



## POLICY – COUNCIL – COMMUNITY GRANTS POLICY

<b>DATE AMENDED:</b>	<b>July 2019</b>
<b>DATE OF NEXT REVIEW:</b>	<b>July 2023</b>
<b>ADOPTED BY:</b>	<b>Council</b>
<b>DATE ADOPTED:</b>	<b>August 2019</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Director Corporate &amp; Community Services</b>

### REFERENCES:

#### Best Value Principles

Pyrenees Shire Council has the responsibility to provide its ratepayers with best value, with all services provided by Council meeting the expectations in terms of quality and cost. In providing this, all services need to be accessible, responsive to the needs of the community, considerate of the natural environment and subject to continuous improvement.

To achieve the best over life outcome for Council's expenditures, which meets quality and service expectations, there will be periodic review of services against best on offer in both the public and private sectors.

All Council staff members are responsible for supporting best value principles in their normal day to day actions to ensure services are recognised by the community as delivering best value.

### Signed

**Kathy Bramwell**  
Director Corporate & Community Services

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## 1 POLICY STATEMENT

Council recognises the important contribution made by not-for-profit and community groups across the Pyrenees Shire. In support of this, Council offers financial assistance to groups located in or servicing people living in the Shire through the provision of the Community Grants Program, to promote community activity, achievement, participation and wellbeing.

The Pyrenees Shire Council commits to making an annual budget allocation to conduct the Community Grants Program biannually.

## 2 PURPOSE AND OBJECTIVES

This Policy sets out the eligibility and assessment criteria to be applied to Council's Community Grants Program and to define the roles, responsibilities, obligations and accountability in the conduct of the grants program.

### 2.1 Objectives

The objectives of the Community Grants Program are:

- To support community groups in addressing an identified need within their community;
- To enable the delivery of projects, programs, events and/or activities that contribute towards increasing the liveability of the Shire, as well as the health and wellbeing of its residents;
- To empower community groups to improve, expand or build facilities within the Pyrenees Shire and for use by Pyrenees Shire communities; and/or
- To help create opportunities for new or modified recreation and community activities which promote and foster resilience, participation, achievement and wellbeing.

## 3 SCOPE

This Policy applies to all activities associated with the administration of the Pyrenees Shire Council's Community Grants Program which consists of the following two Grants Schemes:

- Community Grants Scheme
  - Grants of up to \$1,500 for programs and equipment
  - Grants of up to \$750 for events
- Community Capital Grants Scheme
  - Grants of up to \$5,000 for capital works projects

## 4 DEFINITIONS

<b>Capital Works</b>	The upgrading of facilities or buildings, structural alterations/improvements, the installation of fixed built items, any addition that adds capital value.
<b>Community Groups</b>	A group working on or on behalf of community members within the Pyrenees Shire; or A group(s) providing services to members of the Pyrenees Shire Communities.

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**Council's  
frontline  
counters**

Council Offices, 5 Lawrence Street, Beaufort  
Beaufort Resource Centre, Neill Street, Beaufort  
Avoca Information Centre, High Street, Avoca

**Auspice**

To 'auspice' means to be provide support, sponsorship or guidance.  
An auspicng organisation is one that allows an unincorporated organisation or individual to undertake an activity or project under their sponsorship.  
It is preferable for this relationship or arrangement to be subject to an agreement that sets out the legal obligations of both the auspicor (sponsoring organisation) and auspice (unincorporated organisation or individual undertaken the activity or project under sponsorship) toward each other and in relation to any specific funding or other agreements.  
For more information on auspicng see: <https://www.nfplaw.org.au/auspicng>

## 5 POLICY PROVISIONS

### 5.1 Grant rounds and notification

The Community Grants Program will be conducted in September and March of each financial year, under the direction of the Council.

Council will advertise the grant application process and applicable dates at least one week prior to the grants opening date. The program will be advertised via a broad media campaign that may include Council's website, social media and local paper-based media.

Grant applications will be assessed against declared eligibility criteria and recommendations provided to Council for resolution at the November and June Council meetings each financial year.

Applicants will receive written notification of the outcome of their application within two weeks of the Council resolution being made and grants will be distributed to successful applications prior to the end of December and July of the relevant year.

### 5.2 Eligibility

Applications will be accepted from incorporated community groups and eligible service organisations that are not-for-profit and either based within the Pyrenees Shire or provide services / activities for people living in the Pyrenees Shire. New groups wanting to establish themselves within the boundaries of the municipality will also be eligible.

Groups that are not a legal entity (i.e. incorporated) will only be eligible for application if they are auspicng by a suitable organisation that meets the eligibility criteria. In this instance, the application must be submitted in the name of the auspicng organisation.

Groups and/or projects that have already received a community grant in the current funding round, or those with an outstanding acquittal or debt, may not be eligible to apply.

Groups must submit the following evidence of eligibility, with their application:

- Incorporation number; and

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- Copy of their current public liability certificate of currency, which covers the proposed activity or project.

Where applicable, all infrastructure projects must meet recommended guidelines and standards (e.g. Australian Standards for lighting of sporting surfaces; dimensions for goal posts etc).

Projects entailing building works will need to seek formal written approval from the land manager (i.e. Council, DELWP, Section 86 Committees of Management), and ensure that necessary permits are obtained prior to commencing works (e.g. building or planning permits).

Evidence of the above may be requested as part of the application or assessment processes.

### 5.3 Making an application

Applications must be submitted on the appropriate form which is available on Council’s website or a hard copy may be obtained from any of Council’s frontline counters. A form can also be sent via email upon request to [pyrenees@pyrenees.vic.gov.au](mailto:pyrenees@pyrenees.vic.gov.au) or by telephoning 5349 1100.

All applications must complete all requested information and meet stated requirements, including:

- Budget information relating to the activity or project;
- Relevant quotations; and
- Funding must meet the funding requirements stated on the application form.

Applications which do not include all required information and attachments will not be accepted or assessed. Where practicable, Council officers will assist groups in ensuring applications meet eligibility criteria.

Applications received after the closing date will not be accepted.

### 5.4 Successful applications

Council’s Community Wellbeing and Grants Coordinator will facilitate the assessment process and make recommendations for Council resolution.

Successful applicants must enter into a funding agreement with Council prior to receiving funds.

All projects must be acquitted within twelve months of receiving funding. All project acquittals must include receipts showing all expenditure.

Any requests for an extension of time to complete the project must be requested in writing before the stipulated project end date.

### 5.5 Assessment process

Only applications meeting the eligibility criteria, funding ratio and providing all required information and attachments will be considered for assessment.

Council will establish an appropriate grant assessment panel of no less than three people who will individually score applications received, based on meeting the selection criteria. To ensure probity and fairness, each member of the panel will complete a Conflict of Interest Declaration prior to the grant assessment process.

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To ensure impartiality, any officer who provided close assistance with the application should not be involved in the assessment process.

Once applications have been assessed independently, they will be averaged and ranked accordingly. The assessment panel will then make a final decision based upon the scores.

A reporting containing final recommendations will be prepared for Council consideration and resolution.

## 5.6 Assessment Criteria

Both community grant schemes will be assessed against the following criteria:

- Does the project respond to an identified community need?
- Is the project an identified action or priority within the local Community Action Plan or within a Council Strategy or Plan?
- Does the project demonstrate a clear intent or purpose which will result in benefit to residents of the Pyrenees Shire?
- Will the project help to increase participation, community connections or health and wellbeing?
- Does the project encourage multi-use or shared facilities, or collaboration with other community groups?
- Does the project support any of the following within the community:
  - Equal opportunity, anti-violence or child safety principles?
  - Improved mental health?
  - Increased resilience?
  - Climate change adaptation?
- Does the project, event or activity provide a new or enhanced service to the community?

### 5.6.1 Other criteria

In addition to the assessment criteria, consideration will also be given to the following:

- Amount of grant funds available
- Number of applications made and funds sought
- Fair distribution of funds across the municipality
- Receipt of previous funding
- Status of previously funded projects or acquittals
- Urgency of project
- Degree of innovation or benefit

## 6 RELATIONSHIP TO THE PYRENEES SHIRE COUNCIL PLAN

Strategic Objective 4 - Financially Sustainable, High-performing Organisation - Our organisation will respond to community needs, attend to our core business, and strive for excellence in service delivery in an ethical and financially responsible manner.

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## 7 IMPLEMENTATION

This Policy will be implemented in accordance with the Community Grants Program Procedure.

## 8 DOCUMENT HISTORY

Version Number	Issue date	Description of change
1.0	August 2019	Initial release

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