



Grants Policy

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1 DOCUMENT CONTROL INFORMATION

DOCUMENT CONTROL

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Approved			

2 POLICY STATEMENT

Intent:

The intent of the Grants Policy is to ensure that recipients are able to deliver quality programs, events, products and services which are of great benefit to Ballarat and which bring a wide range of social, environmental and economic returns to the City.

Background:

The Grants Policy includes 11 funding programs that target specific need and provides for a consistent approach to administering grants. Each funding program provides for administrative arrangements relating to that program detailed in the policy and guideline documents (refer Clause 7 - "References and Related Policies" below).

In addition to the programs listed within this policy, Council may also provide for specific contributions within its annual budget to groups, organisations and businesses that align with the Council Plan, Council strategies and the purposes/principles in this policy.

3 OWNER

The owner of this policy is the Chief Executive Officer. All enquiries regarding this policy should be initially directed to the Innovation and Organisational Improvement Directorate.

4 PROCEDURE AND GUIDANCE NOTES

4.1 POLICY

The Grants Policy encompass the following programs:

4.1.1 BUSINESS EVENTS AND FESTIVALS GRANTS PROGRAM:

Up to \$10,000 for events, festivals and awards which advance and encourage the participation of Ballarat-based businesses in the development of a stronger local economy. Applications may be taken from not-for-profit and for-profit organisations and businesses.

4.1.2 TOURISM EVENTS GRANTS PROGRAM:

Up to \$25,000 for projects, festivals, events or activities which advance and encourage increased visitation, participation and yield and/or contribute to the presentation or marketing of Ballarat as a tourism destination of choice. Applications may be taken from not-for-profit and for-profit organisations and businesses. Specific assessment criteria will apply regarding value for money, increased visitor numbers and increased yield, this may include sporting events.

4.1.3 COMMUNITY IMPACT GRANTS PROGRAM:

There are four categories within this funding program, allowing for up to \$10k for:

- **strengthening infrastructure to support community participation** (non-fixed capital equipment and items)
- **encouraging connected communities** (websites, online community hubs, community newsletters, publications and documentaries)
- **promoting healthy lifestyles** (healthy eating and education programs, active ageing, local community events and festivals)
- **building resilient communities** (training workshops, community forums, volunteer development)

Groups are welcome to submit multiple applications to the Community Impact Grants Program and access up to a maximum \$10,000 each financial year.

4.1.4 ARTS AND CULTURE GRANTS PROGRAM:

Up to \$10,000 for projects, events and art-works which advance and encourage appreciation and involvement in a wide range of arts and cultural activities promoting involvement and presentation of a wide and diverse range of arts and cultural experiences in the Ballarat community.

4.1.5 SPORT AND ACTIVE LIVING GRANTS PROGRAM:

Up to \$10,000 for projects, activities or events which advance and encourage active participation and involvement by members of the Ballarat community in sporting and recreational pursuits. Applications will be taken from not-for-profit organisations or peak bodies. For profit businesses or organisations are not eligible.

4.1.6 YOUTH GRANTS PROGRAM:

Up to \$10,000 to support youth orientated and organised activities including leadership development. Applications will be taken from not-for-profit organisations or peak bodies. For profit businesses or organisations are not eligible.

4.1.7 ENVIRONMENTAL SUSTAINABILITY GRANTS PROGRAM:

Up to \$10,000 for activities, projects or events which advance and encourage environmental sustainability within Ballarat. Applications will be taken from not-for-profit organisations, peak bodies and community groups. For profit businesses are not eligible.

4.1.8 HERITAGE GRANTS PROGRAM:

Up to \$20,000 for activities, projects or events which advance the preservation, restoration or interpretation of Ballarat's unique heritage. Applications will be taken from not-for-profit organisations, peak bodies, community groups and property owners. Eligible places include those that are privately-owned and protected under a heritage overlay in the City of Ballarat, and must conserve the overall significance of the place and involve works that are visible from a public place.

4.1.9 BUSINESS GRANTS PROGRAM:

The grant limit for this category is to be based on an Economic Benefit Test and subject also to the City of Ballarat Business Assistance Scheme to encourage and assist businesses to establish and/or expand in the municipality through offsetting of costs incurred as a result of the

new development or expansion. Funds provided in this program are to be expended as outlined in the funding agreement.

4.1.10 SOCIAL ENTERPRISE GRANTS PROGRAM:

The grant limit for this category to be based on an Economic Benefit Test and subject also to the City of Ballarat Business Assistance Scheme to encourage and assist social enterprises to establish and/or expand in the municipality through offsetting of costs incurred as a result of the new development or expansion. Funds in this program are to be expended as outlined in the funding agreement.

4.1.11 STRATEGIC PARTNERSHIPS PROGRAM:

A non-competitive process to fund organisations or businesses to deliver Council identified initiatives. These initiatives must align with community needs and Council’s Strategic Objectives, as articulated in the Council Plan and based on the following principles:

- partnerships are with sole providers or identified strategic partners that Council is able to work with collaboratively to deliver community outcomes.
- City of Ballarat has no direct responsibility to deliver these initiatives. Strategic partners are identified to make the most of opportunities to meet the needs of the community and deliver on outcomes identified in the Council Plan
- Strategic partnerships are negotiated by the Administration and approved via the annual budget and planning processes with transparent decisions made in open meetings and published on the Council website.
- Strategic partnerships have consistent reporting and contractual agreements. Recipients are required to enter into a Funding Agreement with Council that outlines quarterly reporting requirements and a mutually agreed evaluation framework that focuses on performance and outcome measures.
- Recommendations on the term of the Funding Agreement for Strategic Partnerships will be made by management, taking into consideration the time required to have an impact on outcomes and the term of the strategic documents to which they align.
- Strategic Partnerships can be either opportunistic and responsive to partnership requests, or deliberate and planned in accordance with Council’s Strategic Objectives.

4.2 EQUITY OF GRANT DISTRIBUTION

To ensure an equitable distribution of funding through each funding program and to extend the benefits of Council funding most broadly across the community, the following limits to the number of applications will apply:

- Any eligible organisation can make one application per year in each of the funding programs.
- Multiple applications across funding programs for the same project will not be accepted.

Groups are welcome to submit multiple applications to the Community Impact Grants Program and access up to a maximum \$10,000 each financial year.

4.3 FUNDRAISING EVENTS

Events that have a primary purpose to raise funds and the majority of profits generated are distributed to third-party organisations, agencies or charities without limited direct benefits to City of Ballarat residents, are not eligible for funding from the Council.

Where an annual event includes fundraising as a secondary purpose to a community event or activity with high local and visitor attendance (e.g. tourism event) and the fundraising will directly benefit City of Ballarat residents, align with the Council Plan or are seed funding, it may be considered.

4.4 ONGOING FUNDING

The City of Ballarat grants programs is not designed for ongoing funding. Organisations and groups seeking funding through the grants programs should consider the grant as seed funding and events or activities funded should have reasonable potential to be self-sustainable following initial funding support by the Council over a period not exceeding five (5) years.

The level of funding and period of support will be determined on the following criteria:

- Level of community benefit.
- Level of economic benefit.
- Extent of alignment with the Council Plan.
- Amount of funding previously provided.
- Potential to be self-sustainable.

Funding provided for an event or activity over multiple years would diminish each year.

4.5 GRANT CONDITIONS:

- Funded organisations will be required to sign a funding agreement prior to commencement of any funded project.
- All funded projects must be based in the City of Ballarat or otherwise provide evidence that the project/event/activity will involve and support a significant amount of people from the municipality
- Council funding must be used in accordance to the project approved by the Council as detailed in the funding agreement.
- All funded projects must include all relevant and required consents, permits or approvals prior to commencement.
- Funded organisations are required to meet all relevant legislative requirements (e.g. Occupational Health & Safety, Risk, Equal Opportunity, Workcover).
- The support of the City of Ballarat for funded projects must be acknowledged as detailed in the funding agreement and the City of Ballarat provided with an opportunity to speak at launches and openings.
- Funded organisations are required to ensure volunteers are registered with the organisation and adequately covered by insurance as detailed in the funding agreement.

- Funded organisations must make a minimum dollar for dollar contribution to the funded project through cash or in-kind support.
- Funds are required to be expended within 12 months of the signing of the funding agreement, unless otherwise provided for within that agreement.
- Funds not expended within the agreed timeframe are to be returned to the City of Ballarat unless a written extension is obtained from Council.
- Funded organisations will be required to provide Council with a tax invoice if they are registered for GST, or an invoice if they have an ABN but not registered for GST, or an invoice and signed 'statement by supplier' if they do not have an ABN.
- Funded organisations must submit a signed acquittal report to Council within one month of completion of the funded project as detailed the funding agreement. Organisations who fail to provide an acquittal report will not be eligible to make any further funding applications.
- The schedule of payments for funded projects shall include:
 - An initial payment of between 80 to 95 percent of the Council funding amount within one month of the signing of a funding agreement. Actual amount to be determined by the level of complexity and risk of the funded project.
 - A final payment of 20 to 5 percent of the of the Council funding amount following confirmation of a satisfactory acquittal of the funded project.
 - For projects receiving under \$4,000 in Council funding, Council officers may make a single full payment of 100 percent.

4.6 BUDGET AND TIMING:

Council budget allocations are made each financial year and each funding program has its own dedicated budget. All funding programs will be open from the first Monday in August each new financial year, however individual funding program applications will be closed when the specific allocation for that funding program is exhausted.

The Community Impact Grants Program is conducted over four rounds annually with dates of round opening advertised at least one month in advance.

4.7 APPLICATION PROCESS:

There are three (3) phases of the application process for all funding programs except the Community Impact Grants program.

Phase 1 - All applicants must complete an express of interest in applying for a Council grant.

Phase 2 - Council officers will review the express of interest and determine if the applicant's proposal is eligible for Council funding and confirm the most suitable grant program. If the proposal is considered to be eligible, the applicant will be invited to make a formal Grant Application via the Council's online grant system.

Phase 3 - On receipt of the application, Council officers will review the details and information, provided and may seek additional information from the applicant. Phase 3 concludes when

Council officers consider that sufficient information has been provided to allow the application to proceed to an assessment process.

4.8 ASSESSMENT PROCESS

4.8.1 BUSINESS EVENTS AND FESTIVALS, TOURISM EVENTS, ARTS AND CULTURE, SPORT AND ACTIVE LIVING YOUTH GRANTS, ENVIRONMENTAL SUSTAINABILITY, HERITAGE GRANTS, BUSINESS GRANTS AND SOCIAL ENTERPRISE GRANTS PROGRAMS

There are three (3) phases of the assessment process for the above funding programs:

Phase 1 - The application is assessed by Council Officers in accordance with the criteria relevant to the specific funding program under which a grant is sort. Council officers will then submit a report on this assessment and a full copy of the application to the appropriate Council Portfolio.

Phase 2 - The Council Portfolio will review the Officer assessment report and application, and will provide recommendations to the next available ordinary Council meeting on projects to be funded.

Phase 3 - Projects recommended for funding by the Portfolio will be considered at the Council meeting and applicants will be advised within two weeks of the outcome.

It is the Council's target to complete the assessment process within 12 weeks of commencement.

4.8.2 COMMUNITY IMPACT GRANTS PROGRAM

The Community Impact Grants Program has up to four rounds of application for funding per year. Dates of round opening and closure will be published in advance. Rounds will cease when all allocated funds for the program for the year have been distributed.

There are two (2) phases of the assessment process for the Community Impact Grants Program:

Phase 1 - The application is forwarded to the Community Impact Committee for assessment in accordance with the criteria relevant to the program.

Phase 2 - The Special Committee under Council delegation and within relevant policy and guidelines will determine projects to be funded and the level of funding to be provided for the project. Applicants will be advised of the outcome of their application within two weeks of the determination of the Special Committee.

It is expected that the assessment process will be completed within eight weeks of commencement.

4.8.3 STRATEGIC PARTNERSHIPS PROGRAM:

There are three (3) phases of the assessment process for the Strategic Partnership Program.

Phase 1 - The application is assessed by Council's Executive Leadership Team in accordance with the criteria relevant to the specific funding program under which a grant is sort. Council officers will then submit a report on this assessment and a full copy of the application to the relevant Council Portfolio.

Phase 2 - The relevant Council Portfolio will review the Officer assessment report and application, and will provide recommendations to the next available ordinary Council meeting on projects to be funded.

Phase 3 - Projects recommended for funding by the respective Portfolio are considered at the Council meeting and applicants will be advised within two weeks of the outcome.

It is expected that the assessment process will be completed within 12 weeks of commencement.

4.9 ENSURING COMMUNITY CAPACITY TO APPLY FOR GRANTS:

Council will promote the availability of grants and the process through Council publications, website and social media.

All Grant Initiation Requests and Full Grant Applications must be made online. Council support will be available to organisations and individuals who have difficulty in accessing the Council's website.

Council officers will provide two information sessions on Council grants per year.

5 COMPLIANCE RESPONSIBILITIES

5.1 DIRECTOR INNOVATION AND ORGANISATIONAL IMPROVEMENT:

- Overall policy development and review

5.2 DIRECTOR INFRASTRUCTURE AND ENVIRONMENT:

- Environmental Sustainability Grants Program

5.3 DIRECTOR COMMUNITY DEVELOPMENT:

- Community Impact Grants Program
- Sport and Active Living Grants Program
- Youth Grants Program

5.4 DIRECTOR DEVELOPMENT AND PLANNING:

- Business Events and Festivals Grants Program
- Business Grants Program
- Social Enterprise Grants Program
- Heritage Grants Program
- Tourism Events Grants Program
- Arts and Culture Grants Program

5.5 DIRECTOR BUSINESS SERVICES:

- Strategic Partnerships Program

6 CHARTER OF HUMAN RIGHTS COMPLIANCE

It is considered that this policy does not impact on any human rights identified in the Charter of Human Rights Act 2007

7 REFERENCES AND RELATED POLICIES

Council Plan 2017 - 2021
Grant Programs Guidelines and Assessment Criteria