

# Minor Grants Program Policy

Policy Number:	2015/01	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Manager Community Wellbeing
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## 1. Purpose

The purpose of this Policy is to guide the allocation of grants under the Minor Grants Program.

## 2. Context

Council provides an annual budget to a suite of grants which support and encourage community activity and service delivery in Knox. The Minor Grants Program, as with other Council grants programs, is underpinned by the following principles:

- Funded projects will provide benefit to the Knox community and help meet Council objectives.
- Co-operation and collaboration between groups will be encouraged.
- The grant process will be consistent, equitable and transparent.
- The grant process will support and strengthen community groups in developing local solutions to local needs.

## 3. Scope

This Policy applies to all submissions received and grants allocated each month through the Minor Grants Program.

## 4. References

### 4.1 Knox Community and Council Plan

- **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 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 7.3 - Strengthen community connections.

- **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 1989.

#### 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

- Election Period Policy (approved 25 November 2019).
- Community Development Fund Policy (2018-2021).
- Community Partnership Funding Grants Policy (2018-2021).
- Leisure Minor Capital Works Grant Scheme Policy (2019-2022).
- Electronic Gaming Machines Policy (2016-2020).

#### 4.5 Related Council Procedures

- Nil.

## 5. Definitions

In this Policy:

<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>CEO</b>	Chief Executive Officer of Knox City Council.
<b>Council</b>	Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Delegate(s)</b>	Council officer(s) designated by the CEO to administer the Minor Grants Program process.
<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>Minor Grant</b>	A grant paid under the Minor Community Grants Program.
<b>Minor Funding</b>	Funding for projects or initiatives that are relatively minor in nature and relate to short term, one-off projects or equipment purchases or repairs.
<b>Not-for-Profit</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 a budget allocation each financial year to respond to small, minor funding requests from Knox-based community organisations. This allocation will be known as the Minor Grants Program and applications for grants will be assessed and allocated monthly.

### Objectives

- 6.2 The Minor Grants Program is offered as an accessible and responsive funding source to assist a wide range of community led activities across the municipality and support volunteer effort and civic participation.

### Program Overview

The Minor Grants Program operates as a three tiered program based on the amount requested and up to a maximum grant of \$3000 as follows:

- 6.3 Applications for funding up and including \$500 will be assessed and determined by the Chief Executive Officer or delegate and reported to Council at the next Ordinary Meeting of Council.
- 6.4 Applications above \$500 will be assessed by the Chief Executive Officer or delegate and reported to Council at the monthly Ordinary Meeting of Council for Council’s determination.
- 6.5 Applicants receiving grants over \$1000 will require a funding agreement with Council.

Application Amount	Assessment & Determination	Grant Accountability &Acquittal
up to and including \$500	Assessed and determined by the CEO or delegate. Reported to Council at next ordinary meeting of Council	Acquittal showing proof of expenditure / purchase (i.e. receipt, paid invoice, )
\$501 to \$1000	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council	Acquittal showing proof of expenditure / purchase (i.e. receipt, paid invoice)
\$1001 to \$3000	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council	Funding Agreement & Acquittal required that show proof of expenditure / purchase (i.e. receipt or paid invoice) and benefit of grant.

### Eligible Organisations

To be eligible for a Minor Grant, applying organisations must:

- 6.6 Provide services, projects and programs that directly benefit residents of the City of Knox.
- 6.7 Be a not-for-profit legal entity that provides services, support or activities to the Knox community. This excludes educational institutions and State and Federal government departments and agencies but does not exclude related not-for-profit organisations, including school councils/auxiliaries/parent groups who would otherwise qualify under the Policy *or*
- 6.8 Be auspiced by an incorporated body or other not-for-profit legal entity.

- 6.9 Have an Australian Business Number or complete a Statement by Supplier form.
- 6.10 Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- 6.11 Hold adequate public liability insurance appropriate to the activity outlined in the application.
- 6.12 Be able to supply permits and plans appropriate to the funded activity where requested by Council.
- 6.13 Have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.
- 6.14 Have no outstanding debts to Council.
- 6.15 Not be an operator of Electronic Gaming Machines, in line with Council's Electronic Gaming Machine Policy.

### Applications That May Be Supported

To be eligible for a Minor Grant, applications must:

- 6.16 Be for small, incidental (secondary or miscellaneous) amounts for one-off projects, activities or equipment purchases or repairs that will benefit Knox residents.
- 6.17 Be for funds that will be expended within 12 months from receipt of the grant.
- 6.18 Be for an amount of no more than \$3,000.

### Applications That Will Not Be Supported

Applications will not be eligible to receive a Minor Grant if they are:

- 6.19 Eligible and more appropriately funded under another Council grant program, a full list of which is available at <http://www.knox.vic.gov.au/grants>.
- 6.20 From community groups who have not satisfied previous Council grant funding agreement conditions including grant acquittals from any other Council grant program.
- 6.21 For an amount that would increase the funding provided from the Minor Grants Program to the same organisation in the current financial year to total more than \$3,000, or total \$5,000 across the current and previous two financial years.
- 6.22 For items normally part of a reasonable operating budget for the applicant organisation (e.g. salaries, rental, maintenance, utilities, insurance etc.) unless it can be demonstrated to Council's satisfaction that exceptional circumstances warrant consideration.
- 6.23 Considered by Council to be the funding responsibility of other levels of government, including school curriculum equipment and resources.
- 6.24 For the same or substantially same project, activity or equipment purchase by the same applicant approved within the current financial year.
- 6.25 For the same or substantially same project, activity or equipment purchase by the same applicant approved for previous two consecutive financial years.
- 6.26 For a state-wide or regional project without a clearly defined local Knox community focus.
- 6.27 For a project run by a political or religious group to promote core beliefs.

- 6.28 For retrospective payments or expenses for an event or activity undertaken prior to receiving Council approval.
- 6.29 Seeking general fundraising or funding for prizes, sponsorships, donations, other grant programs or gifts.
- 6.30 For events or activities hosted in venues with Electronic Gaming Machines.

## Application Process

Applications must be completed through the Smarty Grants Online Portal.

- 6.31 Applications must be supported by relevant documentation, including:
  - evidence of incorporation or legal status;
  - quotes for planned expenses;
  - evidence of current public liability insurance;
  - Australian Business Number or Statement by Supplier declaration; and
  - a project plan (if applicable and requested).
- 6.32 All applications for funding must demonstrate a benefit to the Knox community and will be considered in relation to the objectives and directions of Knox City Council's Community and Council Plan.
- 6.33 For applications to be considered at an Ordinary Meeting of Council the application must be received at least 10 working days prior to the meeting date to provide sufficient time to assess and report the application to Council.
- 6.34 If the Minor Grant Program budget allocation is exhausted before the end of the financial year, the Program will be suspended immediately. New applications will not be accepted until the beginning of the new financial year. Applicants will be advised if their applications cannot be processed until the new financial year commences.

## Funding Conditions

- 6.35 Successful applicants of grants up to \$1,000 must provide proof of purchase/expenditure within three months of the expenditure or no later than within 12 months from receipt of the grant.
- 6.36 Successful applicants of grants over \$1,000 must enter into a written funding agreement with Council which will hold the organisation accountable for the delivery and financial acquittal of the funded activity/project.
- 6.37 Funded projects and equipment purchases must be completed within 12 months of receiving funding.
- 6.38 All successful applicants must appropriately acknowledge Knox City Council, in accordance with guidelines provided or as specified in a funding agreement.
- 6.39 Funding may only be used for the purpose stated on the grant application.
- 6.40 Council's decision in relation to funding applications is final.
- 6.41 Grant recipients must seek approval from Council for any proposed changes to expenditure or acquittal timeframes.

### Program Oversight

- 6.42 At the conclusion of each Financial Year, any unallocated funds from the Minor Grants Program will be carried forward and allocated to Council's Minor Grants Program in the following financial year.
- 6.43 The allocation and payment of Minor Grants from the Minor Grants Program shall be temporarily suspended prior to any Council election or by-election in accordance with Council's Election Period Policy.
- 6.44 Failure to submit proof of expenditure and/or financial acquittal documentation, as per the requirements of clauses 6.35, to 6.39 inclusive, may render the community group ineligible for any future Grant offered by Council.

## 7. Crisis Response Provision for Minor Grants

In the event of a declared emergency or exceptional circumstance, such as a natural disaster or pandemic impacting the municipality, Council or its delegate may waive specific clauses in this document to enable appropriate support to community organisations.

## 8. 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 a 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.