



Council Policy Manual

WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY							
COUNCIL GRANTS POLICY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Policy No:</td> <td></td> </tr> <tr> <td>Adopted by Council:</td> <td>25 Nov 1999</td> </tr> <tr> <td>Next review date:</td> <td></td> </tr> </table>	Policy No:		Adopted by Council:	25 Nov 1999	Next review date:	
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Senior Manager:	Manager of Economic and Business Development						
Responsible Officer:	Tourism and Communications Officer						
Functional Area:	Community Development						
Introduction & Background	Each year, Council operates a number of grant programs which enables Council to work in partnership with the community by providing financial support to extend the capacity of groups, businesses and organisations to implement and sustain a wide range of local recreational, cultural, social, community and business support initiatives that make a positive contribution to the West Wimmera community.						
Purpose & Objectives	<p>To provide Council with an overarching framework for the various grants programs administered by Council to ensure that they are accessible, appropriate, fair and equitable across all groups in the municipality.</p> <p>To provide a common standard of grants administration. Each specific grants program has its own criteria depending on the specific purpose of the grant scheme.</p>						
Policy Details							
1.	<p>Definitions</p> <p>'Grant' is a payment to an organisation, which is directed at achieving goals and objectives consistent with Council policy. The payment is conditional upon the recipient using the funds for specific purposes set out in the terms and conditions of the grant guidelines and application form.</p>						
2.	Principles						
	<p>In administering the Council grant programs, Council undertakes to apply the following principles:</p> <ul style="list-style-type: none"> ▪ The administration and assessment of grant program will be conducted in accordance with accepted standards of public accountability, probity and transparency of decision making. ▪ Council will apply the principles of democratic representation, social inclusion and meaningful community engagement. 						



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	<ul style="list-style-type: none"> ▪ The program will be administered on the basis of ethical and legal behaviour by West Wimmera Shire Council (WWSC) Councillors and employees. ▪ The grant programs will be regularly reviewed to ensure it remains responsive to emerging themes, issues and trends in the community. ▪ Grant priorities will be set in accordance with Council's strategic objectives, budgetary resources and identified community needs. ▪ The total amount of funds available per application and the matching funding requirements will be set by Council resolution prior to the advertising of each round of grants.
3.	<p>Funding Exclusions</p> <p>Council will not fund:</p> <ul style="list-style-type: none"> ▪ Retrospective funding for projects commenced prior to receipt of grant funding ▪ Applications for 100% funding, organisations are required to contribute financial and/ or in-kind to the project within the requirements established in each specific grant program guidelines. ▪ Fundraising activities. ▪ Core business and operational responsibilities of the organisation. ▪ Staff wages and salaries and ongoing operational, maintenance or administrative costs. ▪ Ongoing projects or a duplication of existing services. ▪ Support for individual pursuit without community benefit. ▪ Projects that do not involve the WWSC community. ▪ Services or activities which are considered to be primarily the responsibility of the State or Federal Governments. ▪ Applicants that have failed to correctly acquit funding with Council in the past ▪ Applicants who have received funding from Council within the last 12 months.
4.	<p>Eligibility</p> <ul style="list-style-type: none"> ▪ Council will consider grant applications from registered businesses and incorporated community groups that are legal entities based in West Wimmera Shire according to specific eligibility criteria and other conditions are outlined in the respective grants program guidelines. ▪ If the organisation is not a legal entity, an eligible organisation can apply on their behalf, through auspicing arrangements, provided the auspicing body has the necessary legal entity status to enter into a funding agreement with Council and agrees to administer funding on their behalf.
5.	<p>Application Process</p> <ul style="list-style-type: none"> ▪ Applications will only be accepted on the forms made available by Council at the time the grant funding round is advertised. ▪ Complete responses must be provided to all questions on the application form. ▪ Applications not received by the closing date will not be considered. ▪ Applications must include all supporting documentation, where required, as per the guidelines ie. budget, Certificate of Incorporation, quotations, etc. ▪ Applicants who attend the education workshops prior to the closing date will be



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	highly regarded.
6.	<p>Assessment</p> <ul style="list-style-type: none"> ▪ For each grant program, the appropriate Grants Assessment Team, will individually score applications received, based on meeting the agreed selection criteria for the specific grant program. ▪ Applications will then be ranked accordingly, based on defined scoring protocols and funds available and submitted to Council for decision regarding the distribution of grants funding. ▪ Decisions regarding the allocation or non-allocation of funding made by Council are considered final. ▪ Council reserves the right to part-fund an application.
7.	<p>Accountability</p> <ul style="list-style-type: none"> ▪ Successful applicants will be contacted in writing and a Grant Funding Agreement will be prepared by Council to outline the responsibilities, obligations and identified outcomes required of the organisation. ▪ Funding must be expended within twelve months of when the funds were granted (unless otherwise stated and agreed to in the Agreement) or the funds must be refunded to Council. An extension may be sought before the 12 months has expired, by writing to the Council. ▪ Monies received must only be spent on the project as approved by Council. Any unspent funds must be returned to Council. To vary the purpose for the allocated grant funds, written permission must be obtained in writing from Council prior to spending the funds. ▪ Failure to abide by the grant conditions could jeopardise your organisation's chances of receiving further funds from Council. ▪ At completion of the project the grant recipient must submit a WWSC Grant Acquittal Report with all required accompanying documents.
8.	<p>Communications</p> <ul style="list-style-type: none"> ▪ Grant programs will be widely advertised as per Council's Community Engagement Policy. ▪ All applicants will receive written notification acknowledging receipt of their application within one week of the grant program closing. ▪ Council will conduct a number of community information sessions across the municipality to highlight grant availability. ▪ All applicants will receive written notification about the success or otherwise of their grant application. Unsuccessful applicants will be encouraged to seek feedback from council in order to maximise their opportunity to obtain funding for future applications.



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Policy Adopted:	Ordinary Meeting 25/11/99	Minute Book Page 6906	
Policy Reviewed:	Ordinary Meeting 25/07/02	Minute Book Page 10300	
	Ordinary Meeting 06/04/06	Minute Book Page 13682	
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