# GRANTS AND SUBSIDIES POLICY

Policy Ref: QA205389

Date of Adoption: 22 September 2014

Date of last Review: June 2017

Date of next Review: July 2017

Responsible Officer: Manager Community Planning and Development

**This policy complies with the Charter of Human Rights Legislation**

**INTRODUCTION**

This policy relates to the provision of grants and subsidies by Wyndham City Council. Grants and subsidies are provided in order to achieve outcomes towards Council’s strategic objectives.

**LEGISLATIVE CONTEXT – PROCUREMENT POLICY**

Under section 186A of the Local Government Act 1989, Councils are required to adopt and comply with a procurement policy. Wyndham City Council’s Procurement Policy was adopted in 2009.

Funding provided under the Grants and Subsidies Policy will generally not:

 result in Council acquiring or transfer ownership to Council of any goods, works, or property of other kinds, nor

 perform activities or services for which Council is directly responsible, either through statute or other accepted authority, to deliver to residents; and, as a result, is considered to be outside of the definition of 'purchasing goods, services and works'.

As such, grants under this policy are not considered to be required to comply with the Procurement

Policy or the requirements of Sections 186 or 186A of the Local Government Act 1989.

**STRATEGIC OBJECTIVES**

The purpose of the provision of grants is to support a sub-set of Council’s current strategic objectives as detailed in the three key documents outlined below: the *Wyndham City Plan 2013-2017*, the *Wyndham Community Health, Wellbeing and Safety Plan 2013-2017*, and the *Environment & Sustainability Strategy 2011-2015*.

CITY PLAN 2013-2017

**# Theme Strategic Objectives**

|  |  |  |  |
| --- | --- | --- | --- |
| 1.1 | People |  | To actively promote opportunities for building a sense of community identity, inclusion and connectedness between residents. |
| 1.2 | People |  | To strengthen the capacity of citizens and community groups to participate in community life by providing opportunities for individuals to acquire knowledge, confidence, skills and experience. |
| 1.3 | People |  | To foster an inclusive City where diversity is valued and where groups at |
| greater risk of exclusion are supported to participate fully in community life. | | | |
| 1.4 | People |  | To work in partnership with residents, community groups and agencies to educate and enable the wider Wyndham community to make changes to their lifestyles for physical and mental health and wellbeing. |

***Note:*** *Objectives 1.1, 1.2 and 1.4 form the basis of specific grant categories, whilst Objective 1.3 is a cross- cutting objective relevant to all grant categories.*

WYNDHAM COMMUNITY HEALTH, WELLBEING AND SAFETY PLAN 2013-2017

**Priority area What we want to achieve**

1. A city built for health, wellbeing and safety A city that is planned and built to support long-term community health.

4. An inclusive and resilient city A resilient community that supports good mental health and emotional wellbeing.

5. An active and healthy city The health of the community is strengthened by overcoming risk factors that contribute to preventable chronic illnesses.

ENVIRONMENT & SUSTAINABILITY STRATEGY 2011-2015

**Priority area What we want to achieve**

7.2 Education Educate Council employees and the community into being

more environmentally sustainable in their day to day operations and decision making.

A number of different grant categories with a range of expected outcomes have been derived from the strategic objectives and Council documents listed above.

Other policies and strategies relevant to this Grants and Subsidies Policy include:

 Procurement Policy

 Cultural Diversity Policy

 Strengthening Community Service Organisations in Wyndham Strategic Statement

 Community Strengthening Policy and Statement

Whilst these plans and strategies have formed the basis for the development of Wyndham City’s grants and subsidies, this policy is likely to remain relevant beyond their lifespan. At each annual review of this policy, strategic objectives will be refreshed to reflect any superseded policies or strategies and consideration will be made for their continued relevance to the policy.

**POLICY STATEMENTS**

GRANTS

A grant is an arrangement where money is paid by Council to a recipient in order to assist the recipient to achieve its goals as well as to achieve outcomes towards Council’s adopted strategic objectives.

Specifically, grants are provided in line with the role of local government in grant giving: to fund projects designed to meet pre-defined community development outcomes. Grants will not be awarded to fund service delivery which is the sole responsibility of State and/or Commonwealth governments, ongoing operational costs or ongoing staffing.

Council does not expect to receive equal economic value directly in return. However, recipients are required to act in accordance with terms and conditions of agreements including reporting on expenditure.

Council will only provide grants as a result of transparent submission based processes that have clear program budgets, links to Council’s strategic objectives, eligibility criteria, application processes and application assessment processes.

SUBSIDIES

A **core community subsidy** will be provided to organisations that Council considers to be of significant long term importance to the community and where Council considers itself to be the most appropriate organisation to provide financial assistance. The categories that these organisations belong to are:

* Not for profit organisations established with Council support to manage Council owned community centres and deliver on their community purpose
* Key emergency services or organisations that deliver emergency prevention and resilience activities to the Wyndham community
* Not for profit organisations that provide broad community-based access to physical learning resources in rural Wyndham, or to early years or youth populations.

Organisations may be added to the list of organisations receiving core community subsidies if it is considered that the organisation fits one of the three agreed categories and that adding the organisation will contribute to equity and fairness.

Individual subsidy amounts for each organisation to be approved by the Chief Executive Officer, and allocated in accordance with this policy and within the parameters of the budget approved by Council.

Core community subsidies will be administered through negotiation of service agreements up to four years. Recipients are required to act in accordance with terms and conditions of agreements including reporting on expenditure as specified.

From time to time, Council may consider adding categories of organisations to those receiving core community subsidies. This may only be achieved through acceptance of a Council report on the matter in relation to long term importance to the community and the appropriateness of Council providing financial assistance.

A **facility subsidy** is an arrangement where a community group is given discounted use of a Council facility or, in special circumstances, an alternative facility.

Facility subsidies will be administered through negotiation of user agreements. Recipients are required to act in accordance with terms and conditions of agreements.

Facility subsidies will only be provided as a result of transparent submission based processes that have clear program budgets, links to Council’s strategic objectives, eligibility criteria, application processes and application assessment processes.

Specific types of organisations are eligible to apply for facility subsidies, and the list of organisations may be added to from time to time if a community need for access to facilities is identified.

**PRINCIPLES OF GRANTS AND SUBSIDIES PROVISION**

Wyndham City Council’s grants and subsidies will be provided in line with the following principles:

 To minimise cost shifting, funding will not be provided for service delivery which is the sole responsibility of State and/or Commonwealth governments, ongoing operational costs and/or ongoing staffing (See glossary for relevant definitions).

 Access and support will be provided in the application process, particularly to those who are experiencing disadvantage.

 Grant delivery will be governed by specific, documented processes and procedures which promote fairness, transparency and appropriate risk management.

 Private businesses and political organisations are ineligible for all grants, subsidies and sponsorships.

 Activities must demonstrate regard for Council’s objective for diversity, i.e. its intent to foster an inclusive city where diversity is valued and where groups at greater risk of exclusion are supported to participate fully in community life.

 Projects are expected to contribute to the overarching goals of Wyndham’s Community Strengthening Framework – i.e. building organisations, building skills, building equality, building involvement and building identity.

 Both ethno-specific and multicultural projects and events may be supported.

**PRINCIPLES FOR FIXED-TERM GRANTS**

The following principles relate only to the seven grant programs under this policy. These additional principles are not relevant to the three subsidy programs as they explain the basis for assessment of fixed-term projects.

 Projects need to demonstrate an explicit contribution to the expected outcomes of the relevant program as outlined in this Policy and the Program Guidelines.

 Funding will only be provided for projects with a defined timeframe and objectives.

 Priority will be given to projects where:

o the project is a new initiative under this policy;

o the project will continue financially independent of Council in the future; and/or

o the project outcomes do not duplicate those of existing Council, State or Commonwealth programs.

 Projects which are not new initiatives under this policy must demonstrate increasing justification for Council funding in subsequent funding applications with regard to growth, sustainability and effective project delivery. Projects which have received grant funding three times under this policy are ineligible to reapply.

**ELIGIBILITY CRITERIA**

As a minimum requirement to be considered for funding under this policy, the applicant and/or the auspice, where applicable, must:

 have an adequate level of public liability insurance;

 have acquitted or is compliant with all grants previously awarded by Council;

 be a non-profit entity, or an individual if specified in the Guidelines;

 not be in debt to Council;

 not be in receipt of gaming machine revenue, and

 have its most recent 12 months of financial statements assessed as low risk by Council if applying for more than $25,000.

Some expenditure is ineligible to be considered as project expenditure for the purpose of a grant application. This includes:

 capital works;

 retrospective project expenditure;

 activities which give a commercial advantage to a specific business or businesses;

 activities benefiting a group which does not have an open membership;

 existing operational expenditure (not applicable to subsidies); and

 projects which have been funded three under this policy (not applicable to subsidies).

**COMMUNICATION STRATEGY**

Effective communication and reporting arrangements for grants and subsidies are essential for transparency and public accountability. Wyndham City Council’s website is considered to be a key tool in achieving outcomes towards this. In view of this, the following must be provided in an ordered and logical way on Council’s website:

 Grants and Subsidies policy;

 Eligibility criteria, Program Guidelines and the online application portal for all programs;

 Details of all application assessment processes and timeframes for all programs;

 Previous recipients, funding amounts and project names (for current and previous financial year);

 Opening and closing dates for all application based programs (where applicable);

 referral to other opportunities for community resources to seek resources;

 Contact details for further information and application support for all programs; and

 A summary of the annual program evaluations.

In addition to this, Council will ensure that people without direct access to the internet are not disadvantaged in their ability to access grants and subsidies.

**CONTINUOUS IMPROVEMENT**

Each of Council’s grants and subsidies programs will be subject to periodic reviews in order to ensure they remain responsive to the community’s needs and in line with Council’s strategic objectives. This review will include analysis of:

 The relevance of the eligibility criteria

 The effectiveness of the communication strategy

 The effectiveness of the application assessment processes

 Risk management

 The links between the funded projects and Council’s strategic objectives

Every fourth year, the review will be undertaken independently and will include broader analysis of feedback from grant and subsidy recipients.

**GRANTS AND SUBSIDIES FRAMEWORK**

GRANTS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Community Pathways**  **Scholarship** | **Neighbourhood Grants** | **Arts Projects Fund** | **Identity, Inclusion and**  **Connection Grants** |
| Amount (GST  exclusive) | Up to $500 for individuals or up to $1,000 if auspiced  Not required  Monthly (always open) Individuals  Individuals auspiced by a non-profit  Projects are expected to assist individuals progress a professional pathway in competitive events, the arts, or academic achievements.   Individuals 25 or younger attending a national or international event of high standing   Professional practicing artists participating in professional development opportunities   Secondary school students in need of financial support for educational costs  Apply during an open round through an online form. Assistance with the application and paper based forms are provided on request.  Recommendation on eligibility by grants officer in collaboration with relevant Council staff.  Final approval by the Director Community Development  Approximately 3 weeks  Exchange of letters | Up to $500 for individuals or up to $1,000 for non-profits  Not required  Monthly (always open) Non-profits Individuals  Unincorporated Groups  Projects are expected to build communities through local neighbourhood projects that develop networks and connections  and improve shared spaces.   Arts projects   Neighbourhood events   Neighbourhood Watch groups   Community health &  wellbeing programs   Incorporation fees for new community associations   Neighbourhood beautification projects  Apply during an open round through an online form. Assistance with the application and paper based forms are provided on request.  Recommendation on eligibility by grants officer in collaboration with relevant Council staff.  Final approval by the Director Community Development  Approximately 3 weeks  Exchange of letters | Up to $500 for individuals or up to $2,500 for non-profits  Not required  Twice yearly  Non-profits  Individuals  To support W yndham based artists to develop and  deliver arts projects with outcomes located in Wyndham. Arts projects  must demonstrate clear cultural development outcomes – these do not have to be community outcomes but must be documented outcomes.   Creative development of theatre, dance or other performance work   Materials and fees to develop new artwork with local relevance   Projects that support public participation or have a public outcome located in W yndham   Creative development of works of literature  Apply during an open round through an online form. Assistance with the application and paper based forms are provided on request.  Recommendation by assessment panel  Final approval by the Director Community Development  Approximately 6 weeks  12-month Common Funding  Agreement – Short Form | Up to $5,000  2:1 (Council : applicant) Quarterly  Non-profits  Projects are expected to contribute to a sense of community identity, inclusion and connectedness between Wyndham residents and to a resilient community that  supports good mental health and emotional wellbeing.   Arts projects   Events and festivals   Social support groups   Cultural/multicultural projects  Apply during an open round through an online form. Assistance with the application and paper based forms are provided on request.  Recommendation by assessment panel  Final approval by the Director Community Development  Approximately 6 weeks  12-month Common Funding  Agreement – Short Form |
| Funding  Ratio |
| Frequency |
| Eligibility |
| Purpose |
| Typical projects |
| Application process |
| Assessment process |
| Decision |
| Assessment process timing |
| Funding agreement |

Responsible department

CP&D CP&D CP&D CP&D

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Community Strengthening Grants** | **Community Health Grants** | **Community Environment Grants** |
| Amount (GST  exclusive) | Up to $50,000  2:1 (Council : applicant)  1:1 (every grant dollar over $25,000) Annual  Non-profits  Projects are expected to strengthen the capacity of citizens and community groups to participate in community life and to increase community resilience that supports good mental health and emotional wellbeing.   Community leadership projects   Organisational capacity building projects for newly incorporated and small organisations   Leadership capacity for organisations   Management capacity for volunteer committees   Operational capacity for organisations   Change management capacity for organisations   Increasing the diversity of volunteers and participants   Implementing and improving volunteer management systems within organisations   Projects that give more people a say – for example, running focus groups or forums   Arts projects that clearly articulate a community strengthening or community cultural development outcome | Up to $50,000  2:1 (Council : applicant)  1:1 (every grant dollar over $25,000) Annual  Non-profits  Projects are expected to contribute to a wider W yndham community that is educated and enabled to make changes to their lifestyle for physical and mental health and wellbeing.   Projects that build/develop healthy eating and/or physical activity   Projects that increase access to programs to a broader range of people   Projects that build knowledge of communities in W yndham   Establishment of social enterprises that seek to deliver health and wellbeing, cultural and community strengthening outcomes | Up to $50,000  2:1 (Council : applicant)  1:1 (every grant dollar over $25,000) Annual  Non-profits  Projects are expected to contribute to the community being educated about environmental sustainability in day-  to-day operations and decision making.   Planting days   Information sessions, workshops and other capacity building and education activities   Projects that build knowledge of communities in W yndham   Environmental sustainability projects that promote awareness, education and behaviour change regarding what households and businesses can do to:  o Reduce waste through the reduction of recycling contamination; minimisation of food waste; increase composting  o Increase energy and/or water efficiency  o Increase revegetation activities that directly enhance the natural environment |
| Ratio |
| Frequency |
| Eligibility |
| Purpose |
| Typical Projects |
| Application process | Annual application process with assistance and advice on project ideas provided by Council  Officers.  Assessment and recommendation by a panel of senior Council Officers and an independent review of the recommendation.  Final approval by Council at an Ordinary Council Meeting.  Approximately 10 weeks from submission of Application Form to final approval.  This includes an initial assessment, a two week period to provide supporting documentation as required, and a final approval process.  12-month Common Funding Agreement – Short Form unless project is high risk and can utilise the  Common Funding Agreement – Long Form  Community Planning and Development | | |
| Assessment process |
| Decision making process |
| Assessment process timing |
| Funding agreement |
| Responsible department |

**SUBSIDIES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Core Community Subsidy** | **Events Facility Subsidy** | **Community Facilities Subsidy** |
| Amount (GST  exclusive) | NA  Not required  Annually, as required   * Not for profit organisations established with Council support to manage Council owned community centres and deliver on their community purpose * Key emergency services or organisations that deliver emergency prevention and resilience activities to the Wyndham community * Not for profit organisations that provide broad community-based access to physical learning resources in rural Wyndham, or to early years or youth populations.   To ensure the ongoing viability of organisations of significant importance to the community and Council  Strictly available to the organisations detailed above only  Negotiated KPIs and agreements with the relevant Council department manager.  Recommendation by the relevant  Council department  Final approval by the Chief Executive Officer  Approximately 10 weeks  1-4 year Common Funding  Agreement – Short Form  Community Planning and Development | 50% of the cost of hire for one full day’s hire.  Not required  Always Open   Non-profits including schools and emergency services based in Wyndham   One event per financial year   Hire of theEncore Events Centre function rooms  To provide community groups with access to an affordable events centre for annual community events.  Private functions  Apply through Events Facility  Subsidy Application form  Administrative assessment process  Final approval by the relevant  Coordinator  Approximately 3 weeks  Exchange of letters  Community Planning and Development | 8 hours per week in one booking at one facility.  Not required  Always Open  Non-profits providing regular activities for seniors (55+) or members of the community with a disability.  To provide community groups supporting the aged or people with a disability with access to Council facilities.  Private, social or fundraising functions  Apply through Community Facility  Subsidy Application form  Administrative assessment process  Final approval by the relevant  Coordinator  Approximately 3 weeks  Exchange of letters  Community Planning and Development |
| Funding Ratio |
| Frequency |
| Eligibility |
| Purpose |
| Ineligibility |
| Application process |
| Assessment process |
| Decision |
| Assessment process timing |
| Funding agreement |
| Responsible department |

**RELATED DOCUMENTS**

 Procurement Policy

 City Plan 2013 - 2017

 Community Health, Wellbeing and Safety Plan 2013 - 2017

 Environment and Sustainability Strategy 2011 - 2015

 Wyndham Multicultural Policy (2014)

 Strengthening Community Service Organisations in Wyndham Strategic Statement

 Community Strengthening Policy and Framework

**GLOSSARY**

Capital works Building and engineering works that create a new asset or space (or to change the use, function or layout of an existing asset or space), as well as the construction or installation of facilities and fixtures associated with, and forming an integral part of, those works. Capital works projects would typically include constructing either buildings, roads and bridges, structures or mechanical installations, upgrading or extending existing buildings, and major road works that upgrade existing roads.

Cultural events Events that promote or preserve the cultural identity of specific ethnic and/or religious groups

Equipment Tangible property (other than land or buildings), with a useful life of more than one year, which is used in the process of delivering project outcomes

Multicultural events Events that are designed to manage, foster and celebrate different cultures in order to promote greater understanding and awareness

Organisation A legal entity that is eligible to apply for funding through grants programs

Operational Expenditure Costs incurred in operating the core organisation which are unaffected or insignificantly affected by the delivery of the project.

Project A piece of planned work or an activity that is finished over a period of time and intended to achieve a particular outcome

Service delivery Provision of direct services to individuals, families or organisations