

Community Partnership Funding Program

Policy Number:	2008/06	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Manager Community Wellbeing
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1. Purpose

To guide the allocation, management and review of the Community Partnership Funding provided to assist Knox-based community organisations whose work in the municipality addresses specific community needs and Council's strategic objectives.

2. Context

Each year Council provides recurrent funding support to a range of not-for-profit community organisations that deliver specific services of benefit to the Knox community.

The funding, known as Community Partnership Funding Program, assists with the ongoing operational costs incurred in the delivery of agreed community outcomes.

Funding agreements are established with specific community organisations that have successfully submitted for funding to support the valued and demonstrated services that they provide in Knox. The funding reflects the evolution of historical partnerships between Council and locally based organisations to address local community priorities and identified strategic service requirements.

The Community Partnership Funding Program Policy is underpinned 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 Knox 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.

3. Scope

This Policy applies to submissions received and grants allocated through the Community Partnership Funding Program.

4. References

4.1 *Knox Community and Council Plan*

- **Goal 4 - We are safe and secure**
Strategy 4.5 - Support the provision of emergency services
- **Goal 6 - We are healthy, happy and well**
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 heritage
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

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);
- Minor Grants Policy (2020-2023); and
- Electronic Gaming Machines Policy (2020-2023).

4.5 *Related Council Procedures*

- Community Partnership Funding Guidelines

5. Definitions

In this Policy:

Council	Means Knox City Council, whether constituted before or after the commencement of this Policy.
Community Organisation	A not-for-profit /profit for purpose legal entity which provides services, support or activities to the Knox community.
Contestability	Opportunity for other organisations to submit proposals for identified funding priority categories.
Identified Funding Priority Categories	A range of services and community activities which address local community priorities and identified strategic service requirements to achieve Council and community aspirations.
Legal Entity	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.

Not-for-Profit	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.
Operational costs	Includes building rental, utilities, staffing and administrative costs relevant to the agreed service/program objectives.
Operational funding	Funding provided to support the operating costs of not-for profit services associated with agreed service/program objectives.
Funding Agreement	An agreement between the funding recipient and Council that documents the agreed objectives of the services to be delivered to the community and the annual reporting and accountability requirements for the funding.

6. Council Policy

- 6.1 Council will provide a budget allocation each financial year for the Community Partnership Funding Program to support not-for-profit, community organisations in delivering services/activities which are determined to be of benefit to the Knox community and which reflect Council's vision and strategic objectives.
- 6.2 Council will call for submissions for Community Partnership Funding every four years to provide transparency and the potential for contestability where appropriate.
- 6.3 Submissions will be assessed by an internal staff Assessment Panel that will make recommendations to Council.
- 6.4 The assessment of submissions will be undertaken in accordance with Community Partnership Funding Program operational procedures and guidelines that reflect the principles of the Community Partnership Funding Policy (see Clause 2 above). These principles will be reflected in the following:
 - Eligibility criteria;
 - Funding objectives; and
 - Service priorities.
- 6.5 Council will consider approving funding agreements based on a four-year funding period. Council reserves the right to terminate the funding agreement based on unsatisfactory performance.
- 6.6 In the event that a funding agreement is terminated by a recipient organisation any time up to six months before the end of the funding period the subject grant opportunity will be re-advertised to enable the reallocation of funding for the remainder of the period. If the termination occurs within six months of the end of the funding period, Council may choose not to re-advertise until the commencement of the new funding period.
- 6.7 Funding agreements will be developed to reflect different levels of complexity, funding and partnership, in accordance with best practice for contemporary local government grants arrangements.
- 6.8 All agreements will include a review process to be undertaken after two years to assess performance of the funded organisation in accordance with the funding agreement.
- 6.9 Council will determine the four-year round of funding categories on the basis of the Knox Community and Council Plan priorities and in response to identified service needs for the Knox community.

- 6.10 Community Partnership Funding cannot be used to support organisations or events that rely on venues with Electronic Gaming Machines.

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 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.