Council Policy

Community Development Grants

1. PURPOSE

Horsham Rural City Council (HRCC) Community Development Grants Program helps groups in the Horsham & district community to improve community facilities and work together for more engaged and healthy communities.

This policy provides the framework for the delivery of Council's Community Development Grants Program.

2. INTRODUCTION

The HRCC Community Development Grants Program is an annual funding program that allocates grants to local not-for-profit organisations, groups and associations every year. This policy outlines the funding priorities, eligibility, application requirements, assessment criteria, grant approval and payment processes, timelines and reporting process, and general information.

3. SCOPE

This policy is applicable to all community not-for-profit groups who operate in or provide activities for the benefit of the residents of Horsham Rural City Council.

4. DEFINITIONS
N/A

5. PRINCIPLES

The HRCC Community Development Grants program is an annual funding program allocated as part of Council's yearly budget process to not-for-profit community organisations.

5.1 Funding Priorities

The Community Development Grants Program is linked to the key priorities of the current Council Plan and Health and Wellbeing Plan. Accordingly, successful applications should support one of the following key funding priorities:

- Community & cultural development
- Sustaining the economy
- Asset management
- Good governance
- Natural and built environment
- Healthy eating and active living
- Reduce alcohol and drug use
- Improve mental health
- Education and economic development
- Preventing family violence
- Improving family health
- Improving early years outcomes
- Disability Access

An application may also be lodged for any project that may not fit the key funding priorities but is linked to other Council Plans or Strategies or has a community focus.

Council may, for a particular year, add or change key funding priorities.

The maximum allocation per organisation is $10,000 although the majority of successful applications range between $500 and $5,000. Council may consider a larger staged project over a number of years for an application in excess of $10,000.

Projects which have a significant cash and/or in-kind contribution by the applicant organisation are encouraged.

Total funds made available, for a particular financial year, will be a decision of Council within the annual budget process.

5.2 Eligibility

All not-for-profit organisations, groups and associations based within Horsham Rural City Council may apply for a community development grant.
The project must be delivered within the Horsham municipality and include direct benefits for residents of the municipality.

Who <u>cannot apply</u> and <u>what projects are ineligible for funding?</u>
- Individuals
- Those seeking funding for a commercial business
- Those groups who have not expended or reported back on a previous grant allocation
- Funding for organisational operating costs, e.g. wages and utilities
- Projects that are the responsibility of other sectors of government
- Projects that are a clear duplication of other services
- Projects that have already commenced
- Applications that are received after the closing date.

Projects are to commence after 1 July and be completed by 30 June of the following year.

5.3 Application process

Eligible groups must apply by the due date and using the form supplied on the HRCC Council website: Guidelines and templates for the Community Development Grants https://www.hrcc.vic.gov.au/Community-Services/Grant-Information/Community-Development-Grants-Program

All applications must include:
- Completed details of what the grant funds will be spent on
- An indication of other funds that will be put towards the project
- An estimate of volunteer in-kind support for the project
- A quote for all goods and services over $1,000
- A copy of the organisation's most recent audited financial statements where the application shows a cash contribution from the organisation of >$5,000
- Endorsement of all groups/organisations who will use or benefit from the project, including the over-arching body who auspices the group or the Section 86 Committee (if applicable)

5.4 Assessment Criteria

Applications will be assessed using the following criteria:
- The level of contribution to the project by the applicant
- The extent of previous assistance provided by Council. Submissions from a previously unfunded group will be given a higher priority in the assessment process
- The spread of grants across community, cultural and sporting areas (including geographic spread)

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- How well the project supports Council's priorities in terms of the Health & Well-being Plan and Council Plan
- Value for money – considering membership and number of users to benefit from the project
- Council may determine that one or more significant projects may have preference over several smaller projects

5.5 Assessment Process

- All applications are received by the Records Department and saved electronically.
- The Grants Officer prepares a Grants Summary which ranks applications in accordance with the assessment criteria
- Initial assessment panel consisting of:
  - Grants Officer
  - Finance Manager
  - One representative of Technical Services, Community Services and Planning and Economic
- The initial assessment panel makes recommendations to the Executive Management Team.
- Sport & Recreation projects are referred to Council's Sport & Recreation Advisory Committee for prioritisation before final approvals are made.
- Executive Management Team endorse final grants list
- Final adoption by Council as part of the yearly budget process

Council may only allocate part funding for a project rather than the full amount requested in the application.

A grant allocation by Council does not mean any ongoing funding commitment or obligation by Council.

Applications seeking sponsorship for marketing and promotion of a local event outside the municipality are referred to Council's Tourism Events & Festival funding program and guidelines.

HRCC assistance should be acknowledged on any promotional material or media coverage relating to the successful project.

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5.6 Time lines

Time lines are established by the Finance Manager in December each year to fit in with the budget process for the following year. General guideline for timelines is as follows:

• Applications open	End of January
• Applications close	End of February
• Council Adoption	End of April
• Advice to applicants	End of April

5.7 Grant payment

In general, Grants will be paid in October of each year; however the payment date may be varied in justifiable circumstances, upon written request to Council.
Payment of grants will be made upon receipt of invoices or evidence of project payments by the organisation. These invoices and payments must coincide with the grant financial year.

5.8 Grant Reporting

Successful applicants are required to complete a Community Grants Project Report upon completion of the project.

The template for the Project Report can be downloaded at https://www.hrcc.vic.gov.au/Community-Services/Grant-Information/Community-Development-Grants-Program

6. COMMUNICATION

The Community Development Grants program has a dedicated page on the Council internet site https://www.hrcc.vic.gov.au/Community-Services/Grant-Information/Community-Development-Grants-Program.
The Guidelines and Application forms are forwarded to all applicants from the previous year.
The Community Development Grants Program is promoted during February each year in local print media, coordinated by the Media and Communications Officer. Community information sessions are coordinated by the Grants Officer in February each year

7. RESPONSIBILITY

Policy Owner: Grants Officer

8. SUPPORTING DOCUMENTS

Document	Location
HRCC Community Grants Program – Funding Guidelines	Internet
HRCC Community Grants Program – Application template	Internet
HRCC Community Donations Policy	Internet

9. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	3 March 2014	Council	• New Policy	
02	Feb 2017	Council	• Disability Access Criteria • Revised notification month • Inclusion of project ranking • Inclusion of Grants Information Session	
03	19 March 2018	Council	• Changes to funding categories	19 March 2021

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