

## 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                                      |

**Incorporated** means an incorporated under the Associations Incorporations Act 1981 or other relevant legislation

**Not-for-profit organisations** means an organisations that does not operate for the profit or gain of its individual members

**The Act** 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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Cr Nathan Conroy

Mayor, Frankston City

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Phil Cantillon

CEO, Frankston City Council

in accordance with Frankston City Council resolution at its Ordinary Council meeting of June 6 2022.

## 5. Policy

### 5.1 Community Grants Principles

5.1.1 The principles of this policy will:

- Further the aims and objectives of 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
- Increase the range of, and access to, recreational, social, cultural and environmental activities, programs and services
- Support community development initiatives and socially responsible community activities
- Give particular consideration to those community groups that can give the greatest benefit back to the community
- Encourage and supports the principles of access and equity

- Identify those groups, individuals, organisations that make the effort to assist themselves
- Ensure 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
- Must contain grant names that reflect the grant purpose
- Must be developed in consultation with key internal stakeholders and external stakeholders (when required) including the review of guidelines
- Must be endorsed by Council; details listed below should be outlined in the Council report
  - Responsible officer(s) or service teams for management and administering
  - Responsible officer(s) or panel/committee for assessment
  - Responsible officer(s) or panel/committee for approval of the grant (grants under \$1,000 can be approved by department manager)
  - Round and assessment frequency
- Must have a grant accompanying grant guideline (see section 5.2.2)

### 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
  - Assessment Criteria
  - Funding conditions
- Guidelines can be approved by Department Manager of the 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 the 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
- Council may request additional information from applicants when required.
- Applicants should note that receipt of previous grants 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;
- Are commercial and/or profit making organisations, political party or hosting a political event;
- Are 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;
- Are seeking retrospective funding activities, programs and projects that have already started or have been completed;
- Submit applications not made through the official Council application process ;
- Submit late or incomplete applications, unless Council approval has been given ;
- Have outstanding grant acquittals;
- Are community organisations or groups which are for-profit, or applicants operating to support for-profit activities;
- Involve 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);
- Are requesting funding that would otherwise be covered by insurance;
- Are applicants requesting funding for capital works and/or capital expenses, including vehicles, air conditioning units and machinery;

- Are unable to provide required documents as per the application guidelines. Documents required from community groups and organisations include:
  - Certificate of Incorporation or evidence of legislative provisions for charitable purposes;
  - Certificate of Currency – Public Liability Insurance;
  - Minutes from organisation’s last annual general meeting or annual report; and
  - Current financial statement (Income/Expenditure, balance sheet and cash flow)
- Are 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 a 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 outlined in each Council grant’s application guidelines by the nominated person(s) in the table in the delegation section.
- Properties Management Commitments 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 the eligibility and 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 assessor names, decision comments for each grant and reasons why funding decisions may not align with assessments) will be recorded within SmartyGrants.
- Persons involved in the assessment or approval of applications must declare conflicts of interest for each application, adhere to Council’s Conflict of Interest Policy and complete fraud training related to grants.

- Persons involved in assessment must not be the same as persons approving the grant application. Where applicable, Councillors to be excluded in assessing and making grant recommendations.
- The Panels assessing grants will be determined and governed by the relevant Terms of Reference (approved by Director Communities) for each of the panels.
- Specific grant amount allocations will be approved by the responsible person(s) as outlined in Appendix A.

#### 5.4.2 Delegation

- Delegation for assessment and approval for each grant under the Community Grants Program can be found in Appendix A

## 5.5 Funding Conditions

5.5.1 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 accordance to Council's Record Management Policy
- Receive an email notification that will outline the amount awarded, instructions on redeeming their grant and acquittal process. If the applicant does not have online access, officers will contact the successful applicant through another contact method (e.g. mobile, letter)
- For those groups operating under the auspices of a broader consortium (e.g. State-based organisation), the requirement will apply to the organisation that would be in receipt of the Council funds
- 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
- Spend 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. Any significant variation of funding spend must be approved in writing by the Manager Community Strengthening
- Return to Council any 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

#### 5.5.2 Further conditions for recipients of the Community Service Partnership Grant:

- All organisations receiving excess of \$5,500 in funding (per annum) via Council's Community Partnerships Grants must demonstrate to the satisfaction of Council that they:
  - Have an active registration with the Australian Charities and Not-for-profit Commission (ACNC) if eligible;
  - Have met all of their ACNC reporting requirements (if eligible), including the provision of financial statements as required (i.e. nothing outstanding/overdue)
- Annual instalments of the triennial grant will be received once agreed funding conditions, requirements and milestones have been met by the organisation annually.

## 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. 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 arrangements

## 7. 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
- Records Management Policy
- Conflict of Interest Policy
- Victorian Auditor-General's Office Fraud Control Over Local Government Grants Report 2022
- Community Grants Program Guidelines, application forms, funding agreements and accountability forms current for that financial year

## 8. 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.

## 9. Continuous Improvement

- Community Grants Program will be subject to review at appropriate intervals (dependant on program duration and decision of Council) by Council in accordance with the funding lifecycle, to ensure ongoing relevance and that programs are meeting Council objectives.
  - **Community Engagement**  
At a program level, Council will engage stakeholders to understand their experience regarding program delivery and other relevant and important elements of the program. Feedback will be sought from stakeholders throughout the administration of the Community Grants Program
  - **Evaluate**  
Initiate formal evaluation process and cycle in accordance with the Policy review period and identify learnings, gaps, risks, benefits of the Community Grants Program including how it aligns with Council's plan.



## 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       |
| June 2022     | Revision    | Community Grants Policy 2022-2026 | April 2026       |



# Appendix A: Community Grants Program: Delegation Table



*Lifestyle Capital of Victoria*

| Grants                                   | Managed & Administered  | Round Frequency   | Assessment   | Approval of recipients  |
|--|---|---|--|---|
| <b>Annual Community</b>                  | Community Strengthening – Community Programs  | Annual  | Community Grants Officer and Coordinator Community Programs assesses according to eligibility and criteria. Community Grants Panel review the assessment and make funding recommendations. | Reported to and approved by Council at a Council meeting annually |
| <b>Child &amp; Youth Inclusion</b>       | Community Strengthening – Community Programs  | Open in July/August and closes when funding pool is expended for the financial year | At least two Community Strengthening Department Officers assess applications by eligibility and provide recommendations  | Approved by Manager Community Strengthening on a monthly basis    |
| <b>Community Service Partnerships</b>    | Community Strengthening – Community Programs  | Triennial   | Community Grants Officer and Coordinator Community Programs assess EOIs according to criteria and provide recommendations. Manager Community Strengthening to review.                      | Approved by Council every 3 years                                 |
| <b>Environmental Sustainability</b>      | Community Strengthening – Community Programs  | Annual  | Community Grants Officer, Environmental Services officer and Environmental Policy & Planning officer assess and provide recommendations  | Approved by Director of Communities                               |
| <b>Properties Management Commitments</b> | Procurement, Property and Risk – Property Strategy & Portfolio and Community Strengthening – Community Programs | Annual  | Coordinator Property Management assess the specific eligible organisations accordance to the lease obligation agreement  | N/A   |
| <b>Urgent</b>                            | Community Strengthening – Community Programs  | Open in July/August and closes when funding pool is expended for the financial year | At least two Community Strengthening Department Officers assess applications by eligibility and provide recommendations  | Approved by Director Communities on a monthly basis               |
| <b>Artist</b>                            | Arts & Culture – Arts Development & Programming   | Annual  | Artist Project Grants Panel assess applications and provide recommendations  | Approved by Director Customer, Innovation and Arts                |
| <b>Heritage</b>                          | City Futures – Strategic Planning   | Annual  | At least two City Future Department Officers assess applications and provide recommendations   | 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 (if applicable) | Approved by CEO   |