



**GREATER SHEPPARTON CITY COUNCIL**

# **GRANT DISTRIBUTION POLICY**

Adopted by Council: 16 March 2021

Next Review: 16 March 2025



## GRANT DISTRIBUTION POLICY

<b>Code:</b>	43.POL1
<b>Version:</b>	1.3
<b>Business Unit:</b>	Economic Development
<b>Responsible Officer:</b>	Manager Economic Development
<b>Approved By:</b>	Chief Executive Officer
<b>Adopted By:</b>	Council 16 March 2021
<b>Next Review:</b>	16 March 2025

## DOCUMENT REVISIONS

<b>Version #</b>	<b>Summary of Changes</b>	<b>Date Adopted</b>
1.1	Minor amendment	April 2016
1.1	Minor amendment	April 2017
1.2	Amendment of definitions page 3	August 2019
1.3	Amendment of approval process	16 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, new business, 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 grant funding to the local community on behalf of the Council. This policy does not apply to any sponsorship that may be disseminated by the Council.

## DEFINITIONS

Reference term	Definition
Grant funding	<p>Council describes the assistance it provides to community organisations as 'grants'.</p> <p>A grant is normally understood as a form of financial assistance that funds an individual or organisation to develop a specific project. The project must align with the objectives of the current Council plan and be monitored via a grant agreement.</p>

## DEFINITIONS

Reference term	Definition
Sponsorship	Council defines a sponsorship as a commercial arrangement in which Council provides a contribution in money or in kind to support an activity in return for certain specified benefits to the Council. The activity must align with the objectives of the current Council plan and be monitored via a sponsorship agreement.
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 organisation	A “not-for-profit” organisation or organisation with an open membership to residents of Greater Shepparton

### 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
  - Small and Large Events grants
  - Our Sporting Future grants
  - Community Sustainability grants

- Small Towns Festive Decorations grants
- Australia Day grants
- Festive Events grants
- Heritage grants
- New Business grants
- Visitor Economy grants

### 3. Funding Criteria

All applications will be assessed against the following funding criteria:

- meets Council plan objectives
- adheres to individual grant eligibility criteria
- aligns with individual grant objectives
- provides value for money
- responds to identified 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:

- retrospective funding, e.g. projects that have already started or have been completed prior to grant approval
- projects that take place outside of the Greater Shepparton LGA
- projects where Council is the applicant Council operated child care centers
- fundraising activities and donations
- projects that are clearly a duplication of an existing service
- organisations which are not legally incorporated\*
- politically based organisations or those who operate principally as a lobby organisation
- organisations who are in debt to Council
- prize money and awards

- organisations that cannot provide evidence of appropriate public liability insurance for the project
- organisations that receive their main part of operational funding from Council
- organisations that receive direct income from electronic gaming machines (EGM)
- applications made by other government bodies (exemptions are made to projects that are not the applicant organisations core business and provide a direct benefit to the broader community e.g applications from local primary schools)

*\*organisations 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 of Council staff and scored against the funding criteria
  - ranked in order of score with a cutoff point determined by the amount of funding available
  - results from the assessment process will be presented to relevant Manager(s) and awarded by the relevant Director under delegation
- c. grant agreements prepared and payments made
- d. a report on awarded grants be prepared and presented to the Executive Leadership Team and Councilors in a briefing format and communicated formally at an Ordinary Council Meeting
- e. Council reserves the right to fund or partly fund any project at its sole discretion
- f. acquittal and project review information will be required from each applicant and approved and recorded by Council staff
- g. all grant programs will be evaluated on a regular basis.

## RELATED POLICIES AND DIRECTIVES

- Process for Distribution of Grants 43.

## 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.



24<sup>th</sup> March 2021

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**Peter Harriott**

**Date**

**Chief Executive Officer**

## ATTACHMENTS

NIL