



Grants Policy

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Division/Department:	Community & Customer Experience
Responsible Officer:	Manager - Community & Culture
HPE CM Record Number:	23/114614

1 Policy Statement

Woollahra Municipal 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 Municipal Council (Council) provides an annual Grants Program that has four streams:

- Community and Cultural,
- Environmental,
- Placemaking,
- Business Sector Support.

This overarching Grants Policy 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 2032' 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 proposals for the benefit of the local community.
- Enables good financial management and better use of Council's limited resources by initiating and supporting proposals 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 or proposal is complete. It includes a detailed financial report outlining income and expenditure and Council's contribution. It details how the grant recipient met the project or proposal outcomes and includes copies of receipts.
Business sector support organisations	<p>Are organisations (including business chambers) that have an ABN and carry out the following activities:</p> <ol style="list-style-type: none"> 1. Supports local businesses and economic development in the Woollahra Local Government Area (LGA) 2. Markets and promotes local businesses in the Woollahra LGA. 3. Facilitates educational workshops and seminars, information sharing, business training, and regular networking opportunities. 4. Attracts trade, talent, new businesses and investment into Woollahra LGA.
Funding Agreement	Is a legal document that outlines the terms, conditions and obligations of funding, project or proposal 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, tertiary institutions, non-profit early learning centres, school-associated organisations like Parents & Citizens Associations
Businesses	This refers to profit making organisations including sole traders.

Term	Meaning
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.

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 2032 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 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 great placemaking outcomes in our local centres which are hubs for jobs, shopping, dining, entertainment and community activities.

Business Sector Support 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 3: A creative and vibrant community:
Strategy 3.1: Promote opportunities for innovative, creative and cultural initiatives that support the community.
- Goal 9: Community focused economic development
Strategy 9.1: Collaborating to achieve great placemaking outcomes in our local centres which are hubs for jobs, shopping, dining, entertainment and community activities.

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 four Grants Program streams: Community and Cultural; Environmental; Placemaking and Business Sector Support.

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. Applicants may submit one grant application in each different Grants stream each year.

- d. Grants can be used as seed funding with the expectation that applicants will grow in skills and capacity and move to self-sustaining practices.
- e. All applications regardless of having received previous funding will be assessed as a new applicant in a new round.
- f. Applicants that are successful for a grant in three consecutive years will need to demonstrate that they are:
 - i. taking active and current steps to source alternate and ongoing funding as per paragraph (d). 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 proposal.
- g. Each proposal 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.
- h. Grant applications from community and business sector support organisations including community groups, business chambers and resident associations, and businesses, individuals and / or sole traders will be treated on equal merit.
- i. Council processes including application and acquittal, will aim to reduce the administrative burden for applicants where possible.
- j. The Grants Program will be widely promoted to attract a broad range of new and innovative applications. All grant applications should be delivering a proposal 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 proposal should complement but not duplicate existing services/ activities in the local area unless a demonstrated need is identified.
- l. Applicable Council Fees and Charges may be eligible as 'in-kind' support and need to be included in the grant budget of all grant submissions, if applicable. These services could include cleansing and waste, development application, temporary road closure, in-house design or printing and venues / sports ground hire fees etc. No additional waiving of fees or charges will be given to successful grant applications.
- m. The applicant is required to obtain all necessary licences, permits or approvals required to undertake the proposed activity.
- n. 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.

- o. 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.
- p. No offer and acceptance of grant funding will restrict Woollahra Council's ability to carry out any of its regulatory or other functions.
- q. Grants will need to align with our Code of Conduct.
- r. Every applicant is required to be aware of their commitments under Council's Child Safe Policy (available on <https://www.woollahra.nsw.gov.au/Council/jobs/child-safe-organisation>).
- s. Grant proposals will not be considered if applicant/s:
 - Are political parties
 - Have not fulfilled previous Woollahra Municipal Council grant conditions, specifications or reporting procedures including acquittals.
- t. Grant funding should be used for the purposes which it was intended and does not cover:
 - Purchase, sale or supply of alcohol
 - Donations to charities
 - Staff salaries
 - Capital investment
 - Rental payments
 - Other operational costs or overheads, or
 - Retrospective funding

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 \$3,001 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.

- Small Grants of up to \$3,000 per project
- Large Grants of between \$3,001 and \$7,500.

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 and business sector support organisations including community groups, business chambers, resident associations and individuals.
- Large Grants of between \$3,001 and \$7,500 are available to businesses, community and business sector support organisations including community groups, business chambers and resident associations.

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.

6.2.4 Business Sector Support grants

Business Sector Support Grants support projects or programs by organisations (including business chambers) that have an ABN and support local business and economic development in the Woollahra LGA.

Grants of up to \$10,000 are available per Business Sector Support organisation.

6.3 Grants Process

- a. There will be an annual call for Council's Grants Program, with the grants to be awarded at the beginning of each financial year. The successful proposal must be completed in accordance with the timeframe.

- b. 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.
- c. All grant applicants will be notified of the outcome of their submission, with an explanation provided for unsuccessful grants.
- d. Successful grant recipients will be invited to a Grant Awards presentation that will be held either face-to-face or online.
- e. 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.
- f. All promotional material must acknowledge the funding provided by Woollahra Council.
- g. 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.
- h. Successful grant recipients will be allocated a staff member to guide the process, including the provision of Council logo and grant acquittal forms.
- i. Approval must be sought for any variation to the purpose of the proposal or its timeframe.
- j. Acquittals must be submitted no later than 60 days following the delivery of a proposal or before the end of the financial year in which the grant was awarded, whichever occurs first.
- k. Any unspent funds must be returned to Council within 30 days of submitting the acquittal.
- 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	23/114613
Child Safe Policy	23/132600
Donations and Sponsorship Policy	22/119024
Events Policy	17/129380
Single Use Plastics Policy	21/10853

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.

Policy Amendments

Date	Responsible Officer	Description