



Greater Dandenong Policy

Community Response Grants Policy

Policy Endorsement:	Endorsement required by Council or		
Policy Superseded by this Policy	Community Response Grants Policy		
Directorate:	Community Services		
Responsible Officer:	Manager Community Development, Sport and Recreation		
Policy Type:	Discretionary		
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1 st Adopted by Council	22 September 2014 Minute No. 712	Last Adopted by Council:	9 September 2019 Minute No. 1175
Review Period:	3 years	Next Review:	June 2022

1. Purpose

The purpose of this Policy is to provide a framework for the operation and delivery of the Community Response Grants Program.

2. Background

Council recognises that financial assistance through a Community Response Grant can support individuals or community groups to achieve success in their chosen endeavour or activity. Council also recognises the need for a responsive, simple and small grant program that aligns with the Council Plan.

3. Scope

This Policy applies to monetary grants provided through the Community Response Grants Program and applies to Council staff, Councillors, grant recipients and other parties that may become involved in the grants process.

This policy strengthens Council's position to deliver good practice grants administration and meet requirements under the *Local Government Act 1989* and the Local Government Amendment Bill 2014 Section 195A – Prohibition of Councillors discretionary funds.

4. Human Rights and Responsibilities Charter – Compatibility Statement

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



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5. References

- Endorsement at the Ordinary Council Meeting 9 October 2017
- Council Plan (current)
- Community Development Framework November (current)
- Community Engagement Policy (current)
- Diversity, Access and Equity Policy (current)
- Electronic Gaming Policy (current)
- Disability Policy (current)
- Language and Communication Policy (current).

6. Definitions

The following definitions apply in the reading of this Policy.

Grant	A payment of money by Council to an individual or community group for an agreed purpose and subject to conditions
Individuals	Residents of the City of Greater Dandenong (excluding Council staff)
Community Groups	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, emergency service volunteer groups and social support groups (e.g. disability support groups).
Schools	Primary and secondary schools in the City of Greater Dandenong only in relation to grant applications for activities that are not part of the core school curriculum and include the broader community.
Legal Entity	An incorporated association, a co-operative, company limited by guarantee or trust.

7. Council Policy

7.1 Policy Statement

The Community Response Grants Program provides opportunities for individuals and community groups, including schools, to apply for small grants through a simple and convenient application process that is open throughout the year.

7.2 Policy Principles

The Policy upholds and reinforces the Commonwealth Grant Guideline principles (2013):

- Robust planning and design
- Collaboration and partnerships
- Proportionality
- Outcomes orientation
- Achieving value with public money
- Governance and accountability
- Probity and transparency.

7.3 Program Principles (Community Development Framework)

- Asset based - building resilience by identifying the strengths that exist within a community and helping harness these to address issues that affect them.
- Place based - focusing on neighbourhoods and places where people meet to identify community needs and understand opportunities for improvement.
- Needs and outcomes focused - involving residents in finding solutions to their needs and helping community leaders to foster positive change in their communities.
- Connecting people - supporting residents' active participation in their local community and encouraging them to work together on common goals.
- Civic participation - supporting and linking residents together to make a difference in the civic life of their community and developing the skills, knowledge, values, and motivation to make the difference through political and non-political processes.
- Partnerships and relationships - establishing partnerships and relationships with community members and organisations to develop trust and collaboration with council.
- Funding focus - helping to secure community funding and resources that support community initiatives.
- Access and equity - delivering initiatives that are developed in a manner that is respectful of diversity and promotes equity and equal access for all.

7.4 Program Aims

The aims of the Community Response Grants Program are to:

- Encourage individuals who are residents of the City of Greater Dandenong to develop their talents and abilities to achieve their goals and ambitions.
- Support small not-for-profit community groups and clubs that receive minimal or no funding.
- Create opportunities for new not-for-profit community groups, clubs and/or associations who have recently established or have not previously accessed Council's grants program, to support their development and running of activities.
- Support not-for-profit groups to deliver small, responsive community led projects and initiatives open to the wider Greater Dandenong community.

7.5 Implementation Principles

- Budget
 - Determined by Council through the annual budget process
 - Allocated on a quarterly basis.
- Assessment and Decision making
 - Officers will conduct an eligibility check on all applications received
 - Officers will assess applications and make funding recommendations against criteria
 - Where an application is deemed to not fit within the purpose or aims of the Community Response Grants Program, or present a potential risk, officers may:
 - Seek additional information from the applicant – to be provided within two weeks of contact; and/or,
 - Refer application to Team Leader of Community Funding for formal review – who may approve or decline the application, and where available refer applicant to an alternative suitable grant program.
 - Decision making is under delegation from the Council to the Director Community Services
 - Unless further information is requested by officers, applicants will receive formal notification of outcomes within four weeks of submission
 - Reporting to Council for noting of successful grants to be included with Corporate Quarterly Reporting.
 - Reporting to the public to be in the Annual Report.
- Program
 - Funding amounts are set for individuals and community groups within this policy via four categories
 - Grants will be fully funded where all applicable criteria are met
 - Applications for grants can be made at any time of the year and applicants will be notified of the outcome within four weeks of application
 - Only one grant per group per annum under the Community Response Grants Program
 - Only one grant per individual in 24 months.
- Conditions
 - Grants will be subject to conditions which will be outlined in the notification letter
 - Grant recipients will be required to acquit grants, including reporting on expenditure of grant funds, and the results and benefits of funded activities
 - Where grant recipients fail to comply with conditions Council shall take appropriate action, such as designating the group as ineligible for further grants or taking action to reclaim funds already paid, dependent on the specific circumstances of the case.
- Promotion and Communications
 - The Community Response Grant Program will be widely promoted to ensure all residents of City of Greater Dandenong have access to this program



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8. Related Documents

- Community Response Grants Program Guidelines.