

Community Support Grants Policy

Policy Endorsement:	Council		
Policy Superseded by this Policy	Community Support Grants Policy		
Directorate:	Community Services		
Responsible Officer:	Director of Community Services		
Policy Type:	Discretionary		
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1. Purpose

The purpose of this Policy is to provide a framework for the operation and delivery of the Community Support Grants Program that is based on good governance and a commitment to building community capacity and promoting self-reliance.

2. Background

Council recognises the significant role played by community organisations in providing valuable programs, activities and events that promote healthy community participation. Activities foster social inclusion, community resilience, and an enhancement of residents' health and wellbeing. They celebrate the diversity of the City of Greater Dandenong and promote harmony across the municipality.

Council provides annual funding resources to support, facilitate and encourage these activities through the Community Support Grants Program.

3. Scope

This Policy applies to one-off monetary grants of up to \$10,000 provided by Council.

This Policy covers grants provided by Council to individual artists, community groups and organisations through the Community Support Grants Program.

4. Human Rights and Responsibilities Charter – Compatibility Statement

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The aims of this Policy support and uphold the intentions of the Human Rights and Responsibilities Charter.

5. References

- Previous Community Support Grants Policy - Adopted at the Ordinary Council Meeting 27 April 2015
- Council Plan 2017-21
- Community Development Framework (Current)
- Community Engagement Policy (Current)
- Diversity, Access and Equity Policy (Current)
- Electronic Gaming Policy (Current)
- Disability Policy (Current)
- Language and Communications Policy (Current)
- Commonwealth Grant Guideline Principle (2013)

6. Definitions

Not-for-profit	A not-for-profit is an organisation that does not operate for the profit, personal gain or other benefit of particular people (for example, its members, the people who run it or their friends or relatives).
Community Group	Not-for-profit or voluntary groups that receive minimal or no funding to run group activities or programs that provide benefit to members and/or the wider community. Includes groups deemed to be providing services and activities that involve and benefit residents of the City of Greater Dandenong, such as sporting and hobby clubs, seniors' groups, youth groups, children's and family's groups, cultural groups, service clubs, environmental groups, and social support groups (e.g. disability support groups).
Community Service Organisation	Not-for-profit service organisations, charities or voluntary service groups that provide services to support the community.
Community Support Grant	A sum of money given for a specific purpose and subject to conditions including that the money is used for an agreed purpose.
Schools	Primary and secondary schools in the City of Greater Dandenong only in relation to grant applications for activities that are not part of core school curriculum and include the broader community.

Local volunteer groups of affiliated government services	Government affiliated local volunteer groups that provide a civic service (such as Country Fire Authority or Victorian State Emergency Services) are eligible for community engagement and awareness raising activities beyond the scope of the Statutory Authority's support.
Individual Artist	An individual artist is defined as a practicing artist who is recognised by their peers, is committed to devoting significant time to artistic activity and/or has a history of public presentation.

7. Council Policy

7.1 Policy Statement

Council shall make one-off grants available to community groups and individual artists to support innovative and inspiring projects and activities that contribute to a healthy and vibrant community and enhance community capacity.

The policy objective of the Community Support Grants Program is to provide direct and tangible benefit to residents of the City of Greater Dandenong.

7.2 Policy Principles

The Policy builds on the Commonwealth Grant Guideline principles (2013), adapting these for the City of Greater Dandenong context. These are:

- Collaboration and partnerships between funder and recipient.
- Building-capacity of funded organisations.
- Open and accessible funding programs.
- Timely and efficient administration processes.
- Transparent decision processes and outcomes.
- Strategic alignment between funding and Council business.
- Measurable outcomes from funded programs.

7.3 Program Aims

The aims of the Community Support Grants are consistent with the Greater Dandenong Imagine 2030 Community Plan, the Council Plan and the Community Wellbeing Plan.

The goals of the Community Support Grants are to:

- Contribute to Council's vision and strategic priorities.
- Enhance community capacity in responding to local needs.
- Contribute to improvement of community safety, health and wellbeing.
- Encourage active participation in community life.
- Increase partnership and collaboration.
- Increase intercultural connections, promote understanding and celebrate diversity.

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- Promote access and inclusion of individuals or groups that may experience exclusion.
- Have the best sustainable outcome for the local community.

7.4 Implementation Principles

- Budget
 - Determined by Council through the annual budget process.
 - Allocated over two funding rounds per financial year.
- Funding streams:
 - Community Development
 - Arts, Festival and Events
- Information and Support
 - Grant round information, including opening and closing dates are to be publicly advertised through a range of communication mediums.
 - Applicants are encouraged to review relevant documents.
 - Applicants encouraged to seek support from Council staff prior to developing and submitting an application.
- Assessment and Decision making
 - Officers will conduct an eligibility check on all applications received.
 - Multi-stakeholder Independent Assessment Panels will assess applications against assessment criteria and make recommendations to Council for funding.
 - Public reporting after each round on Council's grant website and in the Annual Report.
 - Conflict of Interest
 - Council employees and Councillors involved in the assessment and/or determination of grant applications must adhere to the requirements detailed in the Code of Conduct for Staff or Councillors. Where an Employee or Councillor believes they have a real or perceived conflict of interest the must contact the Governance Business Unit and complete a Conflict of Interest form.
- Conditions
 - Grant applicants are required to provide evidence to demonstrate good governance in their organisation's management and use of Council funds.
 - Where organisations are unable to demonstrate good governance or risks are identified, Council officers will offer support to identify opportunities and training to improve governance processes before a grant is approved.
 - Grants are subject to conditions which will be outlined in the grant agreement.
 - Assessment Panels may recommend additional conditions for funding.
 - Grant recipients will be required to complete period reports and acquit grants, including reporting on expenditure of funds and project outcomes.
 - Where grant recipients fail to comply with conditions Council shall take appropriate action, such as designating the organisation as ineligible for

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further grants or taking action to reclaim funds already paid, dependent on the specific circumstances of the case.

- Continuous Improvement
 - Officers will seek to improve program effectiveness and accessibility. Where opportunities to significantly improve the program arise, Council will be notified of any procedural changes.

8. Related Documents

- Community Support Grants Program Guidelines
- Community Response Grants Policy
- Community Partnership Funding Policy