



GREATER SHEPPARTON CITY COUNCIL

# GRANT DISTRIBUTION POLICY

Effective: **Day Month Year**

## GRANTS DISTRIBUTION POLICY

<b>Version:</b>	43.POL1
<b>Business Unit:</b>	Economic Development
<b>Responsible Officer:</b>	Manager Economic Development
<b>Adopted By:</b>	Council on XX May 2024
<b>Next Review:</b>	XX May 2026

**1. PURPOSE**

Greater Shepparton City Council provides a number of grant programs for the Greater Shepparton Community in alignment with the Council Plan objectives. The provision of these grants involves substantial sums of public funds annually. The purpose of this Policy is ensure each program is delivered efficiently, effectively and in accordance with Council's financial reporting requirements.

The purpose of this policy is to also 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.

**2. 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.
- (f) ensure that Council grant programs are evaluated at the end of each financial year.

**3. 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.

#### 4. DEFINITIONS

Reference term	Definition
Grant funding	Council describes the assistance it provides to community organisations as 'grants'. 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.
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.
Councillors	All elected members of Greater Shepparton City 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

#### 5. POLICY

##### 5.1 Application

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

- iii. provide value for money
- iv. be properly resourced
- v. be properly recorded

## 5.2 Grant Categories

- a. Grant categories for the purpose of this policy applies to all Community Grant Programs allocated funding through adopted Council's budget for the relevant financial year, being programs that are available for application by external organisations.
- b. This also includes Community Grants Programs added throughout the course of the financial year, whereby Council has received externally funding through an identified community need project.

## 5.3 Assessment Criteria

All applications will be assessed against the following areas:

- a. Project Rationale
  - i. the reasons for the project including details on the target audience and participants
- b. Project Plan and budget
  - ii. Experience of the applicant responsible for planning and delivering the project
  - iii. a project plan
  - iv. a risk assessment to ensure the safety of the public, participants, staff and volunteers
  - v. a clear budget that details all projects costs including contingency and all income sources relevant to the project
  - vi. that the funding request is realistic for the complete delivery of the project
  - vii. an understanding of the permits and approvals required (if any)
  - viii. demonstrate quality and uniqueness of the project
- c. Strategic impact
  - i. Demonstrate how the project will contribute to the social and economic well-being of the Greater Shepparton community

- ii. Contribution to a diverse and balanced program of activities and projects for the Greater Shepparton community
- d. Community impact
  - i. Is inclusive and accessible
  - ii. Promotion to the Greater Shepparton community
  - iii. Opportunities for free or low-cost involvement by participants (if applicable)
- e. All applicants must meet individual grant program eligibility criteria
- f. All applicants must demonstrate the ability to comply with Council's financial requirements and acquittal processes.

#### **5.4 Funding exclusions**

- a. Council will not fund:
  - i. retrospective funding, e.g. projects that have already started or have been completed prior to grant approval
  - ii. projects that take place outside of the Greater Shepparton municipality
  - iii. projects where Council is the applicant i.e. Council operated child care centers
  - iv. fundraising activities, prize money, raffles, awards and donations
  - v. projects that are clearly a duplication of an existing service
  - vi. organisations which are not legally incorporated\*
  - vii. politically based organisations or those who operate principally as a lobby organisation
  - viii. organisations who are in debt to Council or have not met Council's financial reporting requirements through acquittal processes
  - ix. organisations that cannot provide evidence of appropriate public liability insurance for the project which is a minimum of \$20 million
  - x. organisations that receive their main part of operational funding from Council
  - xi. organisations that receive direct income from electronic gaming machines (EGM)

- xii. Applications made by other government bodies will not be accepted (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 arrangement.*

## **5.5 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 outlets as appropriate.

## **5.6 Application Process and Evaluation**

- a. funding guidelines and application forms are made available to applicants via Council's website.
- b. applications received will be;
  - i. submitted electronically through SmartyGrants
  - ii. evaluated by an assessment panel of Council staff
  - iii. scored against the funding assessment criteria
  - iv. ranked in order of score and allocated a percentage of the amount requested based on total score (formula detailed in the table below).
  - v. results from the assessment process will be presented to relevant Manager(s) and awarded by the relevant Director under delegation.
- c. grant agreements will be prepared and executed.
- d. payments will be made upon receipt of a fully executed grant agreement.
- e. a report on awarded grants be prepared and presented to the Executive Leadership Team and Councillors in a briefing format.
- f. program outcomes will be communicated formally at an Ordinary Council Meeting.
- g. Councillors will not be permitted to participate on assessment panels.

- h. Council reserves the right to fund or partly fund any project at its sole discretion
- i. acquittal and project review information will be required from each applicant within 30 days from the project end date.
- j. acquittals will be reviewed and approved by Council staff.
- k. all grant programs will be evaluated at the end of each financial year to ensure that the program is being delivered efficiently, and is effective in achieving beneficial outcomes for the community.
- l. grant funds will be awarded based on total score, funding pool and percentage of the amount requested. This formula is as follows:

<b>Score Range</b>	<b>Percentage of amount requested</b>
300 – 200	100% to 80%
200 – 150	80% to 60%
150 – 100*	60% or the minimum grant amount available

- m. Where allocations are exhausted by the awarding of funding through the above formula, priority will be given to applicants that have not received funding from one of Council's Community Grant programs in the previously financial year.
- n. In the event that the total grant pool is not exhausted by the above allocation, the respective Director may allocate the full amount of funding requested to successful applicants, but only where it is possible to allocate in this manner for all successful applicants.
- o. Applications that receive a total score less than 100\* in the assessment process will be deemed ineligible for funding.

## **6. RELATED POLICIES**

Nil

## **7. RELATED LEGISLATION**

Nil

## **8. REVIEW**

This Policy will be reviewed every two years, initially by the Grants Coordinator and then in conjunction with the Economic Development Manager.

#### DOCUMENT REVISIONS

<b>Version #</b>	<b>Date Adopted</b>	<b>Date Effective</b>
<b>1.1</b>	<b>Minor amendment</b>	<b>April 2016</b>
<b>1.1</b>	<b>Minor amendment</b>	<b>April 2017</b>
<b>1.2</b>	<b>Amendment of definitions page 3</b>	<b>August 2019</b>
<b>1.3</b>	<b>Amendment of approval process</b>	<b>16 March 2021</b>
<b>1.4</b>	<b>Amendments of sections 1, 2 and 5</b>	<b>28 May 2024</b>