do not include technical assistance or other financial assistance, such as a loan or loan guarantee, an interest rate subsidy, direct appropriation, or revenue sharing.

**Incorporated association**
An association, as defined by the Associations Act, includes any association, society, club, institution, community group or body formed or carried on for a lawful purpose. All profits made by the organisation must be used to benefit the organisation or, in the case of a charity, the beneficiaries of that charity, and not for the gain of its individual members.

**In-kind**
A benefit other than money, or goods and services instead of cash, given to an organisation or individual, such as a fee waiver for the use of the Town’s facilities and services. In this community grants program the dollar value of the in-kind support requested shall be calculated and included in the total value of community grant sought by the applicant. The non-financial contribution will be subject to eligibility criteria and shall meet the Town’s strategic aims and objectives.

**Organisation**
A group of people who work together in an organised way for a shared purpose. An organisation may be a community group, club, a not-for profit organisation/association, incorporated organisation, a business, or corporate organisation.

**Initiative**
Any events, services, activities, programs, sector development or projects.

**Conflict of interest**
Any conflict of interest (real or perceived) arising from the applicant’s proposal must be indicated in the application. A real or perceived conflict of interest can arise if an individual (or their family members) associated with the application receives a direct benefit from the project, or is an employee of the Town.

**Resident**
A community member who resides in the Town of Victoria Park.
**Policy: RECN6 community grants policy**

**Objective**
To increase the capacity of community groups, businesses, clubs and organisations in the Town of Victoria Park to implement projects, activities and programs that enhance and promote community wellbeing within the Town.

**Policy statement**
The Council is committed to supporting not-for-profit incorporated community groups, businesses, clubs and organisations that meets the identified needs of the local community.

Council will provide an annual Community Grants Program each financial year. The program will financially support not-for-profit organisations in the Town to develop and implement projects, activities and/or programs that enhance and promote community wellbeing and are aligned to the Town’s vision, mission and values.

**Aims**
The aims of the Town of Victoria Park’s Community Grants Program are to:

- complement the Town of Victoria Park’s strategic objectives
- provide financial assistance to local not-for-profit community groups, clubs and organisations to develop and implement projects, activities and programs that enhance the wellbeing of the community
- strengthen local community capacity and cohesion through capitalising on the strengths and abilities of the community itself to effectively identify its own needs and to plan, develop and implement innovative solutions
- facilitate fair and equitable distribution of community resources and programs through the Town of Victoria Park
- increase participation and accessibility to a range of quality and innovative programs and activities for the residents of the Town of Victoria Park
- address local social disadvantage.

**Ineligibility**
Applicants will be ineligible for a Town grant where the

- applicant has an outstanding debt to the Town
- applicant has failed to submit a satisfactory Town acquittal for a previous Town grant
- application is submitted retrospectively i.e. after a project, activity and/or program has already taken place
- applicant is a Town employee or an Elected Member and their immediate family members.

The Town reserves the right to deny any grant application which conflicts with the Town’s vision, mission or values, or which would bring the Town’s brand or reputation into disrepute, or at its discretion.

**PROCEDURE**

<table>
<thead>
<tr>
<th>None</th>
<th>Community Grants Management Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>RELATED POLICIES</td>
<td>None</td>
</tr>
<tr>
<td>DELEGATION</td>
<td>None</td>
</tr>
<tr>
<td>AUTHORITY</td>
<td>Council Meeting 11 October 2016</td>
</tr>
</tbody>
</table>
The Town values the vital role that individuals, community groups, organisations and businesses play in contributing to a dynamic and sustainable community. Grants are one means in which to support and encourage such groups to engage in activities that advance the quality of life of our community.

The grants program will financially support events, services, activities, programs, sector development or projects, known here on in as ‘initiatives’ which support the achievement of the Town’s Strategic Community Plan’s values, vision and mission. Grants will be available to eligible parties once yearly, based in, or providing services to the Town’s community. Eligible parties include:

- a legally constituted entity such as, an incorporated association or not-for-profit organisations
- community groups and clubs
- service groups and residents associations
- Parents and Citizen (P&C) and Parents and Friends (P&F) associations
- schools (only for projects falling outside the Department of Education responsibilities)
- business groups
- an individual wishing to seek a grant through an auspice organisation
- the applicant has current public liability insurance at the time of the project
- residents seeking a Street Meet ‘n’ Greet or Safer Neighbourhood grant.

Community grants are for initiatives which align to the Town’s Strategic Community Plan, and which deliver measurable outcomes. These may include:

Initiatives which align the Town’s Mission – Social, to promote sustainable, connected, safe and diverse places for everyone, and achieve any of the following strategic outcomes:

- S1 A healthy community
- S2 An informed and knowledgeable community
- S3 An empowered community with sense of pride, safety and belonging
- S4 A place where all people have an awareness and appreciation of arts, culture, education and heritage

Initiatives aligned to the Town’s Mission – Environment, to promote sustainable, liveable, healthy and green places for everyone, and achieve any of the following strategic outcomes:

- En4 A clean place where everyone knows the value of waste, water and energy
- En5 Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.
The Community Grants Program has three levels of funding:

- **Level 1 grant:** up to $500
- **Level 2 grant:** $501 to $5,000
- **Level 3 grant:** $5,001 to $10,000

**Eligibility**

Applicants will be eligible for a grant where the party is:

- a legally constituted entity such as, an incorporated association or not-for-profit organisations
- community groups and clubs
- service groups and residents associations
- parents and citizen (P&C) and parents and friends (P&F) associations
- schools (only for projects falling outside the Department of Education responsibilities)
- residents of the Town seeking Street Meet ‘n’ Greet or Safer Neighbourhood Grants
- business groups
- an individual wishing to seek a grant through an auspice organisation
- the applicant has current Public Liability Insurance at the time of the project.

**Ineligibility**

Please refer to page 3 RECN6 community grants policy for ineligibility criteria.

**Assessment process**

An assessment panel of no less than three members will assess and determine grant applications.

Grant funding can range from cash to fee waiver for reserve hire, in-kind support, to seed funding, part funding, up to full support for a project. Applications will be assessed against a criteria to ensure transparency, accountability and alignment to the strategic outcomes. The value of in-kind requests, such as the Town’s fees for venue hire, ranger services, waste management, marketing and promotion, shall be calculated in the total grant amount.

The level of grant funding awarded may differ from the amount requested and will depend upon the extent to which the funded initiative can contribute to the advancement of the Town’s Strategic Community Plan.

The Town reserves the right to discuss an application with a third party, if necessary, to assist in assessing the application.

**Applications will only be assessed if:**

- it has been fully completed and received by the Town in accordance with requirements
- the applicant has supplied quotes for all purchases in accordance with the grant funding level
- organisations whose mission, objectives, and products do not conflict with the values and objectives of the Town
- the applicant is not requesting explicit endorsement of the applicant itself, or its product
- applicants demonstrate a financial or in-kind contribution
- any conflict of interest has been declared and assessed as reasonable.
Each funding round, a table will be submitted to the Members Information Bulletin detailing:

### Approved applications

<table>
<thead>
<tr>
<th>Name of applicant</th>
<th>Amount approved</th>
<th>Details of initiative</th>
<th>Achievement of Strategic Community Plan outcomes</th>
</tr>
</thead>
</table>
| The Brown Bear association     | $500            | Total cost of initiative: $1,000. To deliver a teddy bears picnic event at St James Park for local children; to enhance community connections. The Brown Bear Association will contribute $500 towards the event.                                        | Social: to promote sustainable, connected, safe and diverse places for everyone:  
  • S3 An empowered community with a sense of pride, safety and belonging.                                                                                                   |
| Better Spaces                  | $10,000         | Total cost of initiative: $12,000  
  Sector development; collective impact initiative between four not-for-profit organisations to:  
  • undertake research into homelessness  
  • host four workshop around homelessness  
  • develop a homelessness strategy  
  • identify and delivery an initiative to address homelessness.                                                                                                                  | Social: to promote sustainable, connected, safe and diverse places for everyone:  
  • S2 An informed and knowledgeable community  
  • S3 An empowered community with a sense of pride, safety and belonging.                                                                                                         |

### Declined applications

<table>
<thead>
<tr>
<th>Name of applicant</th>
<th>Requested amount</th>
<th>Details of initiative</th>
<th>Justification for decline</th>
</tr>
</thead>
</table>
| Mission Impossible Venture     | $6,500          | Total cost of initiative: $6,500  
  To host an invite only event for 30 people at Edward Millan Home                                                                                                                      | Did not meet SCP outcomes. Is an exclusive event for 30 people which does not benefit the community. No financial contribution made.                                                                                                             |
Grant application

What the Town requires from the applicant

Documents

The following documents must be provided:

- a completed application form
- the applicant’s latest annual report
- a current certificate of incorporation
- the most recent audited financial statement (levels 2 and 3 only).
- copies of insurance certificates of currency
- the organisation’s ABN and if no ABN, applicants are to complete a Statement by the Supplier form from the Town or ATO website
- a project plan (relative to the size and nature of the project), including who is involved, what tasks are being undertaken, budget, when the tasks are to be completed
- a risk management strategy or an outline, demonstrating the consideration that has been given to public safety and managing risks associated with the project.

N.B. for any Arts Season or Safer Neighbourhood grants (inclusive of Street Meet ‘n’ Greet), please refer to those individual grant application processes.

Budget

A simple budget template is provided in the application form. Applicants may use their own existing budget template, but ensure that the requested information is included.

When preparing the budget breakdown, applicants must list all expenditure items exclusive of GST. Where applicable, identify which items of expenditure will be funded by which funding sources. The items you identify in the grant section must be listed in order of priority.

Quotes

The Town aims to maximise participation of local businesses in the supply of goods, services and works that are procured with ratepayers’ funds. Procurement from local businesses must be balanced against value for money outcomes, and where all other factors are considered equal, preference by provided to businesses that have a measurable presence within the district.

The following table outlines the quotes required based on the value of each expenditure item (exclusive of GST).

<table>
<thead>
<tr>
<th>Amount of purchase (excl. GST)</th>
<th>Minimum requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $500</td>
<td>Two verbal quotations</td>
</tr>
<tr>
<td>$501 to $4,999</td>
<td>Three written or verbal quotations</td>
</tr>
<tr>
<td>$5,000 above</td>
<td>Minimum of three written quotations</td>
</tr>
</tbody>
</table>
Grant outcome

Letter of agreement

A formal grant agreement will be entered into with the successful applicant, through a letter of agreement being issued to the grant applicant. Funding of approved grant applications will be subject to acceptance of conditions specified in a grant agreement as contained in the letter of agreement.

The letter of agreement shall contain a description of:

- names of all the parties
- obligations, rights and responsibilities of each party
- dispute resolution
- payment schedule and financial accountability requirements
- reporting/acquittal requirements
- termination clauses.

Acknowledgement of grant funding

All recipients of Council grants are required to acknowledge the Town as a project supporter in any relevant publicity i.e. on the organisation’s website, at appropriate functions and in relevant documents such as, newsletters and annual and financial reports. The funded organisations shall ensure that all materials produced that involved the use of grant funds display due acknowledgement of the Town.

The Town will host quarterly or as required grant celebration gatherings, whereby grant recipients will be expected to attend to share their grant success story. Photos or video may be taken and stories may be shared through social media, media release or as desired by the Town, with full disclosure of the grant recipients name, project, funding amount and grant outcomes.

Payment of grant funds

Grant payments will generally be single payments paid after signing of the letter of agreement. The timing of payments may vary depending on the nature of the agreement, the initiative, the level of funding and level of risk. For example, payments may be made after the initiative has taken place, as part or full payments, or as copies of invoices are presented to the Town for expenditure incurred for the initiative. The payment schedule will be outlined in the letter of agreement.

Budget salaries and administration

Budgets for salaries and administration items must be on current costs, excluding goods and services tax (GST) and in accordance with relevant industrial awards or agreements, where they exist. Budgets for administrative expenditure should be itemised.

Revenue

All income arising from the conduct of the sponsored project must be identified and applied to the project, unless otherwise agreed to by the Town.

Assets

Funding will not generally be provided to purchase assets, however the purchase of equipment items relevant for use in the project may be allowed. Any proposal to purchase equipment must be stated in the grant application and will be subject to the approval of the Town.
The acquittal process

Every grant over $500 provided by the Town must be acquitted within 30 business days (six weeks) of the completion of the project. This involves providing financial records of how the grant funding was spent, as well as a report on project outcomes. Any unexpended funds must be returned to Council.

Non-compliance with acquittal

The Town may take action to recover funds from an applicant if the funds are not acquitted appropriately. Applicants with outstanding acquittals are not eligible for further Town funding.

Termination of the grant

The grant agreement may be terminated if in the opinion of the Chief Executive Officer:

- the project is not being carried out with competence and diligence
- the project is not being carried out in accordance with the terms of the grant agreement
- the grant recipient fails to provide information concerning operational, administrative or financial aspects of the project in response to a reasonable request from the Town.

The Town may require repayment of any grant funding if the funding is not used for the approved purpose in accordance with the grant agreement.

Sale of materials and intellectual property

Any materials produced with funds provided under these grant funding arrangements shall remain the property of the Town and shall not be offered for sale. All arrangements relating to these matters will be determined at the time of the approval of the grant application.

Freedom of information

The Town is subject to the WA Freedom of Information Act 1992, which provides a general right of access to records held by local government agencies. Applicants are advised that information pertaining to the receipt of funding from the Town may/will be included in the Town’s Annual Report and website. This information could/will include the name of recipients, the amount of the assistance, the name of the project and a brief description of the project. This could result in requests for more details to be released publicly.

Unsuccessful grant applications

Unsuccessful grant applications will be advised in writing within 60 days of grant submission. Rational for the declined grant application will be provided.

Perception of bias

In accordance with best practice public sector transparency and accountability principles, all committee members and staff who are, or have in the last three years been a board member, committee member, executive member, or a life member of an association applying for community grant shall disqualify themselves from all aspects of the consideration process from receipt of application through to consideration at the grants committee.