



---

<b>NAME OF POLICY:</b>	Community Funding Program Policy
<b>POLICY MANUAL:</b>	Governance - Community Development

---

## BACKGROUND

The City of Norwood Payneham & St Peters, through its Community Funding Program, provides the opportunity for local groups and organisations to receive funding to support their activities and to develop new initiatives, which benefit the community.

This is achieved through the allocation of funds for projects which actively address identified community needs, are collaborative and inclusive, innovative and within the context of the Council's Strategic Plan, *CityPlan 2030: Shaping Our Future*.

The Council's Community Funding Program incorporates the following Grants Schemes:

- the Community Grants Scheme; and,
- the Public Art & Culture Grants Scheme.

## POLICY STATEMENT

The aim of the City of Norwood Payneham & St Peters Community Funding Program framework is to support local, community driven initiatives which progress the Council's Strategic Objectives as set out in its Strategic Management Plan, *CityPlan 2030*.

The initiatives supported through the Community Funding Program will be required to make a contribution to social, cultural, economic, and environmental and community development within the City, or address important social and/or welfare needs.

## KEY PRINCIPLES

The City of Norwood Payneham & St Peters is committed to being:

- *A City which values its heritage, cultural diversity, sense of place and natural environment; and,*
- *A progressive City which is prosperous, sustainable and socially cohesive, with a strong community spirit.*

The Community Funding Program Framework is based on the following Outcomes, Objectives and Strategies contained in the Council's Strategic Plan, *CityPlan 2030: Shaping Our Future*:

**Outcome 1: Social Equity - A connected, accessible and pedestrian-friendly community**

**Outcome 2: Cultural Vitality - A culturally rich and diverse city, with a strong identity, history and 'sense of place'**

**Outcome 3: Economic Prosperity - A dynamic and thriving centre for business and services**

**Outcome 4: Environmental Sustainability - A leader in environmental sustainability**

Applications for funding assistance through the Community Funding Program should be able to demonstrate a direct link to one or more of these *CityPlan 2030* Outcomes, Objectives and/or Strategies. It is expected that applicants will be able to demonstrate an alignment with these key principles.

## **POLICY**

This Policy is aimed at providing a framework for the allocation of funds (as allocated by the Council to the Community Funding Program) in an effective and equitable manner, for the benefit of community organisations, groups and individuals and to support not-for-profit community groups and organisations with financial assistance to develop and implement a wide range of community and cultural development opportunities that promote active community participation and enhance community wellbeing.

This Policy is based on a range of principles of good governance that are based upon accessible, timely, open, transparent and consistent decision-making processes when considering requests for financial assistance. In particular:

- grants will be administered in a transparent, equitable and consistent manner and be promoted across the City in a way that will allow maximum opportunity for organisations and individuals to apply;
- applications will be called for via information in the Council's *LookEast* publication (published twice yearly) and information placed on the Council's website;
- hard copy Community Grants Scheme 'Packs' (i.e. Policy, Guidelines, Application Form, Auspice Form, Grant Acceptance and Conditions Form, Financial Acquittal Form and Reporting and Evaluation Form) will be made available at the Norwood Town Hall and at all three (3) of the Council's Libraries;
- grants will be administered using the eligibility criteria, funding priorities, conditions and demonstrated connection to the Council's Strategic Plan, outlined in the Grant Scheme Guidelines, as approved by the Council;
- the Grant Schemes are established from funds, which may be set aside in the Budget and endorsed by the Council, each financial year;
- it is the intention of the Council that all of the allocated funds will be distributed equitably and transparently amongst eligible applicants so that no one deserving applicant is disadvantaged through the lack of available funds;
- the assessment of applications will take into account previous support provided by the Council (this is to ensure that there is an equitable distribution of financial assistance by the Council), either directly or indirectly (including subsidies), eligibility, assessment criteria and budget availability;
- the commitments embodied in this Policy will be achieved within the Council's capabilities and available resources and does not commit the Council to funding all applications which are submitted to the Community Grants Scheme or the Public Art & Culture Grants Scheme;
- all Community Funding Program Grants are approved on a discretionary basis and all decisions of the Council are final. (However, all decisions are subject to review pursuant to the *Local Government Act 1999*); and,
- the Council may resolve to award grant funding outside of the conditions of the Community Funding Program Policy and Scheme Guidelines, at its discretion. However, reasons for the Council's decision will be clearly articulated.

## **SCOPE**

This Policy applies to grants schemes offered under the Community Funding Program, namely the Community Grants Scheme and the Public Art & Culture Grants Scheme.

## **PROCEDURES**

- Applications for grants will be called for at a minimum of six (6) weeks in advance of the nominated closing date.

- Applications will only be accepted on the Council's Grants Scheme Application Form, which will be available on the Council's website and from the Norwood Town and at all three (3) of the Council's Libraries.
- Eligible applications will be assessed by a panel of three (3) or more Council staff. Any conflict of interest, or perceived conflict of interest, will be made public by Council staff, prior to the commencement of applications being assessed.
- The decision to award funding will be made within six (6) weeks of the closing date for applications.
- All applicants will be notified of the status of their applications (successful, unsuccessful, ineligible) within eight (8) weeks of the closing date.
- Successful applicants will be required to accept the funding and any relevant conditions in writing, prior to the release of any funds.
- Funding will be received by Grantees no later than twelve (12) weeks after the closing date.
- Projects/Programs must be completed within twelve (12) months of the funding being received.
- Any significant variation to the approved activity or project for which grant funding has been awarded must be advised in writing and formally approved. Failure to do so may result in a request for the applicant to re-pay the allocated funds.
- Any grant funding awarded, but not expended for the purpose of the grant by the Grantee, must be returned to the Council.

## **ASSOCIATED POLICIES AND CORPORATE DOCUMENTS**

- *CityPlan 2030: Shaping Our Future*
- Community Grants Scheme Guidelines
- Public Art & Culture Grants Scheme Guidelines
- Young Achievers Program Guidelines
- Public Art Policy
- Civic Bands & Orchestra Policy

## **REVIEW PROCESS**

The Council will review this Policy within three years.

## **INFORMATION**

The contact officer for further information at the City of Norwood Payneham & St Peters is the Council's General Manager, Governance & Community Affairs, telephone 8366 4549.

## **ADOPTION OF THE POLICY**

This Policy was adopted by Council on 1 June 2015.

This Policy was reviewed and adopted by the Council on 6 October 2020.

## **TO BE REVIEWED**

September 2023