

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

18 April 2017

Agenda Item 8.4 Community Matching Grant Round Two - 2016/2017

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GREATER SHEPPARTON
GREATER FUTURE



Community Matching Grant Scheme Funding Guidelines

Funding up to \$2500

Greater Shepparton City Council is pleased to offer funding for projects and community activities which build or strengthen Greater Shepparton communities through the Community Matching Grant Scheme. The Community Matching Grant Scheme is part of Council's Community Development Framework.

The intention of the funding is to facilitate projects which achieve some or all of the following objectives:

- Build new social connections and partnerships within communities, or reinforce those that already exist
- Encourage participation in community activities and organisations
- Enable community members to acquire or develop a new skill
- Create, renew or revitalise places and spaces within the community

Funded projects must be able to demonstrate that they are inclusive, have wide community support, and, where appropriate, are sustainable past Council's funding. Funding may be used to conduct events that encourage social connection, artistic or cultural projects, or community building projects such as creating or rejuvenating a community asset.

Grants are available up to \$2,500 per project.

See Greater Shepparton City Council website for information on how to apply.
www.greatershepparton.com.au

Please contact Council's Community Development Officer before
completing your application on 5832 9478

Council staff are available to discuss your project ideas.
Grant Information sessions are conducted throughout the year.

**Please read the Guidelines carefully to ensure you are eligible to apply
and to assist you to complete all sections of the application process.**

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Eligibility

- Applications can be made by not-for-profit community, arts, cultural or sporting groups which already exist and whose principal activities are conducted within the Greater Shepparton area.
- Applications can be made by a residents' group which specifically forms to carry out the project. Where an application is made by a group that is not an Incorporated Association; the applicants will need to nominate another incorporated not-for-profit Community Group, Organisation or Club which is willing to manage the grant funds ("auspice the grant") on their behalf. A letter will be required from your auspice organisation confirming their willingness to accept the auspice role.
- Applicants are required to have a current Public Liability Insurance policy. For Grants less than \$5000 a minimum of \$10 million is required. For Grants over \$5000 a Public Liability Insurance policy of \$20 Million is required.
- Applications will be accepted from Schools and Churches where it is identified that the project will have broader community benefit and is not a part of the core business of the organisation.

What will NOT be funded

- Groups/organisations are only eligible for one Community Matching Grant in any given financial year.
- Applications received after the closing date.
- Applicants who have previously been funded by Council and have failed to comply with the financial, project monitoring and/or reporting requirements.
- Applications will not be accepted from or on behalf of individuals.
- Groups/organisations that operate for profit.
- Projects that are clearly a duplication of an existing service.
- Fundraising activities.
- Funding is NOT available for ongoing expenses or for projects which have already commenced or have been completed.

Matched funding

Through the Community Matching Grants Scheme, Council wishes to assist groups who are willing to share the cost of the project with Council. Applicants are required to match the grant requested by providing a contribution. This contribution can either be financial, or "in-kind" or a combination of both. An in-kind contribution is part of the project that would normally be paid for but is given to the project at no cost.

The ability to provide financial and in-kind support to a project by the applicants will be taken into account during the review process. Ideally, a 1:1 match is preferred but factors including the value of the project to the community, the capacity of the group to deliver, together with the sustainability of the project is taken into consideration in the decision making process.

Budget

The budget should include details on all income (all sources of funding which will be used to deliver the project including the Community Matching Grant requested) and expenditure (all costs involved in delivering the project). **Income and expenditure must be equal.** Please

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provide a copy of quotes with your application where applicable. **In-kind contributions** are listed in the in-kind section in the application and not included in the main budget.

Assessment

Your application will be assessed by a panel of Council staff, with broad representation from across Council departments. In assessing the applications, the panel will take the following factors into consideration.

- Applicants must meet **one or more** of the objectives of the Scheme.
- The intended project meets an objective within the Council Plan. A copy of the Council Plan can be accessed at www.greatershepparton.com.au
- Community benefit
- Project feasibility
- Matching component
- Evidence of community support

Applications will be scored against the funding criteria and applications ranked in order of score.

The Assessment Panel's recommendations will be:

- Presented to Council who will consider the recommended funding allocations at a formal Ordinary Council Meeting
- All applicants will be notified in writing as to the outcome of their application

Please refer to the timetable on the website to confirm the date we aim to notify you of the outcome of your application.

In some cases, the assessment panel may consider your application as more suited to one of Council's other grant programs. If your application is considered by another funding program, Council Officers will contact you to let you know, and request you complete the relevant grant program application form.

Approvals

In some cases, approvals/permits maybe required to carry out the proposed project. Applicants should discuss their project with the responsible body eg Council or a Victorian Government Department, prior to submitting their application. Your offer of funding will be made conditional to you obtaining regulatory approvals. The approval/permit must be obtained within 6 weeks of your offer of funding or an extension negotiated and approved. Council officers can assist applicants with the process of gaining approvals.

Access and Inclusion

Council are committed to providing dignified equitable access for all. It is important that applicants are inclusive of people living with a disability and their carers. This may include considerations to the following:

- Accessible parking at the venue
- Provision of accessible facilities such as toilets, ramp access and accessible seating
- Information available in accessible format, such as large print and signage
- If required, use of interpreters, such as Auslan for people who are Deaf.

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For further information, please contact Council's Access and Inclusion Officer on 5832 9592.

Cultural diversity

Council strongly supports the cultural diversity within our municipality and ensuring our community is inclusive of all. It is therefore important that applicants demonstrate their pro diversity practices within their application. This can include any demonstration of inclusion of all; for example:

- Advertising events in plain English
- Availability of halal foods
- Ensuring all published materials avoids acronyms and jargon
- Take religious and cultural occasions into consideration when planning events
- Availability of interpreters and translated information.

For further information please contact Council's Cultural Development Officer on 5832 9527.

Acquittal

You will be required to report back to Council when your project is completed. The Acquittal process is important because it enables Council to continuously evaluate the success of the Community Matching Grants Scheme. Your acquittal should include:

- A summary of the project including your feedback on the things that went well and also things that you have learnt from the project.
- A Financial Statement must be completed together with receipts attached.
- Copies of promotional materials, photographs or video for the purpose of promoting the Community Matching Grants Scheme through Council publications and website.

All projects should be completed and acquitted within twelve months of receiving funds.

A group which fails to submit their acquittal documents is ineligible to apply for funding under any future rounds of the Community Matching Grant Scheme until their acquittal is completed and reviewed by Council.

**We welcome your application to the next Round of the
Community Matching Grant Scheme**

INCOME AND EXPENDITURE MUST BE EQUAL

Please see the application guidelines for further information on how to fill in your budget:

<http://www.greatershepparton.com.au/residents/grantsandfunding/communitymatchinggrants/>

Income Type	Income Source	Income Amount \$	Expenditure	Expenditure Amount \$
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Must be a whole dollar amount		Must be a whole dollar amount
		Total:		Total:

Add More

From the Drop Down Box select one or more
 *Community Matching Grant requested
 *Funds from applicant
 *Other funds
Include all income for this project in the table

Income Source
 eg. Cash, ticket sales, fundraising, donations

List items that you will spend the Income on in this table.

In-Kind

Please include details of any contributions to the project that you would normally pay for, but are being received at no cost to the project.

If you have volunteers working on the project, include their contribution valued at:

- \$25 per hour for unskilled labour
- \$40 per hour qualified trades person
- \$65 per hour machinery hire including driver

Person or organisation	Task	Hours/Rate	Amount In-Kind \$
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			Total*

Add More

Please call the Community Development Officer on 5832 9478 if you are having difficulty with the Budget table.

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ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

18 April 2017

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GREATER SHEPPARTON CITY COUNCIL

Policy Number
34.POL1

INVESTMENT AND CASH MANAGEMENT POLICY

Version
2.0

Adopted: 19 August 2014
Last Reviewed February 2017

Business Unit:	Business
Responsible Officer:	Manager Finance and Rates
Approved By:	Greater Shepparton City Council
Next Review:	July 2020

PURPOSE

Council is committed to ensuring that its investments and cash are managed in an appropriate, open and transparent manner.

This policy provides guidance on the effective and responsible utilisation of Council's surplus cash funds in accordance with the legislative framework.

Particular emphasis is placed on investment decisions that manage exposure to risk and optimise return on investment whilst ensuring sufficient liquidity for Council's operational needs.

OBJECTIVES

The objectives of this policy are to ensure that:

- All funds are invested in accordance with legislative requirements and Council policy.
- Effective internal controls are in place to minimise investment risk and unauthorised appropriation of Council funds.
- All investment transactions are appropriately authorised and documented.
- The primary objective of investment decisions is the security of funds by managing exposure to risk.
- Return on investment is to be achieved whilst ensuring sufficient liquidity for Council's day to day operational commitments.

SCOPE

This policy applies to all funds invested on behalf of Greater Shepparton City Council.

The Council also manages investments on behalf of the following entities:

- Goulburn Valley Regional Library Corporation
- Goulburn Valley Waste and Resource Recovery Group
- Pine Lodge Cemetery
- Kialla West Cemetery

It is acknowledged that investments on behalf of these entities are not likely to be of similar magnitude to Council funds. Whilst the general principals of this policy will apply, it is recognised that individual entity's investments cannot be managed under the same investment parameters specified in this Policy.

DEFINITIONS

Credit Rate Risk:	The risk of losing invested funds should Standard and Poors Short Term credit worthiness rating of a financial institution proves to be unreliable.
Interest Rate Risk:	The variability in return caused by movements in interest rates – Council would be susceptible to this risk if the funds are invested at a fixed rate for a long period and investment rates moved upwards.
Liquidity Risk:	The risk that Greater Shepparton City Council funds required to fund operations are considerably greater than budgeted thus eroding the level of funds available to invest.

POLICY

1. Investment Objectives

a) Council's overall objective is to preserve its cash assets whilst investing its surplus funds at the best interest rate available giving due consideration to risk and cash flow, whilst working within the parameters of this policy.

b) In regard to priority, the order of investment activities shall be

- Preservation of capital,
- Liquidity of cash flow and
- Investment return.

2. Preservation of Capital

a) Preservation of capital shall be the principal objective of the investment portfolio. Investments are to be made in a manner that seeks to ensure security of principal. This includes managing credit rate risk.

3. Maintenance of liquidity

a) The investment portfolio will maintain sufficient liquidity to meet all reasonably anticipated operating cash flow requirements of Council, as and when they fall due, without incurring significant transaction costs or loss of interest earnings due to the need to redeem an investment before maturity.

b) The term to maturity of any Council investment may range from "at call" to one year, taking into account anticipated cash requirements and prevailing market conditions at the time of the investment.

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4. Return on Investments

a) Investment returns are to be maximised within the parameters of this Policy. Not less than three quotations shall be obtained from authorised deposit taking institutions whenever an investment or renewal of an investment is proposed.

5. Portfolio Investment Parameters and Credit Requirements

a) The following table shows allocation restrictions and investment limits. It provides current Standard & Poor's Short Term credit ratings per category, investment limits for the total amount invested with each institution and investment proportions of total investment portfolios.

Standard & Poors Short Term Rating	Individual Institution Limit ¹	Maximum Investment Proportion
A1+	40%	100%
A1	30%	100%
A2	15%	40%

b) In addition to the data contained in the above table, an upper limit of \$2 million can be invested with the Goulburn Murray Credit Union.

c) If redemption of funds causes a shift in percentage of funds held with any single investment body to the counterparty limit, investments will be returned to correct the imbalance at either the next available maturity date or a period of six months, whichever is the earlier of the two.

d) A Standard & Poor's issue credit rating is a forward-looking opinion about the creditworthiness of an obligor with respect to a specific financial obligation, a specific class of financial obligations, or a specific financial program taking into consideration the creditworthiness of guarantors, insurers, or other forms of credit enhancement on the obligation and takes into account the currency in which the obligation is denominated.

e) Issue credit ratings can be either long-term or short-term. Short-term ratings are generally assigned to those obligations considered short-term in the relevant market i.e. obligations with an original maturity of no more than 365 days.

f) A current list of Short Term ratings of all institutions being not more than six months old will be maintained. If an existing Council investment falls below the minimum rating level, Council will withdraw funds immediately.

g) The following details the Standard and Poors Short Term Issue credit ratings:

A1+ A short-term obligation rated 'A1+' is rated in the highest category by Standard & Poor's. This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.

A1 A short-term obligation rated 'A1' indicates the obligor's capacity to meet its financial commitment on the obligation is strong.

A2 A short-term obligation rated 'A2' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the obligor's capacity to meet its financial commitment on the obligation is satisfactory.

¹ This includes non-investment amounts, e.g. cash at bank.

6. Authorised Investments

a) Only the following direct investments denominated in Australian currency are acceptable for surplus Council funds:

- Cash/At-Call with Councils main banking institution
- Term deposits with authorised deposit-taking institutions such as licensed banks and Standard & Poor's rated credit unions
- Term deposits with the Goulburn Murray Credit Union

7. Internal Controls

• a) Internal controls and processes are to be maintained to ensure investment objectives are met and that the investment portfolios are protected from loss, theft or inappropriate use.

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8. Delegations

• a) Authority for implementation of the Policy is delegated by the Council to the Chief Executive Officer in accordance with the Local Government Act 1989.

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• b) Authority for the day-to-day management of the Council's investment portfolio may be delegated by the Chief Executive Officer to Council Officers.

RELATED POLICIES AND DIRECTIVES

- Nil

RELATED LEGISLATION

- All investments shall comply with the Local Government Act 1989 in particular Sections 136 and 143
- All investments shall comply with relevant regulations and guidelines or directions issued by the Victorian Local Government Minister or Local Government Victoria.

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REVIEW

• This policy will be reviewed by the Manager Finance and Rates within four years from date of adoption.

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• This policy replaces the Investment and Cash Management Policy 34.POL1 (previously policy number 34.610.01.02) adopted by Council in August 2014.

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Peter Harriott
Chief Executive Officer

Date

GREATER SHEPPARTON CITY COUNCIL

Policy Number 16.POL3

Rates Rebates for Retail Land Occupied by Charitable Organisations

Version 1.2

Reviewed 22 February 2017

Adopted 20 May 2014

Business Unit:	Finance and Rates
Responsible Officer:	Acting Manager Finance and Rates
Approved By:	Chief Executive Officer
Next Review:	22 February 2021

PURPOSE

To provide consideration of the application of a 50 per cent rebate for general rates and municipal charges for retail land within the municipality that is occupied by a Charitable Organisation under section 154(4)(c) of the Local Government Act 1989.

OBJECTIVE

To allow for a consistent and transparent approach in considering requests for rate rebates received from Charitable Organisations providing community benefit, that are operating a retail premise.

SCOPE

This policy applies to all requests for rates rebates for retail land within the municipality received from Charitable Organisations registered on the Australian Charities and Not for profits Commission website – www.acnc.gov.au

DEFINITIONS

Reference term	Definition
<i>Not for Profit Organisation</i>	An incorporated or unincorporated body or association that is not carried on for the purposes of profit or gain to individual members, and is, by the terms of the constitution of the body or association, prohibited from making any distribution, whether in money, property or otherwise to its members.
<i>Charitable Organisation</i>	An organisation registered on the Australian Charities and Not for profits Commission website – www.acnc.gov.au and whose aims and objectives satisfy one of the four heads (or branches) of charity, which are: <ul style="list-style-type: none"> • the relief of poverty • the advancement of education • the advancement of religion • other purposes beneficial to the public. <p>In order to qualify under any of the above heads of charity except for the relief of poverty, it is important for the organisation to prove both that its purpose is charitable and that it is of benefit to the community as a whole or to an appreciably large section of the community. The organisation should be beneficial to the public, and the community should regard the organisation as deserving of public money and worthy of community support.</p>
<i>Retail Land</i>	Land used for the retail sale of goods.

General Rates	Excludes: <ul style="list-style-type: none"> • service rates or service charges • special rates or special charges.
Municipal Charge	Annual charge declared by Council under section 159 of the <i>Local Government Act 1989</i> to cover some of the administrative costs of the Council.
Service Rate or Service Charge	Service rate or an annual service charge or any combination of such a rate and charge declared by Council under section 162 of the <i>Local Government Act 1989</i> for any of the following services: <ul style="list-style-type: none"> • the provision of a water supply • the collection and disposal of refuse • the provision of sewage services • any other prescribed service.
Special Rate or Special Charge	Special rate, or a special charge or a combination of both declared by Council under section 163 of the <i>Local Government Act 1989</i> only for the purposes of either: <ul style="list-style-type: none"> • defraying any expenses • repaying (with interest) any advance made to or debt incurred or loan raised by the Council in relation to the performance of a function or the exercise of a power of the Council which Council considers is or will be of special benefit to the persons required to pay.

POLICY

1. Policy Application

a. Charitable Organisations are able to apply to Council for a rebate of 50 per cent of the current year's general rate and municipal charge, in respect of Retail Land, where the use of the retail premises for the sale of goods contributes to the objectives of the Charitable Organisation by providing benefits to the community as a whole. The rebate will not apply to service rates and charges or special rates and charges.

b. All applications will be considered by the Director of Corporate Services against the criteria set out in this policy.

c. The rebate will commence from 1 July 2014.

2. Rebate Criteria

- a. To be eligible to apply for a rates rebate the applicant will need to provide confirmation of registration as a Charitable Organisation on the Australian Charities and Not for profits Commission website: www.acnc.gov.au
- b. Successful applicants will need to demonstrate that the Retail Land is used for the sale of goods that contribute to the objectives of the Charitable Organisation by providing benefits to the community as a whole.

RELATED POLICIES AND DIRECTIVES

- *Rating Strategy 2013-2017*
- *Corporate Procedures for Rates Rebate for Charitable Organisations 16.CEOD2*

RELATED LEGISLATION

- *Local Government Act 1989 sections 169(1)(a) and 169(1B)(b)*

REVIEW

Council may review this policy at any time but unless otherwise requested at least four years from the date of adoption.

Minor amendments to the policy may be authorised by the Chief Executive Officer at any time where such changes do not alter the substance of the policy.

Peter Harriott
Chief Executive Officer

Date