

# Community Development Fund

Policy Number:	2012/32	Directorate:	Connected Communities
Approval by:	Council	Responsible Officer:	Manager Community Wellbeing
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## 1. Purpose

The purpose of this Policy is to guide the annual allocation of the Community Development Fund grants to not-for-profit community organisations in Knox.

The aim of the Community Development Fund is to develop, enhance and support the involvement of community groups in activities and projects which respond to identified needs in the Knox community.

## 2. Context

Each year Council provides funding for the allocation of project specific grants and annual event grants to not-for-profit community groups. The grants are assessed and allocated in response to the local community needs identified in the submissions received.

The Community Development Fund is underpinned by the following principles:

- Funded projects/activities will provide benefit to the Knox community and help meet Council’s objectives;
- Co-operation and collaboration between groups will be encouraged;
- Grants processes will be consistent, equitable and transparent; and
- Grants processes will support and strengthen community groups in developing local solutions to local needs.

## 3. Scope

The Policy will apply to submissions received and grants allocated in the annual Community Development Fund funding round each year.

The Community Development Fund program is not designed to supplement, subsidise or replace existing Council Budget allocations or service delivery

## 4. References

### 4.1 Knox Community and Council Plan 2017-21

- **Goal 1 – We value our natural and built environment**

Strategy 1.1 – Protect and enhance our natural environment

Strategy 1.3 - Ensure Knox local character is protected and enhanced through design and location of urban development and infrastructure

- **Goal 4 - We are safe and secure**

Strategy 4.1 - Encourage and support the community to take responsibility for their own safety, and the safety of others.

- **Goal 5 – We have a strong regional economy, local employment and learning opportunities**

- Strategy 5.4 – Increase and strengthen local opportunities for lifelong learning, formal education pathways and skills development to improve economic capacity of the community

- **Goal 6 - We are healthy, happy and well**

Strategy 6.1 - Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition.

Strategy 6.2 - Support the community to enable positive physical and mental health.

- **Goal 7 - We are inclusive, feel a sense of belonging and value our identity**

Strategy 7.1 – Protect and preserve our local cultural identity

Strategy 7.2 – Celebrate our diverse community

Strategy 7.3 - Strengthen community connections.

Strategy 7.4 – Promote and celebrate the contribution of our volunteers

- **Goal 8 – We have confidence in decision making**

Strategy 8.1 – Build, strengthen and promote good governance practices across government and community organisations.

### 4.2 Relevant Legislation

- Local Government Act 2020 (Vic) – Conflict of Interest provisions

### 4.3 Charter of Human Rights

- This Policy has been assessed against and complies with the Charter of Human Rights.

### 4.4 Related Council Policies

- Minor Grants Policy (2020-2023)
- Election Period Policy (2020-2023)
- Community Partnership Funding Grants Policy (2020-2023).
- Leisure Minor Capital Works Grant Scheme Policy (2019-2022).
- Electronic Gaming Machines Policy (2016-2020).

### 4.5 Related Council Documents

- Community Development Fund Guidelines;
- Community Development Fund Evaluation Panel Terms of Reference; and
- Community Events in Knox – Information Pack

## 5. Definitions

<b>Auspice</b>	An established not-for-profit legal entity that agrees to take responsibility for the grant obligations of an unincorporated or informal or newly established group with no legal status.
<b>Community Group(s)/Organisation(s)</b>	Means a legal entity which provide services, support or activities to the Knox community.
<b>Community Representative</b>	A member of the community appointed by Council to participate in the Evaluation Panel
<b>Council</b>	Means Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Evaluation Panel</b>	Title of the specific purpose committee to provide recommendations to Council on Community Development Fund grants allocations
<b>Funding Agreement</b>	An agreement between the grant recipient and Council that documents the agreed objectives of the funded project/activity and the reporting and accountability requirements of the grant.
<b>Individual(s)</b>	Means a resident(s) of the Knox Municipality.
<b>Legal entity</b>	An incorporated association, a co-operative, a company limited by guarantee or a trust or other organisation established under an Act passed by the State or Commonwealth.
<b>Not-For-Profit group</b>	A group or organisation that is not operating for the profit or gain of its individual members; and any profit or surplus is directed back into the operation of the organisation to carry out its purpose.

## 6. Council Policy

6.1 Council will provide an allocation in each annual budget to fund the Community Development Fund Program.

6.2 The Community Development Fund provides grants in three categories:

- *Category 1 – General projects, programs, activities, or equipment - \$3,000-\$20,000*
- *Category 2 – Community Festivals and Events<sup>1</sup> – up to \$15,000*
- *Category 3 – Community Functions<sup>2</sup> – up to \$5,000*

6.3 Eligibility & Exclusion Criteria

6.3.1 Organisation Eligibility

- Submitting organisations must be a not-for-profit legal entity established under one of the following;

<sup>1</sup> As defined in Council’s Community Events in Knox – Info Pack

<sup>2</sup> As defined in Council’s Community Events in Knox – Info Pack

- the Victorian Associations Incorporation Reform Act 2012;
- the Victorian Co-operatives Act 1996;
- the Aboriginal Councils and Associations Act 1976;
- Corporations Act 2001;

an Act passed by the Legislative Assembly of Victoria; or

- in another form considered appropriate by Knox Council.
- Applications will also be considered from organisations under the auspice of another organisation which meets any of these criteria.
- School Parents' Associations that are incorporated (or similar) and represent a not-for-profit school are eligible to apply.
- Submitting organisations must have a Committee of Management, or similar, that can accept responsibility for a grant, ensure the project is carried out, and meet the evaluation and reporting requirements.
- Organisations granted funding must have either an Australian Business Number (ABN) or provide a Statement by Supplier (SbS) declaration.
- Submitting organisations must provide direct services, support or benefit to people living in the City of Knox.
- Organisations that show a strong connection to their local community will be favourably considered.
- Applications must be submitted by the organization seeking funds not by a grant writing professional.

### 6.3.2 Organisations Exclusions

- Organisations are not eligible to apply to the Community Development Fund if:
  - They have a delinquent account with Knox Council, i.e. an amount owed to Council that was not paid by the due date;
  - They have outstanding acquittal documentation, i.e. the acquittal documentation for a previous grant has not been handed in by the agreed due date; or
  - They are an operator of Electronic Gaming Machines, in line with Council's Electronic Gaming Machine Policy.

### 6.3.3 Application Exclusions

Applications that are submitted after the submission period closes are ineligible and will not be assessed.

### 6.3.4 Project and Event Eligibility

- Projects and events must have a definitive start and finish date.
- It is preferable that projects start and finish within the 12 month funding period, however staged projects over and up to three years can be considered.
- Projects and events must clearly support Council's strategic objectives and priorities captured in the Council and Community Plan 2017-21.
- Projects and events must aim to meet a demonstrated need within the Knox community.

- Projects and events must be conducted within the boundaries of the City of Knox and have significant participation of Knox residents.
- School Parent Associations must be able to demonstrate that their proposed project is for the benefit of the Knox community, not just for the benefit of the School community, i.e. CDF cannot fund a project that supports activities, equipment or staffing for core curriculum delivery.
- Projects and events which involve collaboration with other organisations and services, share resources within the community, and involve volunteers will be favourably considered.
- Projects with well-defined and clearly communicated aims and outcomes, along with clear and succinct detail regarding how the project will be implemented will be favourably considered

### 6.3.5 Project and Event

The following types of projects and items **cannot** be funded through the Community Development Fund:

- Fundraising: For example, but not limited to, purchase of raffle prizes, purchase of items for auction, purchase of items for re-sale, direct contributions to charity organisations, payment for facilitators and prizes for fundraising events such as trivia nights, movie nights, karaoke night, fashion parades etc.
- Capital or facility maintenance works: Capital works projects are considered to be those that primarily focus on improvement, replacement, disposal or addition to fixed assets such as land, building and facilities. Examples: major structural building improvements.
- State or Federal government responsibilities: Projects may not be an event or activity that is the core program funding responsibility of another level of government. Example: curriculum-based activities for schools.
- Retrospective funding: A CDF grant may not be used to reimburse an organisation for expenses already paid; i.e. if money has been spent on the project or event prior to the organisation receiving the grant cheque, grant monies may not be allocated to this expense.
- Consecutive project submissions: Applications for projects that have been funded by the CDF for three consecutive years are not eligible.
- Operational expenses: A CDF grant may not be used to fund the day-to-day expenses incurred in carrying out the usual business of the submitting organisation. This includes expenses such as salaries for existing positions, insurance and utilities.
- Events or activities hosted in venues with Electronic Gaming Machines

6.4 The annual submission round will be widely publicised and promoted to the Knox community.

6.5 Assessment of submissions will be undertaken by the Community Development Fund Evaluation Panel that will comprise Councillors and Community Representatives with support of Council officers in accordance with the Community Development Fund Panel Terms of Reference.

6.6 Specific ranking criteria are endorsed annually by the Panel for the project assessment process to establish how recommendations for funding approval are determined. The criteria will be made clear and updated as necessary in public grants promotion information.

6.7 A report shall be presented to Council for each funding round (annually) to consider and endorse the recommendations from the Panel.

6.8 Council will host an annual event to acknowledge the allocation of grants to successful applicants.

- 6.9 All funded projects require a signed funding agreement which will specify relevant accountability requirements relating to the delivery of the project and financial reporting.
- 6.10 Organisations with inadequate grant acquittal documentation after two years from the original grant approval date will be referred to Council's Finance Department for debt retrieval unless other arrangements for retrieval/reimbursement have been made.
- 6.11 Any unallocated or reimbursed funds in the Community Development Fund program in any year are to be carried forward and allocated to the Community Development Fund for the following financial year.

### 7. Administrative Updates

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 policy, such change may be made administratively. Examples of minor administrative changes include change to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.