

Pandemic Recovery: Food and Emergency Relief Grant

1. Purpose

The Pandemic Recovery: Food and Emergency Relief Grant (the Grant) aims to support local service providers, based in Knox or providing services and support to Knox residents, to provide food parcels, hot meals and other related emergency relief items to Knox residents as the community recovers from the effects of the pandemic.

2. Context

A total of \$79,000 has been allocated by Knox City Council for the Pandemic Recovery: Food and Emergency Relief Grants, through its COVID-19 Community and Business Support Package. This package was developed and approved by Council in response to the evolving impact of the COVID-19 pandemic with a particular focus on the social and economic ramifications on the Knox community. As restrictions have eased, service providers have indicated there is still a need for increased emergency relief provision.

3. Scope

These Guidelines apply to the Pandemic Recovery: Food and Emergency Relief Grant.

4. References

4.1 Community Plan 2021-2031

4.2 Council Plan 2021-2025

- **Key Direction 4: Connection, resilience and wellbeing** - Knox is a place to call home. Our community is strong, healthy and we support and respect each other.

4.3 Relevant Legislation

- Local Government Act 2020 (Vic)

4.4 Charter of Human Rights

- These guidelines have been assessed against and complies with the Charter of Human Rights.

4.5 Related Council Policies

- Council Grant Framework Policy
- Election Period Policy.
- Electronic Gaming Machines Policy.
- Complaint Handling Policy and Procedure.
- Knox City Council Governance Rules (Chapter 5 – Conflicts of Interest).

- Fraud and Corruption Control Framework.

5. Definitions

Detail any definitions within these guidelines.

Auspice	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.
CEO	Means the Chief Executive Officer of Knox City Council.
Community Group(s)	A legal entity who provide services, support or activities to the Knox community.
Council	Knox City Council, whether constituted before or after the commencement of these Guidelines.
Funding agreement	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.
Legal Entity	Can include an incorporated association, a co-operative, a company limited by guarantee, share or a trust or other organisation established under an Act passed by the State or Commonwealth.
Not-for-profit	Means 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. Grant Guidelines

6.1 Funding Allocation

The grant pool for this funding totals \$79,000.00. It is a one-off allocation of funding and once all funding is expended, no further funds will be available.

Eligible organisations can apply for grants of up to \$10,000.00 for the provision of food parcels, hot meals and other related emergency relief.

6.2 Principles

The Pandemic Recovery: Food and Emergency Relief Grant is underpinned by the following principles:

1. Facilitation of responsive and cost-effective services and supports that meet the needs of the Knox community as it recovers from the COVID-19 pandemic; and
2. A commitment to working with Knox City Council and the Knox Emergency Relief Network.

6.3 Eligibility and exclusion criteria

Eligibility

To be eligible for funding, the following requirements must be met:

1. Applicants must be able to demonstrate that they are an established emergency relief provider in the Knox municipality. Partnership applications are encouraged.

2. Applicants must provide details about the food and/or emergency relief they will provide, including costings. Consideration will be given to ancillary items to the provision of food and emergency relief. Such items may include plastic containers and petrol for delivery of food to people in their homes.
3. Applicants must demonstrate a direct benefit to the Knox community.
4. Applicants must be 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. Consideration will be given to organisations under the auspice of another organisation which meets any of these criteria.
5. Applicants must have satisfactorily acquitted and reported on previous Knox grants and have no outstanding debts to Knox City Council.
6. If the Applicant has recently received other Knox City Council grant funding (since January, 2020), they must demonstrate how the Pandemic Recovery: Food and Emergency Relief Grant will provide different or increased benefits to the Knox community.

Exclusions

The following cannot be funded through this grant fund

1. Gift cards.
2. Gifts for volunteers.
3. Tolls.
4. Kitchen equipment or any other equipment.
5. Alcohol.
6. Wages
7. Reimbursement for expenses already incurred.

Local service providers unable to meet the above requirements may be eligible for other Council grant programs. Please contact Council's Community Partnerships Team on 9298 8000 for more information.

6.4 Application Process

Interested applicants will need to submit an application form through the Knox City Council website via SmartyGrants. Applicants will be asked to provide details of the types of food and/or emergency relief items to be purchased, the proposed budget expenditure, the means of project delivery and the proposed number of recipients.

6.5 Submission Period

Applications will open on 4 April, 2022 and close on 2 May, 2022 at 4pm. No late applications will be considered.

6.6 Assessment

Assessment of all eligible applications will take place in the following two weeks after submissions close, by a multi-disciplinary panel of Council officers.

Applications will be assessed on the following criteria:

1. The level of benefit to Knox residents;
2. The degree to which the project is shown to be feasible and be financially viable;
3. Clear demonstration of community need and proposed project objectives and plan; and
4. The capacity of the applying organisation to manage the grant.

The Panel's recommendations will be considered and approved by Knox City Council's Chief Executive Officer (CEO) and all decisions of the CEO will be final.

6.7 Successful Applicants

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 will be

issued on the agreed funding objectives. 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 the funded project.

Funded projects must be completed within one year.

6.8 Payment of Grants

Grant monies will be paid 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.

6.9 Acquittal

Successful applications will be required to submit an acquittal report outlining:

1. Outcomes for the Knox community including the number of Knox residents who have benefited;
2. At least one case study illustrating the community benefit; and
3. Financial acquittal.