

# Minor Grants Program

Approval By:	Chief Executive Officer	Directorate:	Connected Communities
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## 1. Purpose

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.

This Council procedure provides instructions and approval processes for assessment and 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/activities will provide benefit to the Knox community and help meet Council objectives;
- Co-operation and collaboration between groups will be encouraged;
- Grants processes will be consistent, equitable and transparent;
- Grants processes will support and strengthen community groups in developing local solutions to local needs.

Minor Grants are offered to respond to small, minor funding requests from Knox-based community organisations. Applications for grants will be assessed and allocated monthly.

## 3. Scope

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

## 4. References

### 4.1 Knox City Council Plans

Knox Council Plan 2021-2025

Knox Community Plan 2021–2031

### 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 Policy

- Council Grant Framework Policy (June 2022)
- Election Period Policy
- Electronic Gaming Machine Policy
- Complaint Handling Policy and Procedure
- Knox City Council Governance Rule (Chapter 5 Conflicts of Interest)
- Fraud and Corruption Control Framework

### 4.5 Related Council Procedures

- Knox City Council Fraud and Corruption Control Procedure

## 5. Definitions

In this procedure:

<b>Acquittal</b>	Report documenting expenditure and outcomes of grant payments
<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>	Means Chief Executive Officer of Knox City Council.
<b>Community Group (s)</b>	A legal entity that provides services, support or activities to the Knox community
<b>Council</b>	Knox City Council, whether constituted before or after the commencement of this Procedure.
<b>Delegate(s)</b>	Council officer(s) designated by the CEO to administer the Minor Grants Program process.
<b>Food Relief Supplies</b>	Means food items to be provided directly to Knox residents experiencing hardship or to enable preparation of meals for Knox residents in hardship.
<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>GST</b>	Goods and Services Tax
<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 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. Procedure

### 6.1 Minor Grants – Category 1 (General).

Available for projects or initiatives that are relatively minor in nature and relate to short term, one-off projects or equipment purchases or repairs excluding food relief supplies, up to a maximum grant of **\$3000**.

Category 1 (General) operates as a three tiered program based on the amount requested as follows:

Application Amount	Assessment and Determination	Grant Accountability and 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, bank statement )
\$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, bank statement)
\$1001 to \$3000	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council	Funding Agreement and Acquittal required that show proof of expenditure / purchase (i.e. receipt, paid invoice or bank statement) and benefit of grant.

### 6.2 Minor Grants Program – Category 2 (Food Relief Supplies).

A one-off total of \$91,576 has been allocated to this category. Once this one-off funding allocation is expended, this category of funding will be suspended. Once expended, eligible organisations seeking support with funding for food relief supplies may still apply through Category 1 (General), as set out in section 6.1, and will be subject to the eligibility criteria set out in this Procedure.

Organisations who are existing emergency food relief providers in Knox with appropriate legal entity status and who meet the eligibility criteria set out in this Procedure may apply for grants within this category, allowing a yearly limit of \$5,000.

Available for existing services located in Knox providing free food items or meals to Knox residents experiencing hardship, to enable the purchase of food supplies up to a maximum grant of \$5,000.

Expenditure for ancillary service expenses such as vouchers for personal items or petrol is not eligible.

Category 2 (Food Relief Supplies) operates as a three tiered program based on the amount requested as follows:

Application Amount	Assessment and Determination	Grant Accountability and 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, bank statement )
\$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, bank statement)
\$1001 to \$5000	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:

- 6.3 Provide services, projects and programs that directly benefit residents of the City of Knox.
- 6.4 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*
- 6.5 Be auspiced by an incorporated body or other not-for-profit legal entity.
- 6.6 Have an Australian Business Number or complete a Statement by Supplier form.
- 6.7 Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- 6.8 Hold adequate public liability insurance appropriate to the activity outlined in the application.
- 6.9 Be able to supply permits and plans appropriate to the funded activity where requested by Council.
- 6.10 Have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.
- 6.11 Have no outstanding debts to Council.
- 6.12 Not be an operator of Electronic Gaming Machines, in line with Council's Electronic Gaming Machine Policy.

- 6.13 Demonstrate current need and evidence of operation in Knox prior to January 2022 if a service applying for a grant under Category 2 (Food Relief Support).

### Applications That May Be Supported

To be eligible for a Minor Grant, applications must:

- 6.14 Be for small, incidental (secondary or miscellaneous) amounts for one-off projects, activities or equipment purchases or repairs that will benefit Knox residents.
- 6.15 Be for funds that will be expended within 12 months from receipt of the grant.
- 6.16 Be for an amount of no more than \$3,000 under Category 1 (General)
- 6.17 Be for an amount of no more than \$5,000 under Category 2 (Food Relief Support).

### Applications That Will Not Be Supported

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

- 6.18 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>.
- 6.19 From community groups who have not satisfied previous Council grant funding agreement conditions including grant acquittals from any other Council grant program.
- 6.20 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, excluding Category 2 (Food Relief Support) grants.
- 6.21 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.
- 6.22 Considered by Council to be the funding responsibility of other levels of government, including school curriculum equipment and resources.
- 6.23 For the same or substantially same project, activity or equipment purchase by the same applicant approved within the current financial year, excluding food relief supplies for Category 2 (Food Relief Support) grants.
- 6.24 For the same or substantially same project, activity or equipment purchase by the same applicant approved for previous two consecutive financial years, excluding food relief supplies for Category 2 (Food Relief Support) grants.
- 6.25 For a state-wide or regional project without a clearly defined local Knox community focus.
- 6.26 For a project run by a political or religious group to promote core beliefs.
- 6.27 For retrospective payments or expenses for an event or activity undertaken prior to receiving Council approval.
- 6.28 Seeking general fundraising or funding for prizes, sponsorships, donations, other grant programs or gifts.
- 6.29 For purchase of alcohol.

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 Successful applicants of Category 2 (Food Relief Support) grants will be required to report on food service/meals achieved with grant funds in a provided template.

6.39 All successful applicants must appropriately acknowledge Knox City Council, in accordance with guidelines provided or as specified in a funding agreement.

6.40 Funding may only be used for the purpose stated on the grant application.

6.41 Council's decision in relation to funding applications is final.

6.42 Grant recipients must seek approval from Council for any proposed changes to expenditure or acquittal timeframes.

### Program Oversight

- 6.43 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.
- 6.44 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.
- 6.45 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 and approved by the Chief Executive Officer. 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.