



## **Appendix 3a**

### **12.1 Community Grants Community Reference Group Terms of Reference**

*CP004 Community Grants Policy*

# **Ordinary Meeting of Council**

Wednesday 23 March 2022 at 7:00pm

Queenscliff Town Hall

## COUNCIL POLICY

Community Grants	<b>Adopted By Council:</b>	01/12/98	
	<b>Date/s Revised:</b>	18/08/10, 18/10/11 26/2/14, 24/01/2019, 23/2/22	
	<b>Next Review Date:</b>	02/2025	
	<b>Document No:</b>	CP004	
	<b>Directorate:</b>	Community	
	<b>Responsible Officer:</b>	Manager Community	

### CONTEXT

The Community Grants Program is a valuable tool for the Borough of Queenscliffe in enhancing good governance and strengthening communities. This is achieved by empowering individuals and community organisations to respond collectively to community needs.

The Community Grants Program is based on community development principles focusing on community building and strengthening. This is achieved by assisting community groups and organisations to deliver practical community building outcomes at the local level.

### PURPOSE

The purpose of this policy is to provide a Community Grants Program that aims to enable community groups to further meet the needs of the wider community in a partnership relationship with Council.

### DEFINITIONS

**Community Grants** Financial support of up to \$2,000 to not-for-profit organisations within the Borough of Queenscliffe

### POLICY

Council has the discretion to decide the amount of funds allocated yearly to the Community Grants Program.

#### 1. Priorities for Funding

The priorities for funding are shaped by Council's Vision and Objectives in its 2021–2025 Council Plan, and are further identified through Council's various planning processes. Projects must fit within one of the following priorities:

- Projects that support community wellbeing and encourage an active lifestyle
- Projects that protect our distinctive coastal, cultural and built environment, and provide sustainable, suitable infrastructure
- Projects that support a prosperous and diverse local economy

- Projects that protect our environment and address climate change issues

Strong consideration will also be given to projects that support the principles of Council's Climate Emergency Response Plan (CERP).

## **2. Funding Categories**

Funds will be provided for projects and activities that fall into the following broad categories:

- **Community Support and Inclusion**  
Such as projects, events or activities that address social isolation, accessibility, gender equality and/or provide community celebrations or events
- **Leisure and Recreation**  
Such as projects or activities that promote recreation, physical activity and participation
- **Minor Equipment**  
Such as projects that demonstrate access for all, shared use of community facilities and equipment
- **Arts & Culture**  
Such as projects that strengthen participation in arts activities and contribute to the cultural life of our community

## **3. Eligibility**

Organisations must be a not-for-profit group. If an organisation is not incorporated they must be auspiced by an incorporated association.

Religious organisations are eligible to apply for program grants only where the program is accessible to all members of the community; funding will not be considered to support equipment or assets.

## **4. How Projects Are Assessed**

Projects will be assessed according to the criteria set out in the Community Grants Program Guidelines. Applications are assessed by the Community Grants Reference Group and final decisions are formally endorsed by Council.

## **5. Community Grants Reference Group**

The Community Grants Reference Group will consist of at least one (1) Councillor, three (3) Community Members and Council officers as necessary.

Expressions of interested will be invited from the community to participate on the Community Grants Reference Group. Membership to the Reference Group will be considered confidentially and appointed by Council.

The Community Grants Reference Group Terms of Reference outlines the role, function, membership, recruitment, selection and assessment of the reference group.

## **6. Conditions of Funding**

Individual organisations can only apply for one grant each year and Council reserves the right to consult with the Committee of Management at multi-use facilities to assist in determining the priority of projects.

Organisations must sign a funding agreement and adhere to the conditions and guidelines contained in that agreement, including grant acquittal requirements.

While the maximum grant will be \$2000, Council reserves the right to consider funding larger projects.

## **CONTINUOUS IMPROVEMENT**

This policy will be reviewed on a continuous basis, but as a minimum every three years from the date of adoption.

## **OTHER REFERENCES**

Borough of Queenscliffe Community Grants Program Guidelines and Application Form

END