

Frankston City Council Policy 2017-2021	Policy Number:01-04/14
Community Grants Program – POLICY A3331488	Issue 1b Date: 05/2017

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1. POLICY STATEMENT:

Frankston City Council's Community Grants Program aims to enable community organisations, community groups and/or individuals to deliver new and/or improved services, projects and programs that benefit Frankston City.

The Community Grants Program will be determined by Council and expended by the grant recipient within a financial year. All applications must comply with the application and acquittal guidelines. Late applications are deemed ineligible.

2. REASON FOR POLICY:

Council seeks to support the efforts of eligible community organisations, groups and/or individuals to improve the social, natural, built and economic environment of the city through access to community grants. In addition, Council receives numerous unsolicited requests for financial support. This policy provides a transparent, equitable and accessible process for all interested people seeking funding.

3. SCOPE:

This Policy applies to all requests for funding submitted through the Community Grants Program by Frankston based individuals, community groups and organisations.

4. AUTHORISATION:

This policy is approved by Council and delegated to the CEO for implementation

..... Cr Brian Cunial, Mayor

Date 19.6.2017

..... Mr Tim Frederico, Acting CEO

Date: 16.6.17

The Policy is overseen by the Director Community Development

5. REVISION DATE:

This policy will be reviewed in April 2021 and then every 4 years thereafter.

6. PRINCIPLES

- Grants must further the aims and objectives of the Frankston City Council by enhancing the social, natural, built and economic aspects of the community as well as contributing to the local economy.
- Grants must be congruent with Council's values, policies and strategies and there is no conflict of values between the proposed grant application and Council.
- Appropriate due diligence will be applied to all grant applications seeking financial support.
- The relationship established by virtue of the grant application will be transparent, produce outcomes of integrity and deliver tangible benefits to the community.
- Approval of a grant will not involve Frankston City Council in controversial issues such as political or cultural sensitivities, or expose the organisation to adverse criticism.
- Grant applications will be evaluated in accordance with the criteria and weighting as outlined in Council's Grant Application Guidelines
- Use of Council logos must be approved by Council's Media and Communications Department.
- The proposed program / initiative:
 - encourages cooperation and sharing between community groups to ensure that all residents and organisations benefit from common resources.
 - Increases the range of, and access to, recreational, social, cultural and environmental activities, programs and services.
 - Supports community development initiatives and socially responsible community activities.
 - Gives particular consideration to those community groups that can give the greatest benefit back to the community.
 - Encourages and supports the principles of access and equity
 - Identifies those groups, individuals, organisations that make the effort to assist themselves.

7. ROLES AND RESPONSIBILITIES:

Manager Community Strengthening shall be responsible for the development, review and promotion of this policy.

Annual Community Grants Program

The annual Community Grants Program will be determined as part of the annual budget. Following acceptance of the annual budget at an Ordinary Council Meeting, the program will open for a period of 4 weeks. The Community Grants Program Committee will review applications and make funding recommendations to Council. Once Council approves distribution of Community Grants, recommendations are released to the public. A grant requirement is that successful applicants, or their representative, must attend the Community Grants Presentation Ceremony to formally accept their grant, or forfeit their grant. Forgone grant/s will be transferred into the annual budget for the Miscellaneous Grants Program.

Successful applicants must attend the Community Grants Presentation Ceremony to formally accept their grant.

Community Grants Program Committee Representatives:

Delegated Councillors (at least two);
Manager Community Strengthening;
Program Integration Officer;
Manager Family Health Support Services (or delegate);
Manager Arts and Culture (or delegate);
Manager Community Safety (or delegate);
Manager Planning and Environment (or delegate);
From time to time, the committee may co-opt managers/staff or departments to provide advice on funding applications under review.

Miscellaneous Grants Program

The Miscellaneous Grants Program sub-committee includes the Mayor and Deputy Mayor (or delegates, as per resolution regarding Council Committee Delegates); Director Community Development (or delegate); Director Corporate Development (or delegate), with secretariat support provided by the Program Integration Officer. From time to time the sub-committee may co-opt managers/staff or departments recommending (or not) the funding application under review.

Miscellaneous Grants meetings occur monthly. Granting decisions will be reported to the next Ordinary Council Meeting through the Delegated Powers Report.

8. POLICY NON-COMPLIANCE:

Frankston City Council will not enter into grants with parties who:

- Are involved in unlawful activities;
- Do not support diversity, tolerance and inclusivity within the community;
- Are political parties;
- Support programs that create or may present hazards to the community;
- Support programs that do not reflect widely held community standards;
- Contravene State and Commonwealth legislation, Local Laws or Frankston Planning Scheme;
- Are currently involved in a tendering or procurement process with the Council.

Frankston City Council reserves the right to withdraw grant funding with 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. An application for a grant will not be considered unless properly lodged i.e. an application with the required information meeting the program guidelines.

9. RELATED DOCUMENTS

- Community Grant Program Guidelines, Application Forms, Funding Agreements and Accountability Forms current for that financial year
- Miscellaneous Grants Guidelines
- Frankston Arts Centre Discounts and Concessions Guidelines
- The current Council Plan
- Frankston City Community Plan
- The current Council Budget

10. TRAINING

Training in the policy and its guidelines will be offered to the community and staff in June of each year.

11. DEFINITIONS

Grant – to bestow, as a privilege, a sum of money or in-kind support

Policy – position adopted based on principles linked to the Council Plan that influences and determines decisions, actions and other matters

Directive – statement outlining a specific course of action or method of operation/interaction (potential to re-occur or run indefinitely)

Guideline – how to do something, expected to do

Resolution of Council – request for action by officers – reported back to Council via 'Council Request for Action' list.