
Grants Funding Policy

Council Policy



October 2021



Northern Grampians Shire Council
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Grants Funding Policy

Council Policy

Responsible director:	Chief Executive Officer
Responsible officer:	Manager Economic and Community Futures
Functional area:	Economic Development and Community Futures
Date adopted by Council:	8 November 2021
Review date:	8 November 2024

Purpose

This policy outlines the Northern Grampians Shire Council's commitments and responsibilities in providing grants to the community and businesses.

The policy is supported by guidelines for the consistent management of Council's grants programs based on the following objectives:

- Responsiveness - meeting identified community needs in a relevant and timely manner
- Equity - ensuring opportunities and resources are distributed in a fair and equitable manner
- Inclusiveness - providing opportunities for the community to meaningfully participate in planning and decision making
- Capacity building - supporting and strengthening the community to identify needs and develop local solutions
- Collaboration - establishing partnerships to work together to achieve positive outcomes and partner with the Council to deliver strategic outcomes

Background

Grant programs provide Council with an avenue to support communities, businesses and local groups to deliver projects and initiatives that uplift our community's economic wellbeing and quality of life.

The policy provides a framework for the Council to allocate funds as per Council's grants program guidelines that are within the financial means of the Council. To ensure the responsible management of public funds, and effectively support the community, the Council will apply appropriate, transparent and ethical management of all grants programs.

Policy

Council will allocate funds through the annual budget process to grants programs that aim to support Northern Grampians to:

- Grow the economic capacity and engagement of our own people
- Become a magnet for innovation and investment
- Develop strong economic development governance, leadership, collaboration and advocacy
- Attract investment in enabling infrastructure
- Create iconic destinations Improve the health and wellbeing of the community
- Increase healthy eating and active living
- Foster communities that are inclusive, welcoming and supportive of diversity

Grants programs are developed in line with Council Plans and Strategies.

Council will not award funding for requests that are the responsibility of other funding sources, government agencies or available from other programs - for example Department of Education, Department of Health and Human Services, Small Business Victoria, Agriculture Victoria, Sustainability Victoria.

Any requests to Council for financial support will be directed to an appropriate grant program and must meet requirements as detailed in the relevant guidelines to be considered for grant funding.

Grant programs

Council makes funding available through the following programs:

- Community Grants
- Business Growth
- Community Events
- Tourism Events
- Minor Grants
- Sponsorships and Contributions

Grants programs are administered in line with individual grants program guidelines to ensure opportunities and resources are distributed in an equitable manner.

Guidelines specific to each program include:

- Objectives of the program
- Eligibility and assessment criteria
- Application process
- Evaluation and award process
- Acquittal and reporting process
- Timelines
- Funding conditions

Council's grants programs will be administered online to ensure a consistent, efficient and positive customer experience. Applicants will be supported in the use of online technology with officer assistance, grants information toolkit and grant information sessions.

Communication

To ensure local capacity to apply for grants, the Northern Grampians Shire Council will promote the availability of grants and the process for application through Council publications, website and media. In addition, two information sessions will be offered on Council grants per year (one each in St Arnaud and Stawell). This may also be promoted using online and interactive technology to inform the public of the Council's grants programs.

Reference Council Plans and Strategies

Northern Grampians Economic Development Strategy and Action Plan 2021-31

Council Plan 2021-2025

Municipal Health & Wellbeing Plan, 2021-25

Open Space, Sport & Recreation Strategy 2013-22

Community Plans

Arts and Culture Policy and Strategy

Waste Management Strategy

Legislation & Standards

Local Government Act 2020

Victorian Commission for Gambling and Liquor Regulation Act 2011

Food Act 1984

Code of Practice for running safer music festivals and events (2013)

Building Act 1993

Building Amendment (Places of Public Entertainment) Regulations 2013

Victorian Occupational Health and Safety Act 2004

Information Privacy & Data Protection Act 2014

Records Management Policy

Conflict of Interest Procedure

Planning and Environment Act 1986

Responsibilities

- The Manager Economic and Community Futures is responsible for overseeing the *Grants Funding Policy*, guidelines and assessment processes.
- The functional areas of Community Development and Economic Development are responsible for the operational delivery of the grants programs.

Stakeholders

This policy will give stakeholders such as community organisations, groups, businesses and local partnerships the necessary information when considering application to Council's grants programs.

This policy will provide the operational framework for the functional areas of Community Development and Economic Development in the delivery of the grants programs.

Review

Following the adoption of the annual Council budget, grant program guidelines, supporting documents and procedures are updated to ensure best practice in grants management and continual improvement.

This policy will be reviewed every two years.

Communication and implementation

This policy will be communicated via Council's media and communication channels. The policy will be available on the EDRMS for all staff to view. Process associated with the policy will be available on ProMapp.

Privacy and Data Protection compliance

All Council policies must consider the *Privacy and Data Protection Act 2014* and the *Victorian Protective Data Security (VPDSS) Framework* which adopts a risk-based approach to protective data security. Personal information security is an identified risk and will be subject to internal governance privacy and information security arrangements.

Gender Equality Act 2020

Councils must consider where relevant gender equality principles, workplace gender equality of rights, opportunities, responsibilities and outcomes and the promotion of gender equality in the policies, programs and services it delivers.

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 & Responsibilities Act 2006*.

Definitions

Contact Officer - Council officer contact for grant applicants.

'Grantee' - the recipient of Council grant funding.

Review history

Date	Review details	Action
28 August 2020	Reviewed all existing Council funding policies and agreed to redesign the policy program.	All Council funding programs are redesigned under a universal Grant Funding policy.
7 September 2020		Adopted by Council
11 October 2021	Reviewed policy to align with new Economic Development Strategy, and Action Plan 2021-31, Council Plan 2021-25 and Municipal Health and Wellbeing Plan 2021-25.	
8 November 2021		Adopted by Council