

## 1. Purpose and Intent

This Policy sets out the process for the development and administration including assessment, approval and funding conditions of the Community Grants Program.

## 2. Scope

This policy applies to the development, administration, budget process and approval of Community Grants as directed by Council or delegated staff.

The Policy also outlines the role and responsibilities that Community Grant's applicants or recipients in our administration and approval process.

This policy applies to all requests for funding submitted through the Community Grants by Frankston based individuals and not-for-profit community groups and organisations.

This Policy does not apply to Business Grants or other funding programs as outlined in section 5.6.

## 3. Definitions

<b>Acquittal</b>	means information provided by a grant recipient that ensures that funds have been administered responsibly and in line with conditions of the grant program
<b>Application Guideline</b>	means a document that provides the applicant a guide on eligibility of the specific grant
<b>Auspice</b>	means an agreement where one organisation agrees manage a grant on behalf of another organisation. The auspice is responsible for financial requirements.
<b>Community Grants</b>	means grants usually targeted at individuals and not-for-profit community groups and organisations
<b>Community Organisation</b>	means an entity that carries out activities for a public purpose or an entity whose primary object is not directed at making a profit for distribution to shareholders or members
<b>Council</b>	means Frankston City Council

<b>Grant</b>	means sum of money given to organisations or individuals with an expectation that the money will be used for an agreed and specified purpose
<b>Incorporated</b>	means an incorporated under the Associations Incorporations Act 1981 or other relevant legislation
<b>Not-for-profit organisations</b>	means an organisations that does not operate for the profit or gain of its individual members
<b>The Act</b>	means the Local Government Act 2020

## 4. Authorisation

This Policy is managed by the Community Strengthening Department, and is approved by Frankston City's Mayor and Council's Chief Executive Officer (CEO):

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Mayor, Frankston City

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CEO, Frankston City Council

in accordance with Frankston City Council resolution at its Ordinary Council meeting of xxxx.

## 5. Policy

### 5.1 Community Grants Principles

5.1.1 The principles of this policy is:

- Further the aims and objectives of the Frankston City Council by enhancing the social, natural, built and economic aspects of the community as well as contributing to the local economy
- Align with the Council's values, policies, plans and strategies
- Ensure the relationship established by virtue of the grant application will be transparent, produce outcomes of integrity and delivery tangible benefits to the community
- Make certain that the approval of a grant will not involve Frankston City Council in controversial issues such as political or cultural sensitivities, or expose the organisation to adverse criticism
- Encourage cooperation and sharing between community groups to ensure that all residents and organisations benefit from common resources
- Increases the range of, and access to, recreational, social, cultural and environmental activities, programs and services
- Support community development initiatives and socially responsible community activities

- Gives particular consideration to those community groups that can give the greatest benefit back to the community
- Encourages and supports the principles of access and equity
- Identifies those groups, individuals, organisations that make the effort to assist themselves
- Ensures due diligence is applied to all grant applications seeking financial support

## 5.2 Administration of Grants

### 5.2.1 Development of Grants; all new grants:

- Must align with existing Council plans and/or strategies
- Must not duplicate or conflict with an existing grant
- Grant names must reflect the grant purpose
- Must be developed in consultation with key internal stakeholders and external stakeholders (when required) including the review of guidelines
- All new grants must be endorsed by Council; details below should be outlined in the Council report
  - Responsible officer(s) or service teams for management and administering
  - Responsible officer(s) or committee for assessment
  - Responsible officer(s) or committee for approval of the grant (grants under \$1,000 can be approved by department manager)
  - Round and assessment frequency

### 5.2.2 Guidelines

- All grant guidelines will be developed or revised in consultation with key internal stakeholders
- Grant guidelines will include
  - Grant description
  - Eligibility conditions
  - Criteria
  - Funding conditions
- Guidelines can be approved by Department Manager of managing service team

### 5.2.3 Grants Promotion

- All public grants will be promoted on Frankston City Council website including guidelines, key dates and application link
- All grants will be promoted to relevant stakeholders including grants distribution list
- Grant recipients must seek and gain Frankston City Council's Communications Department's approval for the use of Council logos on any promotional material
- Grant recipients for all grant categories will be noted at the next practicable Council meeting; this process will abide by the Privacy Act.

#### 5.2.4 Application Process

- All applications must be submitted through the SmartyGrants online system with the exemption of Property Management Commitments Grants. Applicants who require support submitting an application are encouraged to seek support from the Community Grants Officer.
- All applications must be completed in full on closure of applications. All supporting documentation requested must be provided. Applications that do not include all the required information will not be accepted.
- All applications must meet the grant's eligibility criteria as outlined on each grant's guidelines
- All eligible applications will be checked for eligibility by the Community Grants Officer or nominated Council officer
- Applicants should note that receipt of previous grant in any one year does not guarantee funding in future years.

#### 5.2.5 General Eligibility

Council will not enter into grants with parties who:

- Do not support diversity, tolerance and inclusivity within the community;
- Support programs that create or may present hazards to the community;
- Support programs that do not reflect widely held community standards;
- Contravene State and Commonwealth legislation, Local Laws or Frankston Planning Scheme;
- Commercial and/or profit making organisation, political party or hosting a political event;
- Organisations who are not incorporated under the Associations Incorporation Reform Act 2021, corporation with a volunteer committee, organisations endorsed as a Deductible Gift Recipient (DGR) as covered by Item 1 of the table in section 30.15 of the Income Tax Assessment 1997 or auspiced by another incorporated or DGR covered Item 1 organisation that will accept legal and financial responsibility for the project or activity;
- Are currently involved in a tendering or procurement process with the Council;
- Seeking retrospective funding activities, programs and projects that have already started or have been completed;
- Applications not made through the official Council application process ;
- Late or incomplete applications unless Council approval has been given ;
- Applicants with outstanding grant acquittals;
- Community organisations or groups who are for-profit, or applicants operating to support for-profit activity;
- Activities or programs that are the responsibility of another level of government (such as education, health); or are the responsibility of a group under their incorporation or lease/license agreement (including recurrent expenses and capital works);
- Requesting funding that would otherwise be covered by insurance;

- Applicants who are requesting funding for capital works and capital expenses including vehicles, air conditioning units and machinery;
- Applicants who are unable to provide required documents as per application guidelines
- In financial debt with Council or have not previously complied with grant conditions (including unable to properly account for prior funds; have not spent funds for the agreed purpose; or have not returned a detailed accountability form for previous years community grants)

## 5.3 Budget

### 5.3.1 Funding Pool

- The funding pool for distribution across the nominated grant categories will be determined as part of the annual Council budget.
- Recommended funding pool will be provided in a report at an Ordinary Council Meeting in June/July of each year by Manager of Community Strengthening
- From time to time when a specific community need arises, Council may provide additional funding for nominated grant categories.
- A review of the Community Grants Program and allocated budgets to determine appropriate funding levels will be conducted as required

## 5.4 Assessment and Approval Process

### 5.4.1 Assessment and Approval Process

- Grant applications will be assessed in accordance with the criteria and weighting as outline in each Frankston City Council grant's application guidelines by the nominated person(s) in the table in the delegation section.
- Properties Management Commitments Grants will be assessed on an annual basis in accordance to the lease obligation agreement between Council and the organisation.
- Where possible, assessors will use the SmartyGrants program to assess applications according to criteria.
- Eligible applicants with the strongest alignment with the grant criteria will be awarded the grant until fund allocation is expended.
- The assessment process including decision comments for each grant will be recorded within SmartyGrants
- Persons involved in the assessment of applications must adhere to Council's Conflict of Interest Policy
- Specific grant amount allocations will be approved by the responsible person(s) in the table in the delegation section.
- The Community Grants Committee will be determined by Community Grants Committee Terms of Reference and comprised of
  - 2 Councillors including the Mayor of the Council or his or her nominee (who must be an elected Councillor)
  - Community Representatives as appointed

## 5.4.2 Delegation

Grants	Managed & Administered	Round Frequency	Assessment	Approval for guidelines & recipients
<b>Annual Community</b>	Community Strengthening – Community Programs	Annual	Community Grants Committee assess applications and make funding recommendations to Council	Reported to and approved by Council at a Council meeting annually
<b>Child &amp; Youth Inclusion</b>	Community Strengthening – Community Programs	Open in August and closes when funding pool is expended for the financial year	Assessed by two Community Strengthening Department Officers	Approved by Manager Community Strengthening
<b>Community Service Partnerships</b>	Community Strengthening – Community Programs	Triennial	N/A	Approved by Council every 3 years
<b>Environmental Sustainability</b>	Community Strengthening – Community Programs	Annual	Assessed by criteria by Community Grants Officer, Environmental Services officer and Environmental Policy & Planning officer	Approved by Director of Communities
<b>Properties Management Commitments</b>	Procurement, Property and Risk – Property Strategy & Portfolio and Community Strengthening – Community Programs	Annual	Assessed by Coordinator Property Management	N/A
<b>Urgent</b>	Community Strengthening – Community Programs	Open in August and closes when funding pool is expended for the financial year	Assessed by Community Grants Officer and Coordinator Community Programs	Approved by Director Communities on a monthly basis
<b>Artist</b>	Arts & Culture – Arts Development & Programming	Annual	Assessed by Artist Project Grants Panel	Approved by Director Customer, Innovation and Arts
<b>Major Local Community Events</b>	Arts & Culture - Events	Annual (Seed Funding) Triennial (Triennial Funding)	Assessed by Arts Grants Panel	Approved by Director Customer, Innovation and Arts
<b>Heritage</b>	City Futures – Strategic Planning	Annual	Assessed by two City Future Department Officers	Approved by Manager of City Futures
<b>During Caretaker Period: \$5K and under</b>	As above	Process as normal	Process as normal	Process as normal
<b>During Caretaker Period: All Grants over \$5K</b>	As above	As above	Assessed by grant panel excluding Councillors (if applicable)	Approved by CEO

## 5.5 Funding Conditions

5.8.1 Recipients of Community Grants Program (where applicable, their nominated item/service provider) will:

- Be recorded through the SmartyGrants system exemption of Property Management Commitments Grants which will be recorded in REM.
- Receive an email notification that will outline the amount awarded, instructions on redeeming their grant and acquittal process. If applicant does not have online access, officers will contact the successful applicant through another contact method (e.g. mobile, letter).
- Provide Council with an invoice for the awarded amount (plus GST if applicable) by June 30 of the same financial year. Invoices not received prior to June 30 will be forfeited.
- Spent funds for the agreed purpose and report on the spending of funding received (grant acquittal) 12 months after funding was received or prior to submission for the next round of the same grant. Acquittal reports must provide information that the grant was expended in line with the requested expenditure.
- Council *may* accept extension for the above requirement on a case by case basis. Request for extension must be sent in writing to the applicable Council officer, outlining the reason for the extension and any substantial changes to their funding activity throughout the funding period.
- Notify Council of any substantial changes to their funding activity throughout the funding period
- Return to Council an unspent or contractually uncommitted funds by the completion of the financial year for which the grant was given, where such funds equal 5% or more of the original grant provided and total \$50 or more. Unexpended or uncommitted funds of less than \$50 will be foregone by Council. Unexpended or uncommitted funds will not be reallocated to new activities unrelated to the original purpose of the grant in the same funding period, or into the subsequent financial year without prior approval by grant's delegate.
- Comply with Federal, State or local laws and regulations while undertaking the funding activity

## 5.6 Relationship to other funding programs

### 5.6.1 Frankston Charitable Fund (FCF)

- The Frankston Charitable Fund operates as a not-for-profit independent organisation from Council through the Lord Mayor's Charitable Fund. Its purpose is to raise and distribute funds to community organisations endorsed for Deductible Gift Recipient (DGR) status and Tax Concession Charity (TCC)
- The Frankston Charitable Fund Committee is responsible for setting its own Terms of Reference, guidelines regarding its funding priorities, application methods, assessment and approval processes and final distribution of funds
- While Council is represented on the Frankston Charitable Fund Committee and plays an integral supporting role, it does not have direct management over the use and distribution of the funding pool



## 5.7 Administrative Updates

- It is recognised that from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

## 6. Roles and responsibilities

Community Grants Program is the responsibility of Councillors, Council officers and volunteers undertaking work on behalf of Council.

## 7. Policy non-compliance

Failure to comply with this Policy could result in legislative non-compliance, adverse impacts on the reputation of Council, and poorer outcomes for the community.

Frankston City Council reserves the right to withdraw grant funding with the External Body when they are considered to have not complied with the spirit of the policy and any written agreement entered into as a grant arrangement.



## 8. Related documents

- Charter of Human Rights and Responsibilities Act 2006
- Local Government Act 2020
- Policy and Planning Framework
- Public Administration Act 2004
- Equal Opportunity Act 2010
- Privacy Act 1988
- Community Grants Program Guidelines, application forms, funding agreements and accountability forms current for that financial year

## 9. Implementation of the Policy

Following adoption of this Policy (in conjunction with other Related Documents) it will be implemented and monitored.

This Policy is overseen by the Director Communities.

## 10. Document History

Date approved	Change Type	Version	Next Review Date
April 2014	Revision	Community Grants Policy 2013-2017	April 2014
April 2017	Revision	Community Grants Policy 2017-2021	April 2021
TBA	Revision	Community Grants Policy 2022-2026	April 2026