

Community Grants Policy

Date first adopted:	26 February 2013
Dates amended:	March 2014 February 2019 November 2023
Next review date:	November 2026
Position title of responsible business unit manager:	Manager Community Development
Approved by:	Council

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1. TITLE

Community Grants Policy.

2. PURPOSE

The purpose of Council's Community Grants Program is to strengthen community connections, develop an accessible and inclusive community, encourage new initiatives and volunteering, and to support the community in planning and delivering projects and activities in line with the Glen Eira Council Plan 2021-25 and the Glen Eira Community Wellbeing Plan 2021-2025.

3. OBJECTIVES

The objectives of this Policy are to:

- 3.1. Provide an overarching framework for the administration of Council's Community Grants Program to ensure it is accessible, fair and equitable for community groups and individuals in the municipality.
- 3.2. To provide a consistent and transparent approach to the application, assessment, management and decision-making processes of Council's Community Grants Programs.

4. DEFINITIONS

Term	Meaning
Applicant	A not-for-profit group/organisation or a Glen Eira individual applying for a grant.
Assessment	The steps taken to review the merit of an application. These will typically include eligibility, evaluation against criteria and previous compliance with grant conditions.
Conflict of Interest	A situation where a conflict arises between public duty and private/personal interest.
Grant	Grant funding either in kind and/or monetary.
SmartyGrants	The online grant administration portal used by Council.

5. SCOPE

- 5.1. This Policy applies to all funding streams within Council's Community Grants Program.
- 5.2. This Policy applies to all Councillors, Council staff and applicants who apply for funding and recipients who receive funding under Council's Community Grants Program.

6. POLICY

- 6.1. Applications for the Annual Community Grants Stream are open to community groups once a year in February, as per the Annual Community Grants Guidelines which are approved by Council.
- 6.2. Applications for the Small Grants Stream are open throughout the year to community groups, as per Council Small Grants Guidelines which are approved by Council.
- 6.3. Applications for the Youth Excellence Awards Stream are open throughout the year to Glen Eira residents aged between 10 and 25 years, as per Council Youth Excellence Guidelines which are approved by Council.
- 6.4. Applications for Facility Hire Grants Stream are open throughout the year to community organisations and schools that are located in the City of Glen Eira or predominantly service Glen Eira residents, as per the Facility Hire Grants Guidelines which are approved by Council.
- 6.5. Applications for Community Facilities for Seniors Community Groups Grants Stream are open once a year in October, as per the Community Facilities for Seniors Community

Groups Allocations Grant Guidelines which are approved by Council.

- 6.6. A grant application must be submitted by an organisation or individual who meets criteria as specified in the respective grant guidelines.
- 6.7. Applications for grants will be assessed by Council Officers with regard to the specific criteria set out in the relevant grant guidelines and consideration of compliance with the processes and conditions in relation to past grants awarded to the organisation.
- 6.8. The Community Grants and Awards Advisory Committee (the Committee), which consists of Councillors, will make recommendations to Council in relation to the allocation of all Community Grant Program funds, taking into consideration the assessments by Council Officers.
- 6.9. Organisations and individuals in receipt of a Community Grant must comply with grant conditions and meet accountability requirements outlined in respective grant guidelines.

7. CONFLICT OF INTEREST

- 7.1. Councillors and Council staff must manage and declare any conflicts of interest in relation to any grant applications as specified in the Councillor Code of Conduct 2021, Staff Code of Conduct, and the Local Government Act 2020 (where applicable).
- 7.2. To ensure probity and fairness, all Council staff involved in grant application processes must declare any conflicts of interest before assessing any applications. All declarations must be recorded in SmartyGrants or on Council's online form.
- 7.3. To ensure probity and fairness, all Members of the Committee must declare any conflicts of interest before assessing any application. All declarations must be recorded in the Committee and Ordinary Council Meeting minutes.
- 7.4. In the event of a conflict of interest, the relevant Councillor or Council staff must decline to participate in any discussion about the grant application and have this declaration noted as per Council's Conflict of Interest Guidelines. This process ensures that any potential, actual or perceived Conflict of Interest is promptly identified and managed appropriately.
- 7.5. To ensure impartiality, Council staff are not Members of the Committee that makes recommendations to Council on the awarding of Grants.

8. LEGISLATIVE COMPLIANCE

- 8.1. This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006*.
- 8.2. This Policy underwent a Gender Impact Assessment in line with requirements under the *Gender Equality Act 2020*.

9. ASSOCIATED DOCUMENTS

- 9.1. Glen Eira 2040 Community Vision
- 9.2. Glen Eira Council Plan 2021-2025
- 9.3. Glen Eira Community Wellbeing Plan 2021-2025
- 9.4. Annual Community Grants Guidelines
- 9.5. Small Grants Guidelines
- 9.6. Youth Excellence Awards Guidelines
- 9.7. Facility Hire Grants Guidelines
- 9.8. Community Facilities for Seniors' Community Grant Guidelines
- 9.9. Fraud and Corruption Policy and Procedure
- 9.10. [VAGO review on Fraud control over local government grants](#)