

# **GREATER SHEPPARTON CITY COUNCIL**

**Policy Number 43.POL1**

## **Grant Distribution**

**Version 1.0**

**Adopted 18 March 2014**

**Last Reviewed 18 April 2017**

<b>Business Unit:</b>	Economic Development
<b>Responsible Officer:</b>	Manager Economic Development
<b>Approved By:</b>	Chief Executive Officer
<b>Next Review:</b>	18 March 2021



**PURPOSE**

To maximise Council’s return on investment by delivering grant programs that support and encourage the local community to improve and develop facilities, social connections, arts and culture, mental and physical health, environmental sustainability, heritage, public events and general liveability in Greater Shepparton in accordance with the current Council Plan objectives.

**OBJECTIVE**

The objective of this Policy is to ensure that Council’s grant principles, processes and procedures, achieve the following objectives:

- (a) a clear and established process for distribution of Council grants
- (b) improved transparency and public awareness of grant programs
- (c) to assist as many eligible projects as possible to maximise Council investment and community benefit
- (d) support adherence to the Council Plan and local plans resulting from the community development process
- (e) ensure that an appropriate eligibility and acquittal process is established.

**SCOPE**

This Policy applies to all Council staff who disseminate Council grants to the local community.

**DEFINITIONS**

Reference term	Definition
Council staff	Includes full-time and part-time Council staff, and temporary employees, contractors and consultants while engaged by the Council
Local Community	All residents within Greater Shepparton
Community group	A “not-for-profit” group or organisation with an open membership to residents of Greater Shepparton



## POLICY

### 1. Policy Principles and Application

- a. Council will apply the following fundamental principles to every grant program provided by the Council;
  - adhere to and promote objectives identified in the current Council Plan
  - be just
  - be fair and free from bias, conflict of interest or any other form of influence
  - provide value for money
  - be properly resourced
  - be properly recorded.

### 2. Grant Categories

- a. Funding that applies to this policy will be allocated under, but not limited to, the following grant categories;
  - Community Matching grants
  - Arts in the Community grants
  - Community Events grants
  - Our Sporting Future grants
  - Greater Shepparton Greater Health Grants
  - Community Sustainability grants
  - Small Towns Festive Decorations grants
  - Australia Day grants
  - Festive Events grants
  - Heritage grants
  - Business Infrastructure grants

### 3. Funding Criteria

- b. all applications will be assessed against the following funding criteria:
  - meets Council Plan objectives
  - adheres to individual grant eligibility criteria
  - adheres to individual grant objectives
  - provides value for money
  - provide identified community need
  - addresses safety and risk issues
  - demonstrates confirmed matched funding commitment and in-kind (if applicable)
  - clearly identified project scope and outcomes
  - clearly identified budget that is realistic
  - clearly defined project management
  - proven track record to comply with Councils financial requirements and acquittals for grants in the last 3 years.



#### 4. Funding Exclusions

- a. Council will not fund:
- groups and or organisations that operate for profit (exclusions apply to the Heritage grants and Business Infrastructure grants)
  - retrospective funding, e.g. projects that have already started or have been completed
  - projects that take place outside of the Greater Shepparton LGA
  - other Council departments and/or Council run child care centres
  - individuals (exclusions apply to the Heritage grants and Business Infrastructure grants)
  - fundraising activities
  - projects that are clearly a duplication of an existing service
  - groups which are not legally incorporated\*
  - politically based organisations or those who operate principally as a lobby group
  - groups who are in debt to Council
  - prize money and awards
  - groups that cannot provide evidence of appropriate public liability insurance for the project
  - groups that receive their main part of operational funding from Council
  - groups that receive direct income from electronic gaming machines
  - applications made by government bodies (exemptions are made to projects that are not the organisations core business and provide a direct benefit to the broader community).

*\*groups that are not incorporated can receive a grant via an auspice organisation.*

#### 5. Advertising

- a. information about all Council grants will be made publicly available in a coordinated manner on Council's website, via social media and other media as appropriate.

#### 6. Application Process and Evaluation

- a. funding guidelines and application forms are made available to applicants
- b. applications received will be;
- evaluated by an assessment panel and scored against the funding criteria
  - ranked in order of score with a cutoff point determined by the amount of funding available
- c. a Council report on applications received and the recommendations made by the assessment panel will be prepared for Council determination on the allocation of grant funding and presented at an ordinary Council meeting
- d. Council reserves the right to fund or partly fund any project at its sole discretion
- e. acquittal and project review information will be required from each applicant and approved and recorded by Council staff
- f. all grant programs will be evaluated on a regular basis.





**RELATED POLICIES AND DIRECTIVES**

- Process for Grant Distribution 43.CEOD1

**RELATED LEGISLATION**

NIL

**REVIEW**

This Policy will be reviewed every four years, initially by the Grants Coordinator and then in conjunction with the relevant Responsible Manager.



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**Peter Harriott**  
**Chief Executive Officer**

26/4/17  
Date

**ATTACHMENTS**

NIL

