

CP.3

MARRICKVILLE COMMUNITY GRANTS
PROGRAM

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| Division: | Community Services | Date Adopted: | 13 September 2005 |
| Section: | Community Development | Date Last Changed: | 4 February 2013 |
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POLICY STATEMENT

In 2010 Council produced *Our Place, Our Vision*, the Marrickville Community Strategic Plan (<http://www.marrickville.nsw.gov.au/council/plans/csp.html?s=373768896>), to comply with legislation requiring all NSW councils to develop an Integrated Planning and Reporting framework.

The Marrickville Community Strategic Plan defines the long term aspirations and strategic directions for the whole community. The Key Result Areas (KRAs) detailed in this Plan address a range of social, environmental, economic and civic leadership issues.

The KRA's build upon previous goals articulated in *The Marrickville Model* – an award winning model of local governance (to build social capital, encourage sustainability, promote citizenship and achieve value for money). The Marrickville Model defined Council's role and relationship with the Marrickville community and was developed as part of the 2001 Belonging in Marrickville project.

The KRAs in the *Our Place, Our Vision* Community Strategic Plan are defined as:

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| KRA1 | A diverse community that is happy, healthy and fair. |
| KRA2 | A robust economy with flourishing urban centres and a range of creative and other industries. |
| KRA3 | A well planned, sustainable and accessible urban environment. |
| KRA4 | An innovative, effective and representative Council. |

The Community Grants Program will assist Council achieve these KRAs, particularly through KRA 1.

Successful applications will:

- Target the project to one or two social justice groups (youth, residents of Marrickville South and Sydenham/Tempe/St Peters, children and families, older people, people with disabilities, Aboriginal residents, people from culturally and linguistically diverse backgrounds, residents of boarding houses and LGBTIQ); and
- Position the project alongside an outcome statement and strategy that addresses the social justice principles as identified in the Marrickville Community Strategic Plan.

RELATED LEGISLATION, POLICIES AND PROCEDURES

1. INTRODUCTION

Marrickville Council's Community Grants Program aims to provide financial support to non profit, community based organisations that deliver programs and services to residents in the Marrickville Local Government Area.

2. PARTS OF THE COMMUNITY GRANTS PROGRAM

The Community Grants Program has three parts, each representing a different procedural method of accessing Council funds and all of which are covered by this policy. Budgets for each part are approved by Council and may change from year to year.

2.1 Annual funding round: Council advertises a five week period within which applicants compete to have their projects awarded funds from the budget allocated to the program in that year. Applications from \$500 - \$5000 will be considered for the annual funding round. If applying for a grant over \$2000 the applicant must discuss the application with a Council officer.

2.2 Contingency Grants Program: Applications received by Council officers outside the annual funding round are considered for funding from a small contingency vote under the Community Grants Program budget. Applications will be considered for up to the value of \$1,000, cash or in kind support.

2.3 Notices of Motion: Proposals are nominated by way of a Notice of Motion at a Council meeting by elected officials. Applications will be considered for up to the value of \$1,000, cash or in kind support. These applications are funded from a separate budget, which Council has set aside specifically for this purpose.

3. ELIGIBILITY

3.1. Applicants must be non profit, community based organisations who provide services and programs that benefit residents in the Marrickville Local Government area.

3.2. Evidence must be provided that the organisation is appropriately incorporated, community based and not conducted for private gain.

3.3. The application must be for a specific project and must not be considered as a permanent source of future funding. Grants will not be given to cover a short fall in the applicant organisation's general running costs.

3.4. Grants will not be provided to political parties.

4. ASSESSMENT CRITERIA

4.1. The organisation must demonstrate a capacity to deliver community services or programs.

4.2. The project will contribute to the achievement of the *Community Strategic Plan* by:

- targeting an appropriate category; and
- addressing a key priority under Council's Community Strategic Plan (current at the time of the application).

4.3. The application must clearly define:

- the service or program to be delivered;
- how it will be delivered and the resources required to deliver it; and
- results to be achieved for the residents of Marrickville.

4.4. The project must not have recurrent funding implications.

4.5. Each application will be considered in light of other contributions made by Council to the organisation, for example subsidised usage of Council facilities, receipt of other Council grants and resources.

4.6. Priority when assessed against the merit of other applications.

5. CONDITIONS FOR APPROVAL

5.1. Applications for items of equipment must include copies of 2 quotes.

5.2. Applicants who have received funds in the previous financial year will only be eligible to apply for assistance in the current year if all accountability and evaluation procedures have been satisfied.

5.3. Applicants may not vary the purpose of the grant for which they have been funded without receiving written approval from Council.

6. ACCOUNTABILITY REQUIREMENTS

6.1. Successful applicants will be required to undertake the following activities:

6.1.1. sign a form accepting the conditions of the grant;

6.1.2. submit an evaluation to Council by 1 July of the following year that details how funds were spent (using the evaluation form provided by Council);

6.1.3. provide receipts for approved equipment purchases, note the equipment on the organisation's assets register and have it engraved. Should the organisation cease to exist, the equipment is to be returned to Council; and

6.1.4. supply copies of promotional material acknowledging Council's support.

6.2. Failure to comply with these requirements will mean the funded organisation will not be eligible for grants in the future.

7. COUNCIL PROMOTION

Applications should state how Council's support will be acknowledged. Council will provide a copy of its logo to successful applicants for use in promotional materials.

8. ADMINISTRATIVE PROCEDURES

8.1. Council will advertise its Community Grants Program annually in local and ethnic newspapers, Marrickville Matters, libraries, and through Council's website and email networks of community services organisations.

8.2. Applications for a grant must be made on Council's online Community Grants Application Form which will be available on Council's website. An abridged version of the form will be provided to applicants requesting funds outside the annual funding round and to those organisations that are the subject of a Notice of Motion.

8.2.1. **For applications received during the annual funding round:** applications of up to \$5,000 will be considered by relevant staff against the eligibility and assessment criteria (using a pro forma) following the advertised closing date.

- A completed pro forma will be attached to each application received and Councillors may request a copy by email prior to the full report going to a Council meeting.

- The Director, Community Services will then present a report to Council which provides a brief assessment of each application and recommends its priority for funding.

- Funding recipients will receive cheques at a presentation ceremony to be held during Anti-Poverty Week in October (held Sunday to Saturday and incorporates the United Nations Eradication of Poverty Day which is 17 October)

8.2.2. **For applications/requests received outside the annual funding round (known as the Contingency Grants Program):** applications on Council's abridged application form of up to \$1,000 will be referred to a panel of the Chairperson of the Community Services Committee, the General Manager and Director, Community Services for assessment against the eligibility and assessment criteria (Appendix 1) in the same manner as those received during the funding round.

- The Director, Community Services will then present a report to Council which provides a brief assessment of the application and a recommendation for action.

8.2.3. **For Donations (cash or in kind support) submitted to Council by Councillors by way of a Notice of Motion:** applications of up to \$1,000 cash, or in-kind support (such as the use of Council's Town Halls and meeting rooms at no cost), will be referred to a panel of the Chairperson of the Community Services Committee, the General Manager and Director, Community Services for assessment against the eligibility and assessment criteria (Appendix 1)

- The Director, Community Services will then present a report to Council which provides a brief assessment of the application and a recommendation for action.
- The Director, Community Services will present a report to Council at the end of each financial year listing the recipients and amounts funded under the program.

8.3. Council will subsequently determine the funding of all applications.

8.4. All applicants will be advised as to whether they have or have not been successful within four weeks of Council's decision.

Appendix 1:**SUMMARY OF ELIGIBILITY CRITERIA FOR ORGANISATIONS REQUESTING DONATIONS UNDER THE COMMUNITY GRANTS PROGRAM, PART 2, Contingency Grants Program or Part 3, NOTICES OF MOTION.**

| Eligibility Criteria | Name of organisation |
|--|-----------------------------|
| Applicants must be non-profit, community based organisation who provide services and programs that benefit residents in the Marrickville Local Government Area. | ✓ |
| Evidence must be provided that the organisation is appropriately incorporated, community-based and not conducted for private gain. | ✓ |
| The application must be for a specific project and must not be considered as a permanent source of future funding. Grants will not be given to cover a shortfall in the applicant organisation's general running costs. | ✓ |
| Grants will not be provided to political parties. | ✓ |
| The organisation must demonstrate a capacity to deliver community services or programs. | ✓ |
| The project will contribute to the achievement of Community Strategic Plan by: <ul style="list-style-type: none">▪ Targeting an appropriate category;▪ Addressing a key priority under Council's Community Strategic Plan (current at the time of the application). | ✓ |
| The application must clearly define: <ul style="list-style-type: none">▪ The service or program to be delivered;▪ How it will be delivered and the resources required to deliver it;▪ Results to be achieved for the residents of Marrickville. | ✓ |
| The project must not have recurrent funding implications. | ✓ |
| Each application will be considered in light of other contributions made by Council to the organisation, for example subsidised usage of Council facilities, receipt of other Council grants and resources. | ✓ |
| Priority when assessed against the merit of other applications. | |