

City of Canada Bay Community Grants Policy

1. Purpose

This policy outlines how Council will support and fund events, programs and projects that support Community Strategic Plan outcomes via a grants process. It provides a framework for the administration of these grants by City of Canada Bay.

2. Scope

This policy applies to all applicants seeking financial or in-kind assistance via the City of Canada Bay Community Grants Program.

The policy aims to establish best-practice grant-making principles. The following principles provide a framework for the design of the City of Canada Bay Community Grants Program:

- Capacity Building- The Community Grants Program will provide an opportunity to build the capacity of organisations to deliver projects and programs which provide benefit to the community of City of Canada Bay. This includes the development of partnerships, skills and collaborations to ultimately provide sustainable activities.
- Access and Equity- The Community Grants Program will aim to support projects and programs representing a broad range of interests and needs within the community.
- Outcomes Focused- The Community Grants Program aims to support outcomes that align with the Community Strategic Plan and other relevant Council plans. Projects and programs must clearly demonstrate how their outcomes align with Council's plans and how they will measure the outcomes.
- Governance and Accountability- The Community Grants Program aims to have effective and efficient grant making processes where decisions are made in the public interest. Application and acquittal requirements are applied that are proportional to the grant awarded.
- Probity and Transparency- The Community Grants Program is undertaken following a clearly outlined process to assess applications. Funding is awarded via a competitive process according to set criteria listed in the Community Grant Guidelines. Conflicts of interest are declared and addressed throughout the assessment process.
- Value for Money- The Community Grants Program supports projects and programs which demonstrate good value for money. Projects should not duplicate existing activities and services. An efficient grant management process is implemented to minimise the administrative costs to Council.

3. Definitions

A grant is funding or in-kind support awarded to an applicant for the completion of a specific project. The project must demonstrate how it aligns with Council's vision and goals and delivers benefit to the community.

4. Policy principles

Grant Management

- Grant guidelines are available in a separate document to outline the specific eligibility and assessment criteria for each grant category (Event Grants, Community Project Grants and Environmental Grants)
- Each application is assessed by a panel of Council officers. Recommendations are provided to Council for approval
- Funding agreements must be signed by all successful grant applicants prior to receiving funding. Funding will only be deposited into the account of the named incorporated organisation.
- Recipients must meet acquittal requirements to be eligible for future grants
- Organisations are eligible to submit up to two grant applications per year in total (the two applications cannot be for the same project)
- Organisations can auspice up to two grant application per year in total (this can be in addition to grant applications from the organisation)
- Applications must be submitted when the grant round is open. Late applications will not be considered.

Categories

Category	Aim of Category	Funding Amount	Recommended Funding Pool	Link to Council Plans
Events Grants	Support community-based events and festivals which activate public areas, connect people to place and promote the diverse community and culture.	Small- Up to \$2,500 Medium – Up to \$7,500 Major- Up to \$15,000 (matched)	\$65,000	Community Strategic Plan
Community Project Grants: Social Connection	Increase participation, social networks and resident wellbeing	Up to \$2,000	\$32,000	Community Strategic Plan and Social Plans
Community Project Grants: Community Development	Address issues of disadvantage to create a supported, inclusive community	Up to \$7,500	\$37,500	Community Strategic Plan and Social Plans
Environmental Grants: Small Grant	Enhancement of existing	Up to \$1,000	\$6,000	Community Strategic Plan

	environmental project			
Environmental Grants: Development Grant	Funding for new environmental projects	Up to \$3,000	\$24,000	Community Strategic Plan

5. Responsibilities

Role	Responsibility
All staff	Administer the community grants program according to this policy.

6. Laws and standards

Local Government Act (1993)- Section 356

7. Approval status

Council approved this policy on 20 February 2024.

8. Approval history

Stage	Date	Comment	ECM ID
Original Policy	20 February 2024	Approved by Council	
Next review	2027		

9. Ownership and approval

Responsibility	Role
Author	Director Community Culture and Leisure
Owner	Community Culture and Leisure
Endorser	City of Canada Bay Executive
Approver	City of Canada Bay Council

