

Program Guidelines

Community Partnership Funding (CPF) Grants Program

The CPF Grants program supports community organisations in delivering a range of services and activities of benefit to the Knox community, and which reflect Council's strategic objectives and priorities of the Community and Council Plan 2017-21.

The program assists a range of community organisations across the municipality with the ongoing operational costs incurred in the delivery of agreed community outcomes that benefit Knox residents by addressing local community priorities and identified strategic service requirements.

Four-year funding agreements commencing from July 2018 (an initial two year term with the option of a second two years, subject to satisfactory outcomes) will be offered to community organisations that are successful in the eligibility and assessment process.

Program Principles and Aims

The CPF Grants Policy is under-pinned by the following principles:

- A focus on outcomes for Council and the Knox community;
- The ability to respond to current and changing needs;
- Facilitation of cost effective services that deliver Community and Council Plan objectives;
- Consistent, transparent and equitable processes;
- Accountability for funding;
- Commitment to continuous improvement and regular review; and
- Providing certainty for community organisations.

The CPF Grants program aims to support not-for-profit community organisations based in Knox to provide a range of services and activities in the municipality that:

- Build community capacity and resilience;
- Require longer term operation to maximise community and client engagement; and/or
- May require a longer term funding commitment to support the recruitment and/or retention of qualified professional staff.

Community Partnership Funding Streams 2018 – 22

The funding streams below reflect the outcome of a review of Council’s Community Operational Funding program, undertaken in 2017, which previously funded 11 specific community categories.

The review supported the four-year funding framework and the continuation of funding for a range of services valuable to the Knox community, with an increased focus on partnership development, as reflected in the new program name. The partnership development focus will aim to create opportunities for additional project development, social impact assessment and proactive data collection in relation to identified needs in Knox.

The review recommended the creation of a non-contested stream where it is accepted that there is no locally based competitor or equivalent service. Both streams require the submission of relevant documentation in accordance with the relevant on-line application forms. Eligibility criteria and assessment do not apply to the non-contested streams.

Contested Funding Streams – open to locally based organisations that meet the key eligibility criteria (see page 3)

1. Specialist family and individual support services

Contribution to the coordination and delivery of no-cost services and referral for Knox residents in need of support or experiencing crisis, specifically services to cover the following categories:-

- Counselling
- Financial counselling
- Legal service and advocacy
- Welfare support and emergency relief

2. Volunteer Resource Centre

Contribution to the coordination of a volunteer resource centre to build the capacity of volunteers and volunteer involving organisations for Knox

3. Preservation and promotion of the history of Knox

Contribution to the provision of a local history collection and resource centre, maintaining a broad range of historical archives of significance to the Knox municipality

Non-Contested Funding Streams – open to locally based organisations as specified below and which also meet general eligibility criteria (see page 3)

4. Knox Learning Alliance

Contribution to the operation of the five Community Houses within Knox to support the provision of a range of social activities, community development and local learning opportunities for people at all stages of life.

5. Volunteer based emergency services (2 year funding to 2020-21, pending review in 2019-20)

Contribution to recognition and support of volunteers in rescue and emergency service for the Knox municipality, specifically SES and CFA.

Eligibility for Contested Funding Streams

To be eligible for funding, applicants must meet the following requirements:-

- An organisation must be a not-for-profit organisation established under the Victorian Associations Incorporation Reform Act 2012, Corporation Law or in another form of legal entity considered appropriate by Knox City Council. Applications will also be considered from organisations under the auspice of another organisation which meets any of these criteria.
- *Applying organisations must have a base in Knox and be able to demonstrate local networking, collaboration or project partnership of benefit to the Knox community.*
- Applying organisations must have satisfactorily acquitted and reported on previous Knox grants and have no outstanding debts to Knox Council;
- *Applying organisations must be able to confirm adequate and appropriate insurance, Child Safe policies, work cover and superannuation coverage as relevant to funded services;*
- *Applying organisations must demonstrate the resource and skill capacity to deliver proposed services.*

Application Process

The administration and management of the grants program is guided by the CPF Grants policy
<http://www.knox.vic.gov.au/cpf>

Organisations are strongly advised to discuss their proposed application with Council's Community Resourcing Officer team prior to submitting. Please contact Council's Community Resourcing Officer via email at cpfunding@knox.vic.gov.au or alternatively via telephone on 9298 8000.

Application Form

Applications are to be completed and submitted on-line through Council's web site
<http://www.knox.vic.gov.au/cpf> or a SmartyGrants account.

Applications for the 2018-22 CPF will be open from Monday 26 February, 2018 and will close at 5pm on Monday 26 March, 2018.

Please note: The SmartyGrants program will not receive applications beyond the specified closing date and time. Ensure adequate time in submitting online to anticipate the possibility of last minute technical challenges.

Assessment Process

All applications will be assessed by an internal staff Assessment Panel to make recommendations to Council for consideration and endorsement.

Applications will be assessed on the following criteria:

- **Relevance to specified funding stream objectives;**
- **Scope of service delivery** (*accessibility for residents across Knox*);
- **Alignment with Community & Council Plan Goals and Strategies;**
- **Organisational capacity** (*demonstrated ability and experience in*)
- **Clarity of proposed funding expenditure** (*evidence of realistic budget planning for funding period*)
- **Opportunities to strengthen effective partnership and collaboration**

Applicants will be advised of the outcome of the submission process by end of May 2018.

Funding agreements

Successful applicants will be required to enter into a Funding Agreement with Knox City Council to define the terms and conditions of the funding and ensure appropriate accountability for public funds. Funding agreements are issued for a maximum of a four year period based on the agreed funding objectives. Annual work plans will be negotiated and reviewed with Council's Community Resourcing Officer to fulfil reporting and acquittal requirements.

Successful applicants will be expected to inform Council of any significant changes within their organisation (e.g. governance, financial) which may impact on the achievement of Funding Agreement objectives and the delivery of service priorities.

Payment of Grants

Grant monies will be paid annually, by electronic funds transfer (EFT) to the funded organisation. Funding payments will be made in accordance with agreed timeframes specified in individual funding agreements, subject to the provision of relevant documentation and reporting.

Successful applicants that are registered for the GST will receive the approved grant allocation plus GST.

Monitoring and evaluation

Information collected by funded organisations throughout the funding period will be used to assist Council to monitor trends relating to community need and service delivery.

Council will undertake a review process with funded organisations after two years including assessment of:

- *Achievement of annual work plan objectives for which the Council funding was allocated;*
- *Proper acquittal and use of Council funds by the recipient;*
- *Achievement of obligations contained within the Funding Agreement*
- *Identification of opportunities for project collaboration; and*
- *Any other matter considered relevant.*

A full strategic review will be undertaken by Council within the final year of the four year Funding Agreement period and will include an assessment of:

- *The continuing benefit of the service/activity to the Knox community;*
- *Whether the service/activity continues to be a priority of Council including alignment with Council's policies, strategies and vision; and*
- *Any other matter considered relevant.*

Recognition of Council Funding

Recipients of funding from this program are expected to acknowledge Council's contribution and support through any or all of the following means:

- Use of the Council logo on relevant promotional material
- Recognition in annual reports and at relevant events, launches and other public activities
- Invitation of the Mayor and Councillors to attend relevant service events and/or milestones

Specific instructions in relation to use of Council's logo will be included in Funding Agreement documentation.

Privacy of Information

As part of the Information Privacy Act Statement of Consent, Council collects information from CPF Grants applicants for the purpose of registering and administering grant applications for the specified funding period. The information may also be used to send information and to ascertain satisfaction with our services. The information will not be disclosed except as required by law. In particular, the information will not be disclosed to others for marketing purpose

APPENDIX 1

CONTESTED STREAMS:

1: SPECIALIST FAMILY AND INDIVIDUAL SUPPORT SERVICES

PLEASE NOTE: Separate applications are required for each of these categories

Summary of funding objectives and service priorities	Proposed 2018-22 allocation per annum
<p>a)Contribution to no-cost, confidential <u>financial counselling services</u> for Knox residents, and associated community education activities in community settings in Knox that will:-</p> <ul style="list-style-type: none">• Ensure equitable access to a high quality and consistent standard of financial counselling in Knox by promotion through a range of relevant networks ;• Support the development of personal skills and knowledge to respond resiliently to financial pressure and consumer choice;• Improve community resourcefulness to negotiating various financial circumstances;• Contribute to improvement of integrated support services for individuals and families across Knox;• Contribute to data collection, emerging trends and needs analysis to inform local advocacy and service planning. <p>b)Contribution to no-cost prompt response <u>general counselling and referral</u> for Knox residents in need of support or experiencing crisis that will:-</p> <ul style="list-style-type: none">• Ensure equitable access to a high quality and consistent standard of general counselling in Knox;• Support development of personal skills and knowledge to enable individuals and families to respond to life challenges;• Improve individual and community resilience;• Encourage and promote the value of social connectedness and support local community support options;• Contribute to ongoing improvement of integrated support services for individuals and families across Knox;• Contribute to data collection, emerging trends and needs analysis to inform local advocacy and service planning.	<p>(1% increase each year of four year funding period)</p> <p>a) \$100,504</p> <p>b) \$130,000</p>

<p>c) Contribution to no-cost <u>legal service and associated legal advocacy and community education</u> in Knox that will:-</p> <ul style="list-style-type: none"> • Ensure equitable access to a high quality and consistent standard of affordable legal information and advice for residents in Knox, particularly those experiencing socio-economic disadvantage; • Contribute to ongoing improvement of integrated support services for individuals and families across Knox; • Contribute to data collection, emerging trends and needs analysis to inform local advocacy and service planning. <p>d) <u>Contribution to the co-ordination and delivery of welfare support</u> for Knox residents including the provision of relevant community information and advice and associated emergency relief activities. The service will be able to:</p> <ul style="list-style-type: none"> • Ensure equitable access to community information, advice and referral to individuals and families in Knox experiencing hardship; • Facilitate the provision and availability of emergency relief options for individuals and families in Knox experiencing hardship; • Contribute to ongoing improvement of integrated welfare support services for individuals and families across Knox; • Contribute to data collection, emerging trends and analysis of welfare issues in Knox to inform local advocacy and service planning; • Co-ordination, facilitation and promotion of municipal-wide network of agencies and organisations providing emergency relief and material aid. 	<p>(1% increase each year of four year funding period)</p> <p>c) \$27,638</p> <p>d) \$155,125</p>
---	--

CONTESTED STREAMS:

2. Volunteer Resource Centre

Summary of funding objectives and service priorities	Proposed 2018-22 allocation per annum
<p>The coordination of volunteer resource centre services and activities to build the capacity and number of volunteers to support the requirements of volunteer-based organisations in Knox. The resource centre will:</p> <ul style="list-style-type: none">• Build a recognizable service profile and promotion approach for volunteer activity and participation across the Knox municipality;• Provide a recruitment and placement service for volunteers in Knox;• Initiate, implement and promote volunteer recognition strategies, including relevant partnership opportunities;• Facilitate the availability of relevant resource material and training for volunteers and volunteer involving organisations;• Assist volunteer-based and volunteer-involving organisations to effectively recruit, host, support and develop volunteers in line with contemporary best practice;• Enhance community awareness of the significant contribution made to community life and the local economy by volunteers;• Provide a municipal level role in local volunteer sector planning and advocacy, with coordination of a regular Knox network of volunteer-involving and volunteer-based organisations;• Contribute to data collection, emerging trends and analysis of volunteering issues in Knox to inform local advocacy and service planning.	<p>(1% increase each year of four year funding period)</p> <p>\$ 131,090</p>

CONTESTED STREAMS:

3. Preservation and Promotion of the history of Knox

Summary of funding objectives and service priorities	Proposed 2018-22 allocation per annum
<p>Contribution to the provision of a local history collection and resource centre maintaining a broad range of historical archives of significance to the Knox municipality, that will:-</p> <ul style="list-style-type: none">• Contribute to the enrichment of the municipality's cultural identity by developing greater awareness of local history;• Preserve, store and archive records relevant and significant to the history of the municipality;• Encourage volunteer participation in the appreciation and promotion of Knox local history.	<p>(1% increase each year of four year funding period)</p> <p>\$ 10,924</p>

APPENDIX 1

UNCONTESTED FUNDING STREAMS:

4. VOLUNTEER BASED EMERGENCY SERVICES IN KNOX

PLEASE NOTE: As per Council resolution (22/1/2018) funding for this category will be reviewed in 2019-20 to inform future funding decisions.

Summary of funding objectives and service priorities	Proposed 2018-20 allocation per annum*
<p>Contribution to the recognition and support of volunteers in rescue and emergency service and fire prevention service for the Knox municipality, specifically the CFA brigades and group in Knox & SES Knox Unit, which will be expected to:-</p> <ul style="list-style-type: none">• Build community capacity and resilience in response to emergencies in Knox;• Enhance community awareness of the significant contribution made to local community life by volunteers with respect to fire prevention and emergency services;• Provide partnership support and assistance to other emergency service organisations operating in Knox;• Collect data to assist in identifying local trends and issues to inform advocacy and service planning in Knox.	<p>SES Knox Unit - \$21,856</p> <p>CFA - 7 Knox brigades and Knox Group - \$54,460 (allowing \$6,807 per brigade/group)</p>

UNCONTESTED FUNDING STREAMS:

5. KNOX LEARNING ALLIANCE

Summary of funding objectives and service priorities	Proposed 2018-22 allocation per annum
<p>Contribution to the operation of the five Neighbourhood/Community Houses covering the Knox municipality to provide a range of social activities, services and local learning opportunities for Knox residents at all stages of life.</p> <p>The operation of the Houses will be expected to:-</p> <ul style="list-style-type: none">• Support diversity and promote community participation and inclusion;• Facilitate community development and capacity building activities in response to community needs;• Provide lifelong learning opportunities that can improve training and employment pathways and participation in broader community life;• Maintain and consolidate the federated approach between the Houses to support key activities and develop new opportunities for sustainability;• Contribute to the collection of data to identify community needs and emerging trends that can inform advocacy and service planning in Knox.	<p>(1% increase each year of four year funding period)</p> <p>\$14,312 per House</p> <p>(total of \$71,560)</p>