

# GRANTS AND SUBSIDIES POLICY

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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	<ul style="list-style-type: none"><li>• To actively promote opportunities for building a sense of community identity, inclusion and connectedness between residents.</li></ul>
1.2	People	<ul style="list-style-type: none"><li>• 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.</li></ul>
1.3	People	<ul style="list-style-type: none"><li>• 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.</li></ul>
1.4	People	<ul style="list-style-type: none"><li>• 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.</li></ul>

**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  
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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:
  - the project is a new initiative under this policy;
  - the project will continue financially independent of Council in the future; and/or
  - 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	Up to \$500 for individuals or up to \$1,000 for non-profits	Up to \$500 for individuals or up to \$2,500 for non-profits	Up to \$5,000
Funding Ratio	Not required	Not required	Not required	2:1 (Council : applicant)
Frequency	Monthly (always open)	Monthly (always open)	Twice yearly	Quarterly
Eligibility	Individuals Individuals auspiced by a non-profit	Non-profits Individuals Unincorporated Groups	Non-profits Individuals	Non-profits
Purpose	Projects are expected to assist individuals progress a professional pathway in competitive events, the arts, or academic achievements.	Projects are expected to build communities through local neighbourhood projects that develop networks and connections and improve shared spaces.	To support Wyndham 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.	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.
Typical projects	<ul style="list-style-type: none"> <li>▪ Individuals 25 or younger attending a national or international event of high standing</li> <li>▪ Professional practicing artists participating in professional development opportunities</li> <li>▪ Secondary school students in need of financial support for educational costs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Arts projects</li> <li>▪ Neighbourhood events</li> <li>▪ Neighbourhood Watch groups</li> <li>▪ Community health &amp; wellbeing programs</li> <li>▪ Incorporation fees for new community associations</li> <li>▪ Neighbourhood beautification projects</li> </ul>	<ul style="list-style-type: none"> <li>▪ Creative development of theatre, dance or other performance work</li> <li>▪ Materials and fees to develop new artwork with local relevance</li> <li>▪ Projects that support public participation or have a public outcome located in Wyndham</li> <li>▪ Creative development of works of literature</li> </ul>	<ul style="list-style-type: none"> <li>▪ Arts projects</li> <li>▪ Events and festivals</li> <li>▪ Social support groups</li> <li>▪ Cultural/multicultural projects</li> </ul>
Application process	Apply during an open round through an online form. Assistance with the application and paper based forms are provided on request.	Apply during an open round through an online form. Assistance with the application and paper based forms are provided on request.	Apply during an open round through an online form. Assistance with the application and paper based forms are provided on request.	Apply during an open round through an online form. Assistance with the application and paper based forms are provided on request.
Assessment process	Recommendation on eligibility by grants officer in collaboration with relevant Council staff.	Recommendation on eligibility by grants officer in collaboration with relevant Council staff.	Recommendation by assessment panel	Recommendation by assessment panel
Decision	Final approval by the Director Community Development	Final approval by the Director Community Development	Final approval by the Director Community Development	Final approval by the Director Community Development
Assessment process timing	Approximately 3 weeks	Approximately 3 weeks	Approximately 6 weeks	Approximately 6 weeks
Funding agreement	Exchange of letters	Exchange of letters	12-month Common Funding Agreement – Short Form	12-month Common Funding Agreement – Short Form

Responsible department	CP&D	CP&D	CP&D	CP&D
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	<b>Community Strengthening Grants</b>	<b>Community Health Grants</b>	<b>Community Environment Grants</b>
Amount (GST exclusive)	Up to \$50,000	Up to \$50,000	Up to \$50,000
Ratio	2:1 (Council : applicant) 1:1 (every grant dollar over \$25,000)	2:1 (Council : applicant) 1:1 (every grant dollar over \$25,000)	2:1 (Council : applicant) 1:1 (every grant dollar over \$25,000)
Frequency	Annual	Annual	Annual
Eligibility	Non-profits	Non-profits	Non-profits
Purpose	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.	Projects are expected to contribute to a wider Wyndham community that is educated and enabled to make changes to their lifestyle for physical and mental health and wellbeing.	Projects are expected to contribute to the community being educated about environmental sustainability in day-to-day operations and decision making.
Typical Projects	<ul style="list-style-type: none"> <li>Community leadership projects</li> <li>Organisational capacity building projects for newly incorporated and small organisations</li> <li>Leadership capacity for organisations</li> <li>Management capacity for volunteer committees</li> <li>Operational capacity for organisations</li> <li>Change management capacity for organisations</li> <li>Increasing the diversity of volunteers and participants</li> <li>Implementing and improving volunteer management systems within organisations</li> <li>Projects that give more people a say – for example, running focus groups or forums</li> <li>Arts projects that clearly articulate a community strengthening or community cultural development outcome</li> </ul>	<ul style="list-style-type: none"> <li>Projects that build/develop healthy eating and/or physical activity</li> <li>Projects that increase access to programs to a broader range of people</li> <li>Projects that build knowledge of communities in Wyndham</li> <li>Establishment of social enterprises that seek to deliver health and wellbeing, cultural and community strengthening outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Planting days</li> <li>Information sessions, workshops and other capacity building and education activities</li> <li>Projects that build knowledge of communities in Wyndham</li> <li>Environmental sustainability projects that promote awareness, education and behaviour change regarding what households and businesses can do to: <ul style="list-style-type: none"> <li>Reduce waste through the reduction of recycling contamination; minimisation of food waste; increase composting</li> <li>Increase energy and/or water efficiency</li> <li>Increase revegetation activities that directly enhance the natural environment</li> </ul> </li> </ul>
Application process	Annual application process with assistance and advice on project ideas provided by Council Officers.		
Assessment process	Assessment and recommendation by a panel of senior Council Officers and an independent review of the recommendation.		
Decision making process	Final approval by Council at an Ordinary Council Meeting.		
Assessment process timing	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.		
Funding agreement	12-month Common Funding Agreement – Short Form unless project is high risk and can utilise the Common Funding Agreement – Long Form		
Responsible department	Community Planning and Development		



## SUBSIDIES

	Core Community Subsidy	Events Facility Subsidy	Community Facilities Subsidy
Amount (GST exclusive)	NA	50% of the cost of hire for one full day's hire.	8 hours per week in one booking at one facility.
Funding Ratio	Not required	Not required	Not required
Frequency	Annually, as required	Always Open	Always Open
Eligibility	<ul style="list-style-type: none"> <li>▪ Not for profit organisations established with Council support to manage Council owned community centres and deliver on their community purpose</li> <li>▪ Key emergency services or organisations that deliver emergency prevention and resilience activities to the Wyndham community</li> <li>▪ Not for profit organisations that provide broad community-based access to physical learning resources in rural Wyndham, or to early years or youth populations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Non-profits including schools and emergency services based in Wyndham</li> <li>▪ One event per financial year</li> <li>▪ Hire of the Encore Events Centre function rooms</li> </ul>	Non-profits providing regular activities for seniors (55+) or members of the community with a disability.
Purpose	To ensure the ongoing viability of organisations of significant importance to the community and Council	To provide community groups with access to an affordable events centre for annual community events.	To provide community groups supporting the aged or people with a disability with access to Council facilities.
Ineligibility	Strictly available to the organisations detailed above only	Private functions	Private, social or fundraising functions
Application process	Negotiated KPIs and agreements with the relevant Council department manager.	Apply through Events Facility Subsidy Application form	Apply through Community Facility Subsidy Application form
Assessment process	Recommendation by the relevant Council department	Administrative assessment process	Administrative assessment process
Decision	Final approval by the Chief Executive Officer	Final approval by the relevant Coordinator	Final approval by the relevant Coordinator
Assessment process timing	Approximately 10 weeks	Approximately 3 weeks	Approximately 3 weeks
Funding agreement	1-4 year Common Funding Agreement – Short Form	Exchange of letters	Exchange of letters
Responsible department	Community Planning and Development	Community Planning and Development	Community Planning and Development

## 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