



# Grants Policy

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Last Reviewed:	June 2022
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Division/Department:	Community and Customer Experience
Responsible Officer:	Manager, Community and Culture
HPE CM Record Number:	22/64454

## 1 Policy Statement

Woollahra Council's vision is to be a thriving, inclusive, sustainable and resilient community that will benefit future generations. To support this vision and to create opportunities for community connection, engagement and partnerships, Woollahra Council provides an annual Grants Program that has three streams:

- Community and Cultural,
- Environmental,
- Placemaking.

This is Council's first overarching Grants Policy that supersedes any previous policies relating to each of the Grant Funding streams including the Community and Cultural Grants Policy 2019 and the Placemaking Grants Policy, 2017.

## 2 Application

The purpose of this Policy is to outline the overarching principles of Council's Grants Program and establish a clear framework and coordinated and uniform approach on how Council seeks, assesses and governs the allocation of its Grants Program.

Council's Grants Program aims to support individuals, community groups, organisations, education facilities and businesses through financial assistance to provide an activity or program that:

- Contributes to Woollahra Council's vision '*To be a thriving, inclusive, sustainable and resilient community that will benefit future generations*'.
- Strongly aligns with one of Council's Goals and Strategies as defined within Woollahra Council's Community Strategic Plan '*Woollahra 2030 our community, our place, our plan*' and key strategies from Council's Delivery Program and Operational Plan.
- Addresses identified community needs and aspirations as listed in Council's key strategies and plans.
- Provides an opportunity to collaborate with successful applicants and to support them through financial assistance to plan and run their own innovative projects for the benefit of the local community.
- Enables good financial management and better use of Council's limited resources by initiating and supporting new projects that meets Council's objectives and identified community needs and aspirations.

## 3 Definitions

Term	Meaning
Grant	A grant is a financial payment or other in-kind support provided to an applicant for a beneficial and specified project or purpose as outlined in the funding agreement between Council and the recipient.
Acquittal	An acquittal is a written report submitted after the funded project is complete. It includes a detailed financial report outlining project income and expenditure and Council's contribution. It details how the grant recipient met the project outcomes and includes copies of receipts.

Funding Agreement	Is a legal document that outlines the terms, conditions and obligations of funding, project delivery, and accountability for both the funding body (Council) and the funded grant recipient.
Individual	An individual community member refers to an individual who represents a group or themselves in the grant application and who may or may not hold an ABN or be a sole trader.
Auspice	An incorporated organisation that receives, administers and acquits the funding on behalf of an applicant.
Community groups	A group of people who act together for a shared interest or purpose. An individual representing the group will be required to sign any funding agreement, or have an auspice willing to enter into a contract on behalf of the group. This group is not required to be incorporated.
Community organisations	This refers to not-for-profit organisations who do not operate for the profit or gain of its owners, members or shareholders, either directly or indirectly, as seen in the constitution. Any profit must be used to further the organisation's purpose, must not be distributed to members, share-holders or owners while the organisation is operating or when it winds up. It also covers Charities registered with the Australian Charities and Not-for-Profits Commission and incorporated community groups.
Education Facilities	This refers to all local schools, non-profit early learning centres and school-associated organisations like Parents & Citizens Associations
Businesses	This refers to profit making organisations including sole traders.
Sole trader	A sole trader is an individual running a business. It is the simplest and cheapest business structure. As a sole trader, you are the only owner and you control and manage the business. You are legally responsible for all aspects of the business. Debts and losses can't be shared with other individuals. A sole trader can have one or more activities they operate.
Pecuniary	A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or your spouse or de facto partner, your relative, or your partner or employer, or a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
Non- Pecuniary	Non-pecuniary interests are private or personal interests that do not amount to a pecuniary interest as defined above. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
Small Grant	Grant awarded under the value of \$3,000.
Large Grants	Grants awarded between the value of \$3,001 and \$7,500.

## 4 Community Strategic Plan, Delivery Program and Operational Plan

This Policy relates to Themes, Goals and Strategies outlined in Council's Community Strategic Plan Woollahra 2030 and Priorities outlined in Council's Delivery Program and Operational Plan, specifically:

### Community and Cultural grants

- Goal 1 : A connected, harmonious and engaged community for all ages and abilities.  
Strategy 1.1: Provide, promote and facilitate a range of community projects, programs and events that support an inclusive, thriving and sustainable community.
- Goal 2: A supported, enabled and resilient community  
Strategy 2.1: Build strong and respectful connections with partners so that we can enhance and protect our local area and quality of life.
- Goal 3 : A creative and vibrant community  
Strategy 3.1: Promote opportunities for innovative, creative and cultural initiatives that support the community.

### Environmental grants

- Goal 7: Protecting our environment  
Strategy 7.1: Protect and maintain trees, streetscapes, natural landscapes and biodiversity including the protection and restoration of bushland areas.
- Goal 8: Sustainable use of resources  
Strategy 8.2 Provide support to the community to reduce their environmental Impact.  
Strategy 8.4 Encourage and assist our community to be leaders in waste management and resource recycling.

### Placemaking grants

- Goal 4 : Well planned neighbourhoods  
Strategy 4.4 Facilitate safe and active local centres which increase local activity, balance tourism demands with the impact on the community and are in line with local character.
- Goal 9: Community focused economic development  
Strategy 9.1 Collaborating to achieve positive outcomes in our local centres which are hubs for jobs, shopping, dining and entertainment.

## 5 Relevant Legislation

Part 1 General - Section 356 of the *Local Government Act 1993*.

- (1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

## 6 Policy Content

### 6.1 Overarching Framework

Council seeks to enhance local community initiatives through the annual provision of three Grants Program streams: Community and Cultural; Environmental and Placemaking.

The overarching framework is as follows:

- a. The call for entries to the Grants Program will be held once per annum.
- b. Each grant is awarded for one year only with no guarantee of future funding.
- c. Grants can be used as seed funding with the expectation that applicants will grow in skills and capacity and move to self-sustaining practices.
- d. All applications regardless of having received previous funding will be assessed as a new applicant in a new round.
- e. Applicants that are successful for a grant in 3 consecutive years will need to demonstrate that they are:
  - i. taking active and current steps to source alternate and ongoing funding as per paragraph (c). above; and/ or
  - ii. continuing to try new and innovative ideas as part of each annual application; and/ or
  - iii. continuing to attract new local participants who will benefit from their project.
- f. Each project funded through the Grants Program needs to demonstrate in their application and later in their acquittal that grant funds were used to achieve a clear and valuable community benefit.
- g. Grant applications from community organisations, community groups, businesses, individuals and / or sole traders will be treated on equal merit.
- h. Council processes including application and acquittal, reflect the size of the grant available.
- i. The Grants Program will be widely promoted to attract a broad range of new and innovative applications.
- j. All grant applications should be delivering a project which must:
  - i. Benefit people living, working and/or studying in the Woollahra Municipality; and
  - ii. Be accessible to the target audience as detailed in the application form.
- k. The grant project should complement but not duplicate existing services/ activities in the local area unless a demonstrated need is identified.

- l. Applicable Council Fees and Charges need to be included the grant budget of all grant submissions, if applicable. These services could include cleansing and waste, development applications fees, temporary road closure, in-house design or printing and venues / sports ground hire fees etc.
- m. The applicant is required to obtain all necessary licences, permits or approvals required to undertake the proposed activity.
- n. Grant applications will not be processed from applicants who have any outstanding acquittals for previous Council grants.
- o. The grants assessment process will be transparent and fair. Assessment criteria are listed in the Grants guidelines and this information is publically available on Council's website. Applications for grants are objectively assessed against these criteria and feedback is provided to unsuccessful applicants.
- p. Independence in decision making about all grant applications will be maintained. Any instance of potential pecuniary or non-pecuniary conflict of interest by any Councillor or Council staff member involved in grant administration, assessment or decision-making will be declared by that person, and will be assessed according to Council's Code of Conduct.
- q. No offer and acceptance of grant funding will restrict Woollahra Council's ability to carry out any of its regulatory or other functions.
- r. Grants will need to align with our Code of Conduct.

Grant proposals will not be considered if applicant/s is/are:

- Political parties.
- Groups, individuals or organisations that have not fulfilled previous Woollahra Municipal Council grant conditions, specifications or reporting procedures.

More detailed information is provided in the accompanying Grants Program Guidelines which are reviewed on an annual basis to reflect changes in priorities / grant themes.

## 6.2 Grant Streams

### 6.2.1 Community and Cultural Grants

This Grants Program supports local activities/ programs which foster a connected, liveable, vibrant and creative community. Grants may have either a community or cultural theme as defined in the accompanying guidelines which are updated annually to reflect changing community needs and aspirations.

- Small Grants of up to \$3,000, are available to community organisations, community groups, individuals or sole traders and

- Large Grants of between \$3,000 and \$7,500, are available to community organisations or community groups.

A maximum of \$7,500 can be given to any group/organisation per the annual grants round. Individuals may only apply for a Large Grant if under the auspices of a not for profit organisation.

### 6.2.2 Environmental Grants

Environmental Grants support local environmental improvement projects. They are open to all local schools, non-profit early learning centres, school-associated organisations like Parents and Citizens Associations and community organisations for projects that protect or enhance our local environment.

- Grants of up to \$3,000 per project.

Grants will only be available to fund 'on the ground' projects with real outcomes that protect or improve the environment in some way. Grants are not available to cover research and development, strategic plans, wages, insurance or other on-costs'.

### 6.2.3 Placemaking Grants

Placemaking Grants support projects, activities and events that activate and enhance public spaces, publically accessible spaces, commercial centres and suburbs within the Woollahra LGA. There are two categories under this Grant's Program stream.

Category 1 – Events

Category 2 - Place activation

- Small Grants of up to \$3,000 are available to businesses, sole traders, community organisations, community groups and individuals and
- Large Grants of between \$3,000 and \$7,500 are available to businesses, community organisations or community groups.

A maximum of \$7,500 can be given to any group/organisation per the annual grants round. Individuals may only apply for a Large Grant if under the auspices of a not for profit organisation.

## 6.3 Grants Process

- a. There will be annual call for Council's Grants Program, with the grants to be awarded at the beginning of each financial year. The successful projects must be completed in accordance with the project timeframe.
- b. Approval must be sought for any variation to the purpose of the project or its timeframe.

- c. A selection committee comprised of relevant Council staff will assess the grant applications against the defined criteria listed in the Grant Guidelines and a report will be presented to the appropriate Committee of Council for consideration and adoption by Council.
- d. All grant applicants will be notified of the outcome of their submission, with an explanation provided for unsuccessful grants.
- e. Successful grant recipients will be invited to a Grant Awards presentation that will be held either face-to-face or online.
- f. Successful grant recipients are to notify Council of any associated events, so that the Mayor or his / her representative and Councillors can attend, as well as provide appropriate photographs and testimony to be used for promotional purposes.
- g. All promotional material must acknowledge the funding provided by Woollahra Council.
- h. If an event, program or activity is delivered through the Grant Program then appropriate signage which recognises the contribution of Woollahra must be present at the event or activity for participants to see.
- i. Successful grant recipients will be allocated a staff member to guide the process, including the provision of Council logo and grant acquittal forms.
- j. Acquittals for the project must be submitted no later than 90 days following the delivery of the program and before the end of the financial year in which the grant was awarded.
- k. Any unspent funds must be returned to Council.
- l. The grant by Council is GST Exempt. The grant is an appropriation by Council; there is no taxable supply to Council and no GST is payable on the grant by Council.

## 7 Documentation/References

	HPECM Reference
Online Application form	
Online Acquittal form	

## 8 Related Policies and Procedures

	HPECM Reference
Grant Guidelines	22/70343

This Policy will be reviewed every two years or in accordance with legislative requirements. This Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this Policy. Amendments to this Policy must be by way of a Council Resolution.

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## Policy Amendments

Date	Responsible Officer	Description