

POLICY

Policy Name	Community Grants Policy
Policy Category	Service Provision
Department / Officer	Office of Chief Executive Officer/Chief Executive Officer
Date Adopted	24 August 2015
Date/s Reviewed	5 September 2022
Review Frequency	Every Three Years
Strategic Plan Reference	Aspiration 1 – We are a caring, connected and active community Aspiration 2 – We have a culture of innovation, collaboration and creativity
Attachments	(Application forms available on website)

1. Purpose

The purpose of this policy is to assist Council to achieve its strategic objectives as set out in the Community Plan by provision of effective community grant programs that are transparent, equitable and understood by the community.

2. Scope

The policy provides a framework for the City of Victor Harbor employees who are responsible for administering the various Grant programs. The Community Grant Policy provides financial support through several programs, which are identified on Council's website and/or via resolution of Council.

3. Policy Statement (Summary)

The City of Victor Harbor is committed to supporting local initiatives that provide opportunities for the community to access and participate in a wide range activities and projects. Grants are provided to encourage Not-for-profit organisations, groups and individuals to take a more active and visible role in creating opportunities for community participation and wellbeing.

4. Legislation and Compliance

In accordance with Section 6(3) of the Local Government Act 1999 "A Council is, under the system of local government established by this Act, established to provide for the

government and management of its area at the local level and, in particular- to encourage and develop initiatives within its community for improving the quality of life of the community”

5. Definitions

Acquittal means an acquittal is certification that the grant funds have been used for the purposes set out in the approved application in accordance with terms and conditions.

Auspicing means an arrangement where a legal organisation that meets the definition of a community organisation takes responsibility for grant funds on behalf of an individual or un-incorporated organisation to ensure funds are spent in line with the relevant funding agreement. An auspicing agreement must be submitted with the grant application.

Grant means money provided, conditionally upon application to a specific program/purpose directed at achieving goals and objectives consistent with this policy and Councils strategic objectives by enabling eligible activities within the community.

Grant Program means a targeted amount of funding for a specific purpose or targeted audience within the City of Victor Harbor Council area. Each grant program has separate guidelines that must be observed when applying for financial support in each program area.

Community Group/Organisations means an entity that carries on activities for a public purpose or an entity whose primary objective is not directed at making a profit including incorporated associations, social enterprises, entities defined as not-for-profit under legislation and un-incorporated organisations (where auspicing requirements apply)

Not-for-profit means an organisation whose constitution states that any profits or surpluses must be used to further the objectives of the organisation rather than benefit an individual.

6. Policy Content

The City of Victor Harbor offers a range of grants and sponsorship programs throughout the year to support the community in their endeavors. A list of the City of Victor Harbor Grants and Sponsorships available are provided on Councils website under the Grants and Sponsorship page.

6.1 Application and Assessment Process

All grant applications will be promoted in a manner that will allow maximum opportunities for organisation and individuals to apply for funds.

Applications are received in writing by using the appropriate application form for the relevant grant and will be assessed in line with the eligibility criteria as detailed in the relevant guidelines.

6.2 Eligibility

To be eligible to apply for support in accordance with this policy, applicants must be an individual, community group/organisation or not-for-profit organisation within the City of

Victor Harbor or providing a direct service that demonstrably contributes to the wellbeing and development of the City of Victor Harbor community.

Specific eligibility requirements will need to be met for the grant program categories as outlined on council's website under Grants and Sponsorship.

6.3 Reporting

Successful applicants are required to provide to the City of Victor Harbor upon completion of the activity/program/event, a brief statement/report detailing how funds were expended. Applicants are encouraged to refer to reporting requirements as provided within guidelines associated with specific programs.

6.4 Acquittals

All successful applicants will be required to submit a statement of expenditure/acquittal within three months of the conclusion of the project.

Any unspent funds will be required to be returned to Council unless an agreement is in place between the City of Victor Harbor and the applicant. Applicants who do not complete an acquittal report within the designated timeframe may be ineligible for any future funding.

The acquittal process will be determined in consideration of the grant program and financial value and will be detailed in the relevant grant guidelines and application form.

6.5 Conflict of Interest

To ensure an accountable and transparent assessment process is maintained, Council Members, Council Employees and community representatives on the assessment panel are required to declare any potential conflict of interest. This may include but is not limited to personal connections with any applicant. Any person having a conflict of interest may not be permitted to debate, be involved with any discussions, or vote on any matter relating to the specific applicant.

7. Risk Management

This Policy facilitates the fair and equitable distribution to groups / individuals of community grants as well as a consistent acquittal process to ensure funds are used for the purpose they are granted.

8. Implementation/Delegations

Administration of grants will be as determined by Council and may be delegated to the Chief Executive Officer (or delegate) or Section 41 Committees where relevant.

9. Related Documents

Annual Business Plan and Budget

Community Plan 2030
Conflict of Interest Policy for Employees
Donations Policy

10. Availability of Policy

This policy is available on Council's website at www.victor.sa.gov.au.