



Community Grants Policy

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REVISION RECORD	VERSION	REVISION DESCRIPTION
October 2002	Revision	Community Grants and Contributions Scheme Policy 2002-2003
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1. Purpose

This Policy sets out the process for the development and administration including assessment, approval and funding conditions of the Community Grants Program.

2. Scope

This policy applies to the development, administration, budget process and approval of the Community Grants Program.

The Policy also outlines the role and responsibilities that Community Grants Program's applicants or recipients have in our administration and approval process.

This policy applies to all requests for funding submitted through the Community Grants Program by Frankston based individuals and not-for-profit community groups and organisations.

Category	Description	Typical Value	Typical risk level	Relevant Funding Streams
Small	One-off subsidies to individuals to help them participate in community life, access opportunities, or reduce financial barriers.	Less than \$1,000	Limited financial exposure, minimal compliance requirements.	➤ Child and Youth Inclusion Subsidy
Medium	One-off grants to support community-focused activities that often involve planning and measurable outcomes.	>1,000-\$5,000	Moderate financial and reputational exposure.	➤ Artist Project Grant ➤ Environmental Sustainability Grant ➤ Urgent Grant
Large	Strategic, expert-led activities that advance Council priorities and deliver significant community impact requiring strong governance, detailed planning and risk management.	>\$5,000 (single or multi-year)	Significant financial investment, complex delivery and long-term commitments.	➤ Annual Community Grant ➤ Community Service Partnership Grant

This Policy does not apply to Business Grants or other funding programs (see 8.1).

3. Governance Principles and Council Plan Alignment

3.1. Governance Principles

A Council must, in the performance of its role, give effect to the overarching governance principles (*Local Government Act 2020 (Act)* s9). In accordance with the Act, this Policy aligns with the following governance principle/s:

- Principle (a) Council decisions are to be made and actions taken in accordance with the relevant law;
- Principle (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- Principle (c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- Principle (e) innovation and continuous improvement is to be pursued;
- Principle (h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
- Principle (i) the transparency of Council decisions, actions and information is to be ensured.

3.2. Council Plan Alignment

- Strategic Outcome 1: Healthy and Inclusive Communities – Improve community health, safety and wellbeing by reducing harms and promoting healthy lifestyles. Strengthen resilience, inclusiveness and enrich culture and diversity.
- Strategic Outcome 2: Natural Environment – Promote sustainability through bold action and leadership on climate change, while protecting and enhancing Frankston City's natural and built environment.
- Strategic Outcome 3: Connected Places and Economy – Enhance liveability by improving access to and revitalising Frankston City's places and spaces. Foster a thriving economy by creating jobs and opportunities to build a skilled and educated community that supports sustainable and diverse industries.

4. Policy

4.1. Objectives

The Community Grants Program aims to:

- Increase the range of, and access to, recreational, social, cultural and environmental activities, programs and services.
- Encourage cooperation and sharing between community groups to ensure that all residents and organisations benefit from common resources.
- Support community development initiatives and socially responsible community activities.
- Enhance the social, natural, built and economic aspects of the community as well as contributing to the local economy.
- Prioritise community groups that can give the greatest benefit back to the community.
- Recognise and encourage groups, individuals, organisations that make the effort to assist themselves.

4.2. Principles

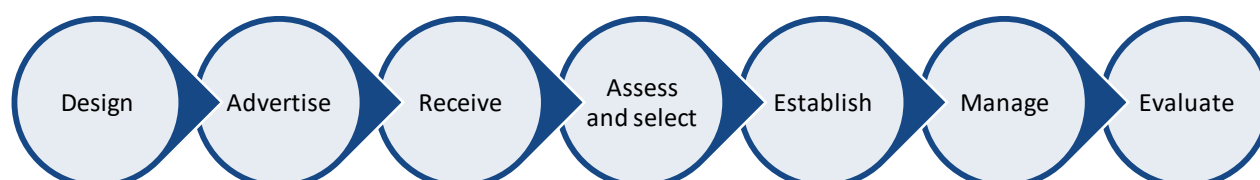
The following guiding principles underpin the administration of the Community Grants Program. These principles are informed by legislative obligations and recognised public sector governance standards applicable to Victorian local government.

Maximise outcomes	Deliver clear, measurable and sustainable benefits to the community, building long-term capacity and represent strong value for money, aligned with Council's strategic priorities.
Sound administration	Manage with transparent processes, accountability, probity and effective risk management to ensure responsible use of public funds.
Positive working relationships	Foster trust, reduce participation barriers, minimise administrative burden and strengthen capacity for better community outcomes.
Flexibility and responsiveness	Adapt to changing community needs and priorities to remain relevant, effective and impactful.

4.3. Administration of Grants

4.3.1. Overview of the Grant Lifecycle

Grants administration includes all processes involved in the grants cycle. The objective of grants administration is to promote the proper use and management of public resources through collaboration with the community to achieve Council's plans, strategies and community vision.



The grant life cycle shown in the diagram above is detailed below in sections 4.3.2 to 4.3.15.

4.3.2. Design

New grant stream

4.3.2.1. When a new grant stream is proposed, Council in consultation with the relevant Manager and key stakeholders, must:

- Assess whether an existing grant meets community needs or if a new grant category is required.
- Identify and assess fraud, corruption and conflict of interest risks and implement appropriate controls.

4.3.2.2. A new grant stream must:

- Be aligned with the objectives (see 4.1) and principles (see 4.2) of this Policy.
- Avoid duplication.
- Contain a grant name that reflects its purpose.
- Be accompanied by a guideline document (see 4.3.2.3) that includes purpose, eligibility, amounts, timelines, assessment criteria and terms and conditions.
- Align with the assessment effort (see 4.3.5.11) and delegation (see 4.3.5.13) as outlined in this Policy.
- Be approved by Council.

Guidelines

4.3.2.3. Grant guidelines will be:

- Developed or revised in consultation with key internal stakeholders and include:
 - Grant description;
 - Eligibility and assessment criteria;

- Funding conditions including reporting and child safety requirements.
- Links to language and accessibility support services
- Approved by the delegated manager.

General Eligibility

4.3.2.4. The following criteria apply to all organisational applicants unless otherwise specified. At a minimum, organisational applicants must:

- Be a not-for-profit community group or organisation, as classified by the Australian Tax Office in the Income Tax Assessment Act (1936).
- Be governed by a committee of management or equivalent governing body.
- Provide evidence of appropriate governance and financial oversight, including:
 - Most recent annual general meeting minutes or annual report; and
 - An annual financial statement.
- Be one of the following:
 - Incorporated under the Associations Incorporation Act; OR
 - Enacted under legislative provisions for charitable purposes; OR
 - Auspiced by an eligible organisation that will accept legal and financial responsibility for the activity (evidence to be provided by the auspice organisation).
- Hold, maintain and provide evidence of a Public Liability Insurance policy.
- Propose activities that are located within or primarily delivered to the Frankston municipality.
- Sport and/or recreation organisations must be working towards creating a gender inclusive environment as outlined in Frankston's Fair Access Policy and Action Plan.
- Organisations delivering programs or activities involving children under the age of 18 must confirm alignment with the Victorian Child Safe Standards and have appropriate safeguarding policies and practices in place.
- Any program or activities involving children under the age of 18 must align with Council's Child Safety and Wellbeing Policy.

Alternative evidence provision

- Where an organisation is newly established or subject to modified reporting obligations, Council may accept alternative documentation to satisfy governance and financial accountability requirements. Such documentation may include:
 - Governing rules or constitution
 - Current list of committee or board members
 - Minutes of the most recent meeting (if applicable)
 - Financial overview or current budget
 - Evidence of an active bank account in the organisation's name

- 4.3.2.5. The following criteria apply to all applicants unless otherwise specified. At a minimum, applicants cannot be:
- For-profit applicants including commercial businesses, political parties, or their events.
 - Currently involved in a tendering or procurement process with the Council.
 - Currently non-compliant with terms and conditions, including the submission of satisfactory acquittal reports for all previous Council grants.
 - Currently involved in legal proceedings, bankruptcy or other similar situations with Council.
 - Organisations with active compliance breaches under Consumer Affairs Victoria (CAV), the Australian Charities and Not-for-profits Commission (ACNC), or Australian Securities and Investments Commission (ASIC).
- 4.3.2.6. The following criteria apply to all applicants unless otherwise specified. At a minimum, these activities are ineligible:
- Activities that contravene legislation, local laws, or the Frankston Planning Scheme.
 - Costs normally covered by insurance or funded by other levels of government.
 - Council-related statutory fees such as planning or building permits, health inspections or similar charges.
 - Do not support diversity, tolerance and inclusivity within the community.
 - Lease and licence fees of Council tenants.
 - Major capital assets, structural building works, or routine maintenance. This includes any work that constructs, repairs, or upgrades a building or major asset, or any upkeep that is normally the responsibility of the property owner or tenant.
 - Prohibited items include, but are not limited to, alcohol, tobacco products, illicit drugs or controlled substances, fireworks, or gambling-related expenses, or any goods or services that are illegal to purchase, possess, or use under applicable laws.
 - Retrospective funding activities already completed or items already purchased.
- 4.3.3. Advertise**
- 4.3.3.1. Available public grants will be promoted broadly using accessible and inclusive communication channels. This may include, Council's:
- Website
 - eNews
 - Printed publications
 - Social media
 - Direct email to subscribers of the Community Grants email alert
- 4.3.4. Receive**
- 4.3.4.1. Applications will be determined in accordance with the relevant guidelines. The application process will request only information necessary to assess eligibility and evaluate applications against the published assessment criteria.

- 4.3.4.2. The application effort will be relative to the size, complexity and risk of the grant, Council may increase or decrease application requirements where justified by the documented risk assessment.
- 4.3.4.3. Applications, as required, must be submitted or recorded through the SmartyGrants online system.
- 4.3.4.4. Council will make its best effort to remove barriers relating to language, culture, mobility, disability, age, gender or digital access. Council support includes (but not limited to), providing:
 - Direct support with the application process.
 - Links to language and accessible services.
- 4.3.4.5. All applications must be completed in full on closure of the round. All supporting documentation requested must be provided. Applications that do not include all the required information will not be accepted.
- 4.3.4.6. Applications will only be accepted within the timeframes as set out in the relevant grant guidelines. No late applications will be accepted unless a reasonable reason is provided, and approved by the delegate manager.

4.3.5. Assess and Select

Eligibility Check

- 4.3.5.1. All applications will be checked for eligibility by the nominated Council officer(s) against the published eligibility criteria.
- 4.3.5.2. All applications must meet the grant's eligibility criteria as outlined on each grant's guidelines. For those applicants operating under the auspices of a broader consortium (e.g. state-based organisation), the requirement will fall to the auspice organisation. Council may request additional information from applicants when required.
- 4.3.5.3. Council reserves the right to consider information generally available about the application and/or request additional information where required from applicants (or third-party providers) to assess eligibility, governance standards, and financial accountability.

Panel Composition and Governance

- 4.3.5.4. Panels assessing grants will be determined and governed by the relevant Terms of Reference (which are endorsed by Council resolution) for each of the panel.
- 4.3.5.5. Where possible, panels are not to be made up of people of a single-gender and reflect other diversities such as age, culture, disability etc.
- 4.3.5.6. Persons involved in assessment must not be the same as persons approving the grant application. Where applicable, Councillors to be excluded in assessing and making grant recommendations.
- 4.3.5.7. Those involved in the grants process must complete relevant training on maintaining the integrity of the grants program and managing fraud and corruption risks.

4.3.5.8. In accordance with the Local Government Act 2020 and Council's Conflict of Interest Policy:

- Staff, panel members and Councillors must declare actual, potential, or perceived conflicts of interest prior to assessing applications.
- Individuals with conflicts must not participate in assessment or decision-making for the affected application.
- Conflict declarations will be recorded appropriately.

Application Assessment

4.3.5.9. Applications will be assessed in accordance with the criteria and weighting as outlined in each Council grant's application guidelines by the nominated person(s) in the table in the delegation section. With the exception of:

- Properties Management Commitments will be assessed on an annual basis in accordance with the lease obligation agreement between Council and the organisation.

4.3.5.10. Where possible, assessors will use the SmartyGrants program to assess applications (according to the eligibility and criteria).

4.3.5.11. The assessment effort will be relative to the size, complexity and risk of the grant, as outlined below. Council may increase or decrease assessment requirements where justified by the documented risk assessment.

Grant Scale	Small	Medium	Large
Assessment	Officer eligibility check (1)	Officer eligibility check (1)	Officer eligibility check (1)
	Officer Assessment (1)	Officer assessment (2)	Senior officer assessment (2)
			Panel assessment (including external representatives)

Decision Making

4.3.5.12. Eligible applicants with the strongest alignment with the assessment criteria and policy principles (see 4.2) will be awarded the grant. With the exception of:

- Properties management commitment
- Small grants where once eligibility is confirmed and alignment to the assessment criteria is confirmed, funding is allocated in order of application until funds are exhausted.

4.3.5.13. Council officer(s) and/or assessment panel recommendations for each grant stream will be approved by the responsible person(s) as outlined below:

Grant Scale	Small	Medium	Large
Decision-Maker	Manager <i>via</i> authorisation memo	Director <i>via</i> authorisation memo	Council Resolution

Communication and Feedback

- 4.3.5.14. Recipients of Community Grants Program (where applicable, their nominated item/service provider) will be recorded through the SmartyGrants system (or equivalent) with the exception of Property Management Commitments funding, which will be recorded in accordance to Council's Record Management Policy.
- 4.3.5.15. All applicants will be informed of the outcome of their application in writing and offered the opportunity to discuss the application process.
- 4.3.5.16. Unsuccessful applicants can seek feedback from officers in relation to funding outcomes and assessment panel decisions. In addition, they can be directed to other funding opportunities (if available).
- 4.3.5.17. Any further concerns and complaints will be managed according to Council's Complaint Handling Procedure which can be found on the website.

Record-Keeping and Transparency

- 4.3.5.18. The assessment process (including assessor names, decision comments for each grant and rationale of funding decisions) will be recorded in meeting minutes.
- 4.3.5.19. Grant recipients, amounts and purpose for all grant categories will be published on the Transparency Hub (or equivalent) with the exemption of individuals especially children applying for subsidies; this process will abide by the Privacy Act and subject to legislative privacy obligations.

4.3.6. Establish

- 4.3.6.1. Following the funding decision, recipients will receive an email notification that will outline the amount awarded, terms and conditions, instructions on redeeming their grant and acquittal process. If the applicant does not have online access, officers will contact the successful applicant through another contact method (e.g. mobile, letter). Where Council makes payment directly to a third-party provider on the recipient's behalf, the provider will also receive a notification email from Council.
- 4.3.6.2. Recipients (and third-party providers) must agree to the terms and conditions of the grant during the establishment process before any payment. In addition, medium and large grant recipients must also enter into a funding agreement before any payment. For those recipients operating under the auspices of a broader consortium (e.g. state-based organisation), the requirement will apply to the organisation that would be in receipt of the Council funds.
- 4.3.6.3. Funding agreements must include milestones, deliverables and funding conditions including the requirement to maintain valid public liability insurance policy and comply with all applicable legislations including child safety throughout the grant funding period.

4.3.7. Management

Monitoring performance and compliance

- 4.3.7.1. The performance of each recipient will be monitored against the agreed performance indicators outlined in their terms and conditions. This assessment includes reviewing acquittal forms, deliverables, currency of required documents, or any other documentation specified in the terms and conditions.
- 4.3.7.2. Annual instalments of triennial grants will be administered once agreed funding conditions, required documents and milestones have been met by the organisation annually.
- 4.3.7.3. Recipients must maintain records sufficient to demonstrate appropriate use of funding and provide an acquittal report that demonstrates that all funds have been spent in accordance with the approved budget, either:
 - 12 months after receiving funding; or
 - prior to any subsequent funding being issued, whichever occurs first.
- 4.3.7.4. For grants awarded to individuals where Council makes payment, or contributes to payment, directly to a third-party provider on the recipient's behalf for a service, the provider must supply confirmation that the funds have been expended in accordance with the approved budget and purpose.
- 4.3.7.5. For multi-year grants, all organisations receiving excess of \$5,500 in funding (per annum) must demonstrate to the satisfaction of Council that they:
 - Have an active registration with the Australian Charities and Not-for-profit Commission (ACNC) if eligible.
 - Have met all of their ACNC reporting requirements (if eligible), including the provision of financial statements as required (i.e. nothing outstanding or overdue).
- 4.3.7.6. Notes that all other grant recipients of multi-year grants, not required to be ACNC registered remain subject to the requirements and accountabilities outlined in this policy which includes: evidence of incorporation, provision of financial statements and acquittal reports. Council reserves the right to request additional information where required to assess compliance, governance standards, and financial accountability.

Payments

- 4.3.7.7. Recipients must provide an invoice for the awarded funding amount (plus GST if applicable) to Council by 30 June of the relevant financial year. Invoices must comply with tax legislation. Recipients without an Australian Business Number (who have not previously provided one) must also submit the Australian Tax Office *Statement by a Supplier* form before payment can be processed.
- 4.3.7.8. In case of exceptional circumstances, request to redeem payment after the 30 June will be assessed and approved by the delegated director.

- 4.3.7.9. Where Council determines that grant funding will be administered through direct purchase of approved goods or services on behalf of a recipient, Council will undertake the purchase directly from the supplier in accordance with internal financial controls. Where an approved item requires a recipient co-contribution:
- Council will invoice the recipient for the agreed co-contribution amount; and
 - The item will not be released or distributed until the co-contribution has been received in full.
- Managing risk and issues*
- 4.3.7.10. Where required documentation has been lost, misplaced, or is otherwise unavailable, the managing service team may accept alternative evidence including, but not limited to, bank statements, statutory declarations, duplicate invoices or supplier confirmation, photographic evidence, or records demonstrating delivery of funded activities.
- 4.3.7.11. Where significant changes occur in the funded activity, recipients must submit a variation request outlining reasons for the extension and any material changes to the funded activity, and obtain approval to change the following:
- Reallocating funding to purposes not included in the approved activity or in a manner inconsistent with the terms and conditions.
 - Modifying deliverables, the activity timeline, or the start date or end date.
 - Changing the reporting due date.
- All variation requests will be assessed by the managing service team and approved by the delegated manager.
- 4.3.7.12. Council requires the return of any unspent or contractually uncommitted funds by the completion of the financial year for which the grant was given, where such funds equal 5% or more of the original grant provided and total \$75 or more. Unexpended or uncommitted funds of less than \$75 will be foregone by Council. Unexpended or uncommitted funds will not be reallocated to new activities unrelated to the original purpose of the grant in the same funding period, or into the subsequent financial year without prior approval.
- 4.3.7.13. Recipients must immediately notify Council, in circumstances in which the recipient intends to wind up or is being wound up, either voluntarily, by the courts, in general or in circumstances of insolvency as outlined in the Associations Incorporation Reform Act 2012.
- 4.3.7.14. Non-compliance with terms and conditions including overdue acquittals will be addressed promptly and consistently. A breach of terms and conditions will trigger a follow-up process, which includes reminders, direct communication with the recipient (or third-party provider), and escalation procedures if required. Recipients or third-party providers found to be in breach of the terms and conditions may be required to rectify issues within a specified timeframe. Depending on the severity of non-compliance, actions may include withholding future funding, requirement to return funds, or termination of the grant. All measures will be guided by principles of fairness, transparency, and accountability.

- 4.3.7.15. Suspected fraud, misuse of funds or corruption will be managed in accordance with Council's Fraud and Corruption Prevention Framework.
- 4.3.7.16. Organisations receiving grant funding are responsible for ensuring their activities comply with all relevant laws, regulations and requirements related to child safety. Council reserve the right to request further information where child safety risks are identified and may decline funding where risks appear significant or insufficiently addressed.

4.3.8. Evaluate

- 4.3.8.1. Council will collect and analyse participation, output and outcome data, including disaggregated data and satisfaction measures where appropriate, to assess the effectiveness and reach of the Community Grants Program.
- 4.3.8.2. On an annual basis, the managing service team will evaluate each grant stream to consider whether the grant stream continues to support its intended objectives and future funding priorities. This evaluation will include:
- Monitor program performance, outcomes and community impact.
 - Identify trends, emerging issues and opportunities for continuous improvement.
 - Consider accessibility and equity of funding distribution over time.
- 4.3.8.3. Council will maintain a commitment to transparency and accountability by publishing appropriate information about the Community Grants Program, including program outcomes for large grants and performance insights, where appropriate. This annual evaluation may inform minor adjustments to eligibility or assessment processes and is intended to support continuous improvement without triggering major program changes.
- 4.3.8.4. Substantive adjustments to program design, minimum eligibility, assessment criteria, or funding allocations will be considered as part of the formal four-year policy review cycle through Council resolution. Findings from annual evaluations will inform this broader review and support evidence-based decision-making regarding long-term program improvements and funding priorities. Any significant changes to the Community Grants Program will be informed by community consultation, undertaken in accordance with Council's Community Engagement Policy.

5. Budget

- 5.1. The budget allocated for each of the funding streams in the Community Grants Program will be determined through Council's annual budgeting process, including application of Consumer Price Index (CPI) increases where applicable. Funding allocations may increase, decrease or be reprioritised to ensure the program remains responsive, effective and aligned with Council's strategic objectives.
- 5.2. Budget allocations will be informed by the evaluation and review processes (see 4.3.8). Any substantive changes to funding allocations will be subject to Council consideration

and approval.

- 5.3. On an annual basis, the Director Community Connection may approve reallocation of projected or actual under-expenditure from one grant stream to another within the Community Grants Program budget within the final quarter of the annual budget and when it could be reasonably expected that the grant funding cannot be expended.
- 5.4. From time to time, when a specific community need arises, Council may provide additional funding for nominated grant streams.

6. Election Period Restrictions

During any local government election period (including the caretaker period as defined under relevant legislation), and during any State or Federal election period, the following restrictions apply to the administration of the program. During a local government caretaker period:

- 6.1. Councillors must not participate in the assessment, approval or public announcement of the program and its categories.
 - For large grants authority is delegated to the Chief Executive Officer (CEO), within the limits of Council's adopted financial delegations.
 - The CEO may defer decisions where appropriate to avoid the perception of influencing the election outcome.
- 6.2. Council funding must not be used for political purposes. Recipients must ensure that the use of the grant funds does not imply or demonstrate support for, or opposition to, any political party, candidate, or election-related issue. This includes, but is not limited to, activities, events, publications, or communications that could reasonably be perceived as partisan, particularly in the lead-up to or during any local, State, or Federal election.

7. State Of Disaster, State of Emergency or Critical Incidents

- 7.1. Council will reserve the right to adopt streamlined and flexible grants processes to facilitate an immediate response to an emergency, crisis or disaster. This includes, but may not be limited to, instances where a State of Disaster or a State of Emergency is declared under the Emergency Management Victoria Act 2005 (Vic) or Public Health and Wellbeing Act 2008 (Vic).
- 7.2. For all such events and incidents, Council officers are required to deliver grants as directed by Council's Chief Executive Officer, or their delegate, and in accordance with Council's Instruments of Delegation.

8. Relationship to other funding programs

8.1 Frankston Charitable Fund (FCF)

- The Frankston Charitable Fund operates as a not-for-profit independent organisation from Council through Greater Melbourne Foundation (formerly the Lord Mayor's Charitable Fund). Its purpose is to raise and distribute funds to community organisations endorsed for Deductible Gift Recipient (DGR) status

and Tax Concession Charity (TCC).

- The Frankston Charitable Fund Committee is responsible for setting its own Terms of Reference, guidelines regarding its funding priorities, application methods, assessment and approval processes and final distribution of funds.
- While Council is represented on the Frankston Charitable Fund Committee and plays an integral supporting role, it does not have direct management over the use and distribution of the funding pool.

9. Roles and Responsibilities

Role	Responsibility
Councillors	Responsible for setting strategic priorities, adopting the Policy, and endorsing large grants category allocations.
Chief Executive Officer	Responsible for endorsing large grants category allocations during caretaker period.
Director	Responsible for approving medium grants category.
Manager Role	Responsible for overseeing delivery, ensuring consistency, managing delegations and approving small grants category.
Managing Service Team	Responsible for administering all stages of the specific grant or subsidy.
Assessment Panels	Review applications against criteria and make recommendations.
Delegate	Holds final approval authority for all grants within the financial and governance limits assigned to their position.
Recipients	Deliver funded activities, meet accountability requirements, and report on outcomes.

10. Policy non-compliance

Non-compliance with this Policy has the potential to result in legislative non-compliance, adverse impacts on the reputation of Council, and poorer outcomes for the community.

Frankston City Council reserves the right to withdraw grant funding from the External Body when they are considered to have not complied with the spirit of the policy and any written agreement entered into as a grant arrangement.

11. Definitions

Term	Definition
ACNC	Australian Charities and Not-for-Profit Commission
Acquittal	Means information provided by a grant recipient that ensures that funds have been administered responsibly and in line with the conditions of the grant program.
Assessment Criteria	Means the specified standards against which applications are judged and used to assess the merits of proposals.
Auspice	Means an agreement where an organisation agrees to manage a grant on behalf of another organisation or individual. The auspice is responsible for financial and legal requirements.
Business Day	Means a day that is not a Saturday, a Sunday or a public holiday.
Community Grants Program	Means grants usually targeted at individuals and not-for-profit community groups and organisations.
Community Organisation	Means an entity that carries out activities for a public purpose or an entity whose primary objective is not directed at making a profit for distribution to shareholders or members.
Conflict of Interest	General – means an interest that an impartial, fair minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty. Material - means an interest where an affected person would gain benefit or suffer a loss depending on the outcome of the matter. The benefit may arise or the loss incurred directly or indirectly or in a pecuniary or non-pecuniary form.
Council	Means Frankston City Council
Eligibility Criteria	Means the minimum, non-negotiable requirements an applicant must meet before their application can be considered.
Funding	Means financial support provided by Council.
Funding Agreement	Means a legal document defining the terms, conditions, and obligations for both the council and the recipient, ensuring funds are used for a specific approved purpose. It outlines project goals, deliverables, reporting requirements, and the schedule for releasing payments.
Grant	Means financial support to organisations or individuals to a recipient to deliver an activity or outcome that aligns with Council's objectives, with the expectation that it is utilised as per the terms and conditions.
Guidelines	Means a document that provides the applicant with a guide on eligibility of the specific grant.
Incorporated	Means incorporated under the Associations Incorporations Act 1981 or other relevant legislation.

<i>Not-for-profit Organisation</i>	Means an organisation that does not operate for the profit or gain of its individual members and as classified by the Australian Tax Office in the Income Tax Assessment Act 1936.
<i>Recipient</i>	Means the individual or organisation that has been approved to receive funding from Council. The recipient is legally and financially responsible for using the funds only for the approved purpose, delivering the funded activity and meeting all reporting, compliance and accountability requirements set out in the terms and conditions.
<i>Significant Changes</i>	Means changes to the funded activity that materially alters what was originally approved, affects the delivery or timing of key commitments, or changes how funds are used or accounted for.
<i>SmartyGrants</i>	Means the mandatory online application management system used for submitting applications, tracking, and recording the assessment process of various community, environmental, and business grants.
<i>Subsidy</i>	Means financial aid or benefit supplied to an individual in the form of fee reduction for reasons of reduction of financial burden.
<i>Transparency Hub</i>	Means Council's online platform that provides the community with direct access to selected Council data, reports, dashboards, and information.
<i>Third-party provider</i>	Means an organisation or business approved to deliver all or part of the funded activity on behalf of the recipient. They must accept and is bound by the specific terms and conditions that apply for their role in delivering the activity.

12. Related documents

12.1. Legislation

- *Local Government Act 2020 (Vic)*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Associations Incorporation Reform Act 2012 (Vic)*
- *Australian Standard AS 8000*
- *Public Administration Act 2004*
- *Child Safe Standards*
- *Corporations Act 2001 (Cth)*
- *Emergency Management Victoria Act 2005 (Vic)*
- *Equal Opportunity Act 2010 (Vic)*
- *Associations Incorporation Reform Act 2012 (Vic)*
- *Occupational Health and Safety Act 2004 (Vic)*
- *Privacy Act 1988 (Cth)*
- *Privacy and Data Protection Act 2014 (Vic)*
- *Public Health and Wellbeing Act 2008 (Vic)*
- *Racial and Religious Tolerance Act 2001 (Vic)*
- *Income Tax Assessment Act 1936*

12.2. Documents and Resources

- Frankston City Council Plan 2025-2029
- Fair Access Policy and Action Plan
- Child Safety Policy
- Complaints Policy
- Conflict of Interest Policy
- Records Management Policy
- Election Period Policy
- Instruments of Delegation
- Victorian Auditor-General's Office Fraud Control Over Local Government Grants report 2022
- State of Victoria's Better Grants by Design
- Shifting to Outcomes-Orientated Grantmaking: An Institute of Grants Management White Paper
- Community Grants Program Guidelines, application forms, funding agreements and acquittal forms current for that financial year.

13. Implementation of the Policy

Following adoption of this Policy (in conjunction with other related documents), it will be implemented and monitored. This Policy is overseen by the Director Community Connection.