



Council Grants Policy

WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY		
COUNCIL GRANTS POLICY	Policy No:	
	Adopted by Council:	17 April 2024
	Next review date:	May 2025
Senior Manager:	Director Corporate and Community Services	
Responsible Officer:	Manager Community Development and Tourism	
Functional Area:	Corporate and Community Services	
Introduction & Background	<p>Each year, Council operates a number of grant programs which enables Council to work in partnership with the community by providing financial and in-kind support to extend the capacity of groups, businesses, Individuals 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 Shire community.</p>	
Purpose & Objectives	<p>To provide Council with an overarching framework for the various grant programs administered by Council to ensure that they are accessible, appropriate, fair, and equitable across all groups in the Shire.</p> <p>To provide a common standard of grants administration. Each specific grant stream has its own criteria depending on the specific purpose of the grant stream.</p> <p>The key objectives of this Policy are to:</p> <ol style="list-style-type: none"> 1. Outline Council's commitment to providing the community with funding subject to budget constraints. 2. Provide the framework for a transparent, equitable and inclusive process that is understood by the community 3. Identify Council's commitment to accountability through acquittal and evaluation processes. <p style="padding-left: 40px;">Align grants with Council's strategic objectives and establish clear expectations for both Council and the Community</p> <p>This Policy refers to the following Guidelines:</p> <ol style="list-style-type: none"> 1. Community Strengthening Grant Guideline 2. Community Sponsorship and Contributions Grant Guideline 3. Community Quick Response Grant Guideline 4. Business Assistance Grant Guideline 	



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	<p>5. Business Streetscape Grant Guideline</p> <p>6. Community Support Grant Guideline</p> <p>7. Support to Community Events Grant Guideline</p>
<p>Response to the Overarching Governance Principles of the Local Government Act 2020</p>	<p>Section 9 of the <i>Local Government Act 2020</i> states that a Council must in the performance of its role give effect to the overarching governance principles.</p> <p>This policy is in response to the following overarching governance principle/s of the Local Government Act 2020:</p> <p>(a) the community engagement principles (section 56).</p> <p>(b) the public transparency principles (section 58).</p>
<p>Policy Details</p>	
<p>1.</p>	<p>Definitions</p> <p>'Grant' is a payment (monetary and/or in-kind), which is directed at achieving goals and objectives consistent with Council policy. The grant is conditional upon the recipient using the funds/in-kind for specific purposes set out in the terms and conditions of the grant guidelines and application form.</p>
<p>2.</p>	<p>Principles</p> <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 the grant program will be conducted in accordance with standards of public accountability, probity and transparency of decision making. ▪ Council will apply the principles of democratic representation, social inclusion, and meaningful community engagement. ▪ The grants program will be administered on the basis of ethical and legal behaviour by Councillors and Employees. ▪ The grant program 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. ▪ Each grant stream will have a clear set of guidelines. ▪ All applications will be assessed in accordance with the grant guidelines and Council's key strategic objectives as identified in the Council Plan, Strategies or Community Plans. ▪ Grant recipients will be required to publicly acknowledge Council's contribution as detailed in the funding agreement. ▪ 'Smartygrants' grant management system will be used by Council to administer all applications. ▪ All grants are subject to funds being available at the time of application



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3.	<p>Funding Exclusions</p> <p>Council will not fund:</p> <ul style="list-style-type: none"> ▪ Retrospective funding for projects commenced prior to the application opening date for the grant being applied for. ▪ Fundraising activities. ▪ Staff wages and salaries and ongoing operational, maintenance or administrative costs. ▪ Ongoing projects or a duplication of existing services. ▪ Projects or activities which are the responsibility of the State or Federal Governments. ▪ Applicants that have failed to acquit funding with Council in the past. ▪ Any other funding application that does not meet the specific funding guideline.
4.	<p>Eligibility</p> <ul style="list-style-type: none"> ▪ Eligibility is determined with reference to the individual grant guideline
5.	<p>Application Process</p> <ul style="list-style-type: none"> ▪ Applications will only be accepted via the WWSC Smarty Grants portal on the Councils web page. ▪ Complete responses must be provided to all questions on the application form. ▪ Applications not received by the closing date (if applicable) will not be considered. ▪ Applications must include all supporting documentation, where required, as per the guidelines.
6.	<p>Assessment</p> <ul style="list-style-type: none"> ▪ For each grant program, the appropriate Officer, will individually assess applications received, based on meeting the agreed criteria for the specific grant program in order to determine eligibility. ▪ Eligible applications will be submitted to Council for (Except the Quick Response Grant and the Support for Community Events Grant streams) ▪ Decisions regarding the allocation or non-allocation of funding made by Council are considered final. ▪ Council reserves the right to refuse or 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. ▪ 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 requested in writing before the 12 months has expired.



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	<ul style="list-style-type: none"> ▪ 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 from Council prior to spending the funds. ▪ Failure to abide by the grant conditions will jeopardise possible funds from Council. ▪ At completion of the project, the grant recipient must submit a WWSC Grant Acquittal Report via smarty grants including all required documents.
8.	<p>Communications</p> <ul style="list-style-type: none"> ▪ Grant streams will be advertised as per Council's Community Engagement Policy. ▪ Applicants will be able to see the status of their application through the Councils online grant portal (SmartyGrants).
9.	<p>Conflict of Interest</p> <p>Councillors and Council officers who participate in the grant application process must declare any conflict of interest in accordance with the Local Government Act 2020, Sections 126 to 131, and the WWSC Councillor Code of Conduct and WWSC Employee Code of Conduct</p>
	<p>Statement of Compatibility</p> <ul style="list-style-type: none"> • As a public authority, Council has a duty to act compatibly with human rights and to give human rights proper consideration in decision making. • This Policy does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act 2006 (Vic) • This Policy is written according to, and meets the requirements of, the Victorian Gender Equality Strategy.



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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	
	Ordinary Meeting 11/03/10	Minute Book Page 17759	
	Ordinary Meeting 18/06/15	Minute Book Page 30619	RecFind 15/002328
	Ordinary Meeting 19/07/17	Minute Book Page 35794	RecFind 17/002783
	Ordinary Meeting 19/04/23		Policies and Procedures Team
	Ordinary Meeting 17/04/24		Policies and Procedures Team