




Community Grants Program Policy

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1 Document Information

The electronic version of this document is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

RESPONSIBLE GENERAL MANAGER	General Manager Community Sustainability
RESPONSIBLE MANAGER (Policy Owner)	Manager Libraries and Social Development
APPROVED BY	Council

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2 Purpose

The Community Grants Program provides an important role in assisting Council to achieve its objectives as identified in the Council Plan in enhancing the quality of life and diversity of experiences for all residents in the City of Kingston. This Policy sets out the framework for the distribution of grants from Council to the community through the Community Grants Program.

3 Definitions

Grant	Sum of money given to organisations or individuals with an expectation that the money will be used for an agreed and specified purpose
Auspice	An agreement where one organisation agrees to apply for and manage a grant on behalf of another organisation. The auspice is responsible for financial and acquittal requirements.
Acquittal	Information provided by a grant recipient that ensures that funds have been administered responsibly and in line with conditions of the grant program.
Community Organisation	An entity that carries out activities for a public purpose or an entity whose primary object is not directed at making a profit for distribution to shareholders or members.
Incorporated	Incorporated under the Associations Incorporations Act 1981 or other relevant legislation.
Not-for-profit organisations	An organisation that does not operate for the profit or gain of its individual members.

4 Scope

This policy applies to all Council staff processing applications for funding through the Community Grants Program and applies in particular to the following Grants categories;

1. Partnership Grants
2. Annual grants
3. Individual Development Grants;
4. Student Awards Grants
5. Arts Grants
6. Children's Week Grants
7. Irregular Grants

5 Policy Details

Every year the City of Kingston provides funds to community groups, organisations and individuals through its Community Grants Program.

The Community Grants Program provides an important role in assisting Council to achieve its objectives for the future as identified in the Council Plan in enhancing the quality of life and diversity of experiences for all residents, in the City of Kingston.

This Policy sets out the framework for the distribution of grants from Council to the community through the Community Grants Program.

The Policy is available in a variety of formats including hard copy, electronic, and large print from Council's website and Community Grants & Networks Officer - 1800 635 356. For translation services please call TIS on 131 450.

6 About the Kingston Community Grants Program

Consistent with the Council Plan, Policies and Procedures, the Community Grants Program provides Council with the opportunity to establish and build relationships with the community; encourage participation; support innovation; lower greenhouse gas emissions; promote access, inclusion and acceptance of diversity; and build.... *'a diverse, dynamic community where we all share a sustainable, safe, attractive environment and a thriving economy'*. The Community Grants Program focuses on funding initiatives that promote:

- Our well-planned, liveable city supported by infrastructure to meet future needs;
- Our sustainable green environment with accessible open spaces;
- Our connected, inclusive, healthy and learning community;
- Our free-moving, safe, prosperous and dynamic city;
- Our well-governed and responsive organisation.

7 Aims of Community Grants Program

Kingston's Community Grants Program aims to:

- Support not-for-profit community groups and organisations to provide a range of services and experiences for residents;
- Provide equitable opportunity for the community to seek funding assistance from Council;
- Strengthen communities with local responses to identified community needs;
- Facilitate support for initiatives that strengthen the community through opportunities for participation, development, inclusion and sustainability;
- Foster support across a range of pursuits and interest areas including health and welfare, community safety, community support, prevention of family violence, arts and culture, sports and recreation, youth, ageing, environment and access and equity;

- Assist Council to deliver identified objectives, priorities and strategies and align with the Council Plan; and
- Support eligible individuals to compete, perform or represent the City of Kingston at a high level in their chosen field.

8 Program Priorities

Priority will be given to applications that respond to identified community needs and align with Council's Plan, corporate objectives, priorities and strategies.

Kingston's Community Grants Program prioritises support where the:

- Applicant's service meeting place, or place of residence, is within the City of Kingston boundaries;
- Applicant's service meeting place is outside the City of Kingston boundaries, but its activities involve a significant number of Kingston residents;
- Applicant has limited financial means to access other sources of funding;
- Applicant has sought funding and/or in-kind support from other sources where the applicant is in a position to do so;
- Applicant is not already in receipt of substantial funding and/or in-kind support from Council. (Except for those in receipt of a Partnership Grant);
- Applicant is not in receipt of or seeking duplicate grants from Council for the same program or activity;
- Applicant is providing a proposed activity that is innovative or unique for the City of Kingston;
- Proposed activity incorporates collaboration/partnerships with other groups;
- Proposed activity maximises community benefit;
- Proposed service or activity meets any specifically identified Council priorities that may be nominated from year to year and responds to emerging community needs; and
- Proposed activity demonstrates sustainability.

9 Grant Categories

Kingston Community Grants Program will provide funding to the community through seven categories of grants consisting of:

- 1 Partnership Grants
- 2 Annual grants
- 3 Individual Development Grants;
- 4 Student Awards Grants
- 5 Arts Grants
- 7 Children's Week Grants
- 8 Irregular Grants

Table 1: Grants Categories

Category	Characteristics
Partnership Grants	<p>Council acknowledges that many local agencies and organisations have significant specialist expertise to deliver social services or other services to the community.</p> <p>This grant category is available to not-for-profit community organisations that provide continuous and significant service to the community and where their programs align with Council priorities and build community capacity and social inclusion.</p> <p>These organisations include but are not limited to:</p> <ul style="list-style-type: none"> • Community Centres • Neighbourhood Houses • Social Welfare Organisations • Seniors Groups • Multicultural Groups • Citizens' Advice Bureau • Volunteer emergency service organisations. <p>Funding in this category will be provided on a recurrent triennial fixed term basis for ensuring ongoing operations of the organisation.</p> <p>The funding will be offered, and key milestones negotiated through a Triennial Service Agreement with the following annual reporting requirements:</p> <ol style="list-style-type: none"> 1. Key milestones to be reported to Kingston 2. Acknowledgement of Kingston Council 3. Adherence to acquittal requirements. <p>Where organisations hold lease agreements with Council, delivery of the grant funding agreement will form part of lease obligations.</p> <p>All Partnership Grants allocations are subject to Council approval.</p> <p>Funding Agreements and the level of reporting requirements will be commensurate with the level of funding received.</p> <p>Partnership Grants are subject to an annual CPI adjustment in accordance with Council's annual budget planning process.</p> <p>Council aims to work in partnership with successful organisations and groups to meet identified needs in the community as determined by Council. This is based on the benefits that the service provides to the residents of Kingston.</p> <p>Groups not receiving Partnership Grants may be invited by Council to apply for a Partnership Grant after successfully receiving an Annual</p>

	Grant and meeting each milestone in three consecutive years and demonstrating significant benefits to the community.
Annual Grants	<p>Annual Grants will be provided to not-for-profit organisations to deliver programs, projects and activities that benefit the residents of the City of Kingston and align with Council priorities and strategic directions.</p> <p>They can include:</p> <ul style="list-style-type: none"> • Purchase of equipment • Cultural activities • Environmental initiatives • Minor capital works • Community safety initiatives • Public health and wellbeing activities • Prevention of family violence initiatives • Access and equity activities <p>Funding will be provided on an annual fixed term (non-recurrent) basis to community groups and organisations for activities that contribute to the social, economic and health and wellbeing of the residents of Kingston or to environmental improvement.</p> <p>An open application process for eligible organisations will be offered once per financial year. Funding is contestable, may be allocated proportionate to the request and is not guaranteed on application.</p>
Individual Development Grants	<p>Individual Development Grants are designed to support individuals to compete, perform or represent the City of Kingston at a high level in their chosen field. This category of grant is only available to permanent residents of Kingston and is designed to assist individuals who are selected to participate in a recognised, significant:</p> <ul style="list-style-type: none"> • Sporting event that would benefit the Kingston community • Leadership activity that would benefit the Kingston community • Environmental endeavour that would benefit the Kingston community • Humanitarian endeavour that would benefit the Kingston community • Arts and/or cultural event that would benefit the Kingston community. <p>An open application process for all eligible individuals will be offered and considered on an ongoing basis throughout the financial year.</p>
Student Award Grants	<p>Student achievement will be recognised through this category, with equal amounts of funding issued annually to all primary, secondary and special development schools based within the geographic boundaries of Kingston.</p>

	<p>These grants are designed to recognise individual student achievement and/or contribution to the community.</p> <p>Primary, secondary and special development schools directly located on the Kingston's municipal boundary with at least 40% of their student population drawn from Kingston will also be invited to accept funding through this category.</p> <p>No formal application process is required for this grant category. Funding will automatically be distributed to each school in September of each year.</p>
Arts Grants	<p>Council's Arts Grants program is designed to stimulate creative programs across the local community and position Kingston as a thriving cultural hub with a vibrant creative sector. Individual artists, not-for-profit art groups and organisations can apply for an Arts Grant across three categories:</p> <ul style="list-style-type: none"> • Arts Projects for professional and emerging artists; • Community based arts projects; and • Mentorships and Residencies.
Children's Week Grants	<p>The annual Children's Week Grants program is aimed at creating a stronger and more connected community by providing families and children with opportunities to participate in a range of activities in their local community.</p> <p>Children's Week is a national event that advocates for the rights of children to enjoy childhood, whilst creating an awareness of the rights, needs and accomplishments of children in Australia within the context of the family and the broader community.</p> <p>Funding up to \$1,000 will be provided on an annual fixed term (non-recurrent) basis to not-for-profit community groups and organisations that deliver events and one-off activities that celebrate Children's Week in October of each year</p>
Irregular Grants	<p>These grants are provided to not-for-profit community groups that have not accessed other Council Grant programs, which apply outside the normal grants process or that do not strictly meet the Grants Guidelines. They are designed to be flexible and responsive to a group's particular needs.</p> <ul style="list-style-type: none"> • Groups must meet all the eligibility requirements of applicants to the annual grants program i.e. be incorporated, have current public liability insurance, operate within the City of Kingston or have 50% of its members from Kingston.

10 Program Budget

Council allocates an annual funding pool for distribution across the nominated grant categories in accordance with Council's annual budget planning process.

Council will reserve the right to target funding to areas that align with its strategic objectives and priorities. The community will be notified of such preferences through the annually published Guidelines for the relevant grant category.

The application process, assessment, payments and acquittal processes will align with the July to June financial year.

A review of the Community Grants Program and allocated budgets to determine appropriate funding levels will be conducted as required.

10.1 How much is available?

The maximum amounts of funding available per annum for each of the categories of grants are provided in Table 2 below:

Table 2: Funding available

Grant Category	Total maximum level of funding	Minor capital works (These are subject to an equal dollar contribution from the applicant)	Equipment
Partnership Grants	To be determined by Council	N/A	N/A
Annual Grants	\$10,000 for programs and activities	\$5,000	\$2,000
Individual Development Grants	\$500	N/A	N/A
Arts Grants	Arts Projects for professional and emerging artists up to \$5,000	N/A	N/A
	Community based arts projects up to \$5,000	N/A	N/A
	Mentorships and Residencies up to \$1,000	N/A	N/A
Children's Week Grants	\$1,000	N/A	N/A
Irregular Grants	Per applicant \$1,000	\$1,000	\$1,000
Student Awards Grants	\$193.20 + GST	N/A	N/A

11 Eligibility

11.1 Annual Grants - Community Groups and Organisations

Community groups and organisations seeking to apply for funds through an applicable category of the Community Grants Program must meet the following eligibility criteria:

- Be not-for-profit and managed by a volunteer board/committee of management who have complied with all Consumer Affairs Victoria obligations;
- Be incorporated or auspiced by another incorporated organisation that will accept legal and financial responsibility for the project or activity;
- Be physically located within the City of Kingston municipal boundaries. Consideration may be given to other groups and organisations where 50% or more of members are Kingston residents and activity provides a significant benefit to Kingston residents;
- Have adequate public liability insurance (minimum cover of \$20million) appropriate health and safety policies and comply with child safety standards in accordance with the funding agreement;
- If a Council tenant, must comply with all requirements within the tenant's agreement;
- Have no outstanding grant acquittals
- Have no outstanding debts owing to Council;
- Propose an activity which is of substantial benefit to the Kingston community and is consistent with Council priorities;
- Propose an activity that does not seek to influence a person's political or religious ideology (this does not include community celebrations or cultural festivals).
- Propose an activity which is not primarily for fundraising purposes;
- Be able to supply financial information requested; and
- Be able to meet conditions associated with receiving a grant.
- Must update and advise Council of significant changes within their operations, including but not limited to: change in Committee of Management membership, paid staff changes, operational issues that may impact or have potential to impact Kingston community.
- Agree to meet with Council officers on a regular basis or as required to discuss and review operations.
- Received approval from landlord for capital works prior to application if premises not owned by organisation.
- Require Approval in Principle for funding being sought to undertake any capital works to Council facility.
- Community groups and organisations, including those in receipt of a Partnership Grant, can only make one application per year for an Annual Grant.

11.2 Individual Development Grants - Individuals

Individuals seeking funds from Council may only apply to the Individual Development Grants category if they meet the following criteria:

- Be a permanent resident of the City of Kingston;
- Demonstrate a record of achievement and experience in their area of pursuit;
- Seek support for an activity that is in the spirit of individual development within the areas of pursuit supported by Council;
- Seek support for an activity at State, National or International level only;
- Have no outstanding grant acquittals or debts owing to Council;
- Be able to supply financial information requested;
- For sporting activities, applicants must be selected individually, or as part of a team been selected through a competitive process for the right to compete at State, National or International level competition.
- Be able to meet conditions associated with receiving a grant, i.e. provide authorised evidence of the activity, acknowledge Kingston in any promotional material, and report back on the completion of the activity.

11.3 Partnerships Grants

Eligibility for Partnership Grants will be based on Council approval process

11.4 Arts Grants

Please refer to the operational Guidelines specific to this grant category. Eligibility for these grants is determined by the individual department responsible for managing the grants category.

11.5 Children's Week Grants

Please refer to the operational Guidelines specific to this grant category. Eligibility for these grants is determined by the individual department responsible for managing the grants category.

11.6 Irregular Grants

Please refer to the operational Guidelines specific to this grant category. Eligibility for these grants is determined by the individual department responsible for managing the grants category.

12 Ineligibility

12.1 Annual Grants

The following will not be considered for funding for an Annual Grant:

- For-profit applicants, or applicants operating to support for-profit activity; for example, seeking and paying grant writers.
- Activities/programs that replace or substitute State or Commonwealth funding.
- Schools for curriculum-based activities or where the activity outcome is confined to the school. This extends to groups and organisations proposing to work with schools;

- Religious and political organisations for core operating and administration costs;
- Groups and organisations considered the responsibility of other levels of government or non- government organisations;
- Groups and organisations experiencing financial hardship because of inappropriate financial management practices including debt repayment activities;
- Groups and organisations that have the capacity to deliver the project from their own resources;
- Council will not provide community grants, funding, sponsorship, publicity or promotion for community groups/organisations that undertake or promote gambling, unless there is significant community benefit demonstrated.
- Recurrent or ongoing salaries and on-costs;
- Recurrent or ongoing equipment or building maintenance costs;
- Insurance, such as (but not limited to) Public Liability insurance;
- Maintenance of websites;
- Fireworks;
- Funding requests above the published amount available;
- Capital improvements and infrastructure requests for assets that are of a commercial nature or outside the geographical boundaries of Kingston;
- Permanent public art installations;
- Hire of venues that are of a commercial nature;
- Hire of venues not located in the City of Kingston;
- Multiple applications to one or more categories from any one group or individual in any one financial year (Partnership Grant and Children’s Week Grant recipients excepted);
- Applicants applying to another grant category for a grant for the same activity;
- Applicants with outstanding grant acquittals
- Community Groups with debts owing to Council;
- Retrospective funding i.e. funds for activities or expenditure that has already occurred;
- Applications not made through the official Council application process;
- Late or incomplete applications unless Council approval has been given; and
- Groups that lobby or canvas support from Councillors or Council officers.

12.2 Individual Development Grants

The following will **not** be considered for funding for an Individual Development Grant:

- Individuals applying for an Individual Development Grant who are not permanent residents of the City of Kingston;
- Applications from individuals who have already received an Individual Development Grant in the same financial year;

- Individuals applying for a sporting activity or event that is not accredited by the Australia Sports Commission;
- Sporting events that are organised by for-profit event management organisations;
- Individuals who have not been selected in a sporting activity through recognised competitive trials or selection processes;
- Individuals who as part of a club or group, are invited to take part in a sporting activity and have not been selected through recognised competitive trials or selection processes;
- Fees and associated costs for educational courses
- Retrospective funding i.e. funds for expenditure that has already occurred;
- Applications not made through the official Council application process.

12.3 Arts Grants

Please refer to the operational Guidelines specific to this grant category. Ineligibility for these grants is determined by the individual department responsible for managing the grants category.

12.4 Children's Week Grants

Please refer to the operational Guidelines specific to this grant category. Ineligibility for these grants is determined by the individual department responsible for managing the grants category.

12.5 Irregular Grants

Please refer to the operational Guidelines specific to this grant category. Ineligibility for these grants is determined by the individual department responsible for managing the grants category.

13 Assessment

13.1 Annual Grants - Community Groups and Organisations

Grants will be assessed if received within the application period. Late applications will not be considered unless Council approval has been granted.

On closure of the application period all applications will be reviewed to ensure that they are eligible for consideration and all required documentation has been provided.

All applications will be reviewed and assessed by a panel of Council Officers.

All applications to the Partnership Grants and Annual Grants categories will be considered against the following criteria:

13.1.1 Council and Community Outcomes

- Increases participation opportunities for Kingston residents;
- Helps to build skills in the Kingston community;
- Connects with other groups and organisations;
- Encourages a diversity of activities and opportunities available to the Kingston community; and
- Targets Kingston's disadvantaged communities (e.g. people with disabilities, CALD groups, disadvantaged members of the community) or improves access for these groups.

13.1.2 Link to Planning

- States clear aims for the activity;
- Shows evidence of planning e.g. resources, safety, permits, etc.;
- Addresses a genuine and identified community need;
- Aligns with Council's Vision, corporate objectives, priorities and strategies; and
- Demonstrates innovation or new initiatives.

13.1.3 Resourcing

- Demonstrates capacity to deliver on the activity and meets the conditions of funding;
- Seeks, where possible, other sources of financial/in-kind contribution;
- Has limited financial capacity and/or means to attract other sources of financial/in-kind support;
- Has low current or previous financial/in-kind support from Council; and
- Demonstrates good use of Council (public) funds.

As part of assessment, the grants panel may if required seek further information from applicants, for example through a presentation, site visit, or by email or phone discussion.

The grants panels will develop recommendations for funding by vote or consensus. These recommendations will be presented to Council for determination. Decisions will then be communicated to applicants and may be used in Council publications.

13.2 Individual Development Grants

Applications to the Individual Development Grants will be assessed and approved by Council officers.

Assessment will be based on the following criteria:

- meets the standard eligibility requirements;
- level and location of the activity;
- record of achievement and development potential;
- level of assistance from other sources; and
- evidence of financial hardship.

Any application for an Individual Development Grant submitted by an employee of Kingston, or a family member of an employee of Kingston; which may give rise to a conflict of interest; will be presented to Council for consideration and approval.

Applications can be submitted at any time throughout the year. There is a limited budget for the Individual Development Grants category and once the annual funding pool has been expended no further applications will be accepted, assessed or approved.

13.3 Irregular Grants

Irregular Grant applications will be assessed by Council officers and a report presented to Council for determination.

13.4 Arts Grants, Children's Week Grants

These grants will all be assessed in accordance with their own specific Policies and Guidelines. Please refer to specific Guidelines for these grant categories.

14 Funding Conditions – Annual Grants

Applications will only be considered for funding if the following requirements are met:

- Applications are to be submitted through the official application process developed by Council. Other application methods will not be accepted;
- Applications need to be completed in full. All supporting documentation requested must be provided including evidence of incorporation, public liability insurance, financial statements, quotes etc. If relevant, these must be submitted at the time of the application. Applications that do not include all the required information will not be accepted;
- Successful applicants will be required to enter into a Funding Agreement with Council, which outlines the responsibilities of the grant recipient and Council and will link funding to the agreed outcomes;
- Successful applicants will be required to report on the spending of funding received (grant acquittal) by 30 June of the financial year in which the funding was received. Acquittal reports must provide evidence that the grant was expended in line with the funding agreements;
- Successful applicants will be required to notify Council of any substantial changes to their funded activity throughout the funding period;
- Successful applicants must provide detailed reports outlining evidence to demonstrate benefit to Kingston residents. This includes but is not exclusive to – records of postcodes accessing services, number of service recipients living in Kingston.
- Successful applicants will need to return to Council any unspent or contractually uncommitted funds by the completion of the financial year for which the grant was given, where such funds equal 5% or more of the original grant provided and total \$50 or more. Unexpended or uncommitted funds of less than \$50 will be foregone by Council. Unexpended or uncommitted funds will not be reallocated to new activities unrelated to the original purpose of the grant in the same funding period, or into the subsequent financial year without prior Council approval; and
- Applicants should note that receipt of a previous grant in any one year does not guarantee funding in future years.

15 Grievance Procedure

Council's funding decisions are final. However, where an applicant chooses to contact Council to appeal a funding decision, this request will be dealt with in accordance with Council's complaint management procedures.

16 Late Applications

Council will not consider requests for funding received outside of the advertised program period. In such cases, the application will be returned with an invitation to apply to the next available funding round. Late applications will not be considered unless Council approval has been granted.

17 Relationship to Other Funding Programs

17.1 Kingston Charitable Fund

Established in 2006, the Kingston Charitable Fund operates as a not-for-profit independent organisation from Council. Its purpose is to raise and distribute funds to community organisations with Deductible Gift Recipient status i.e. charitable organisations.

The Kingston Charitable Fund is responsible for setting its own guidelines regarding its funding priorities, application methods, assessment and approval processes, and final distribution of funds. While Council is represented on the Charitable Fund Committee and plays an integral supporting role, it does not have direct management over the use and distribution of the funding pool.

17.2 Other Funding Sources

In addition to providing the Community Grants Program and supporting the Kingston Charitable Fund, Council at its discretion directly provides several other funding opportunities.

There is no direct relationship between the Community Grants Program and other Council based grant programs available to the community. However, Council will:

- Where appropriate, delegate a funding request to another Council program for consideration;
- In assessing a request for any Council funding, Council will consider other funding or support that applicants already receive through Council or the Kingston Charitable Fund;
- Not accept duplicated allocation and expenditure of Council funds to the same cause or activity in any one year;
- Actively promote the range of funding opportunities available through Council and the Kingston Charitable Fund to the community; and
- Where appropriate, consider which entity is primarily responsible - within or outside of Council for a particular organisation that is seeking funding from Council.

18 Grants promotion

All grants, other than Partnership Grants, and Individual Development Grants will be advertised at the same time of the year as part of an annual funding round.

19 Delegations/Authorisations

- Teal Leader Social Development
- Co-ordinator Community Wellbeing
- Community Grants and Networks Officer

20 Exemptions

21 Human Rights Charter

This policy has been reviewed against and complies with the Charter of Human Rights and Responsibilities Act 2006.

22 Related Documents and Resources

The contents of this policy relate to the following Council documents:

- Guidelines & Application Forms:
 - Annual Grants;
 - Individual Development Grants;
 - Children's Week Grants;
 - Arts Grants; and
 - Irregular Grants
- Funding Agreements;
- Acquittal documents;
- Corporate Sponsorship Policy.

23 Legislation

Please note that all grant recipients must comply with all relevant State Government and Federal Government legislation and standards including, but not limited to:

- Anti-discrimination legislation;
- Equal Opportunity Legislation;
- Privacy Act;
- Occupational Health and Safety legislation;
- Racial Discrimination Act;
- Disability Discrimination Act;
- Gender Equality Act; and
- Child Safe Standards.

24 City of Kingston Documents

Please note that all grant recipients must comply with all relevant Council regulations and:

- Relevant Council Plans and Policies;
- Organisations and Individuals that provide services, activities or facilities for children must comply with the compulsory Child Safe Standards including the implementation of a child safe policy, code of conduct, reporting procedure and other policies and practices as required.

25 Resources / External Documents

For information on all grant categories, policies and guidelines, please refer to Kingston's website: <https://www.kingston.vic.gov.au/Community/Community-Grants>