



WAVERLEY  
COUNCIL

# Community Grants Policy

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<b>Amendments</b>	
<b>Relevant strategic direction</b>	<ul style="list-style-type: none"> <li>▪ Waverley will be a community enriched by opportunities to celebrate and participate in art and culture</li> <li>▪ Waverley will be a vibrant, caring, resilient and inclusive community</li> <li>▪ Waverley will be a leader and innovator in open spaces and recreational facilities that support a healthy, happy and connected community</li> <li>▪ Waverley will be a resilient and environmentally sustainable community</li> <li>▪ Waverley will progress to a zero waste community</li> <li>▪ Waverley will be an engaged community, confident of the integrity of Council decision making.</li> </ul>
<b>Relevant legislation/codes</b>	Local Government Act (1993) and Regulations Local Government Amendment Act 2019
<b>Related policies/documents</b>	Waverley Community Strategic Plan Disability Inclusion Action Plan Reconciliation Action Plan Environmental Action Plan Community Services and Cultural Grants Program Guidelines Waverley Council Small Grants Program: <ul style="list-style-type: none"> <li>▪ Community and Cultural Grants Guidelines</li> <li>▪ Environmental Grants Guidelines</li> <li>▪ Creative Streets Grant Guidelines</li> </ul>

	Sponsorship Policy 2019 Waverley Council Code of Conduct
<b>Related forms</b>	Community Services and Cultural Grants Program Application Form Community Services and Cultural Grants Program Acquittal Form Waverley Council Small Grants Program: <ul style="list-style-type: none"><li>▪ Community and Cultural Grants Application Form</li><li>▪ Community and Cultural Grants Acquittal Form</li><li>▪ Environmental Grants Application Form</li><li>▪ Environmental Grants Acquittal Form</li><li>▪ Creative Streets Grant Application Form</li><li>▪ Creative Streets Grant Acquittal Form</li></ul>

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## 1. Background

The Local Government Act 1993 (The Act) allows that a Council may provide financial assistance to individuals or organisations for the purpose of exercising its functions. Through its community grants programs Waverley Council provides individuals and organisations with assistance to deliver programs, activities and projects that contribute to achievement of the goals described in the Waverley Community Strategic Plan, the community's vision for Waverley's future.

## 2. Objective

The objective of this policy is to facilitate the provision of community grants assistance in a manner that is consistent, equitable and transparent.

## 3. Scope

This policy covers the following grant making (outbound) activities:

- Community Services and Cultural Grants Program
- Small Grants Program:
  - Community and Cultural
  - Environmental
  - Creative Streets, and
- Unsolicited proposals for financial assistance to support the delivery of identified social, cultural or recreational benefits to Waverley's community.

## 4. Grant Making Principles

### 4.1 Deliver outcomes that align with Waverley's Community Strategic Plan

The Waverley Community Strategic Plan identifies the community's main priorities and aspirations for the future. A delivery plan is prepared every four years by Council in partnership with the community using an integrated planning and reporting framework.

The framework recognises that local councils have both a 'custodial and facilitating' role in the delivery of social, economic, environmental and civic outcomes, and must work in partnership with other levels of government and the community to maximise capacity to make community aspirations a reality. Council values the insight, skills, and resources that individuals, community groups and businesses have to contribute to shaping Waverley's future, and welcomes community initiatives.

Responsive to community needs and issues, Council's grants programs are designed to deliver outcomes that align with Waverley's Community Strategic Plan, and key sub-plans such as the Disability Inclusion Action Plan, the Reconciliation Action Plan, and the Environmental Action Plan. These help to establish priorities that may change from year to year, as set out in Council's annual Operating Plan, and Grants Program Guidelines.

## **4.2 Build strong working relationships that enhance community capacity**

Council will work to develop and maintain open, constructive working relationships with grant applicants and grantees through the provision of clear guidelines, opportunities for joint planning and skills development, timely processing, constructive feedback, and consultation from time to time on the grants process.

## **4.3 Promote Participation and Inclusion**

Council invites applications for support under its community grants programs across the full spectrum of the community, including individuals, community organisations and small businesses. We ensure that application forms and acquittal requirements are proportionate to the scale, nature, complexity, and risks involved in the grant activity. Information is made available through Council's venues, website, social media pages, and other media outlets. Identified officers are available to provide feedback on proposals prior to submission.

## **4.4 Ensure Fairness and Transparency**

Council is committed to ensuring that the administration of its community grants programs is fair and transparent. The community grants programs are described in Council's annual Operating Plan, and the value of grants made is reported in its Annual Report. Grants applications are assessed by at least three officers with relevant expertise against the criteria published for each program. The recommendations are considered by senior officers prior to their submission in a report to Council. Records of each assessment are kept and communicated directly to applicants. Conflicts of interest are identified and addressed according to the procedures contained in Council's Code of Conduct.

## **4.5 Ensure Grant Making in the Public Interest**

Council is committed to ensuring that its systems are robust, and support ethical decision making in the public interest. Achieving value for public funds is a key objective in grants assessment and administration. Council's systems are regularly reviewed against relevant legislative requirements, performance in operation, feedback from participants, and examples of best practice in grants administration.

# **5. Statement of Procedures**

## **5.1 Community Services and Cultural Grants Program**

### **Aim:**

To provide targeted, sustained support to organisations providing identified social, cultural and recreational benefits to Waverley's community that align with Waverley's Community Strategic Plan, and complement the services provided directly by Council.

**Administered by:** Community Programs Waverley

### **Eligibility:**

Not-for-profit organisations that can demonstrate significant local connections, compliance with legislative requirements and quality standards relevant to their sector, the employment of appropriately qualified practitioners, a track record of successful program delivery, and relevant

insurances. Applicants must also demonstrate sound governance practices, and financial sustainability.

On the basis of their local inception, and their longstanding record of community managed service delivery to the people of Waverley, complementary to services delivered directly by Council, certain nominated organisations have access by invitation.

**Timing:**

Nominated organisations are invited to apply once annually in May. An open expression of interest process will be undertaken when funds permit.

**Level of Funding Available:**

The budget allocated to this program is published with Council's annual Operating Plan. The published amount may include funds available to nominated organisations, commitments to multi-year agreements, and funds allocated to EOI processes for new activities, or enhancements to existing activities. The amount available for distribution to new applicants is advertised as part of this process.

**Procedure:**

Nominated organisations are invited to apply once annually. An open EOI process is conducted when funds are available. Funds may become available when:

- New funds are allocated
- A nominated organisation ceases to operate, or significantly changes its operation
- A nominated organisation cannot demonstrate evidence of community need or opportunity in relation to the proposed service consistent with the goals described in the Waverley Community Strategic Plan
- A nominated organisation cannot/ does not meet Council's grant conditions, or assessment criteria for the activity proposed.

Applicants must complete and submit the Community Services and Cultural Grants Program application form by the date specified in the invitation or EOI, together with the supporting documentation required.

Council officers will assess project proposals against the assessment criteria published in the Program Guidelines or the EOI. A report with recommendations will be submitted to Council for consideration and approval. After Council has made its decision, an officer will contact applicants about the outcome of their application.

**Program Guidelines:**

The Program Guidelines provide a list of nominated organisations and detailed information on exclusions, assessment criteria, application process, and the responsibilities of grant recipients. The guidelines are reviewed annually and may be amended at any time to reflect changes in the list of nominated organisations, or endorsed Council plans and strategies.

## 5.2 Small Grants Program: Community and Cultural

**Aim:**

To support community initiatives in the delivery of social, cultural and recreational benefits to Waverley's community, in line with Waverley's Community Strategic Plan.

**Administered by:** Community Programs Waverley

**Eligibility:**

Individuals, community groups and services are eligible to apply, and sole traders and small business engaged in the creative industries.

**Timing:**

Grants are made available in two rounds a year, with closing dates usually scheduled in April and September.

**Level of Funding Available:**

The budget allocated to this program is published with Council's annual operating plan. Individuals and groups meeting the program criteria can apply for one grant per round, up to the value of \$5,000. Grants over this amount may be made at Council's discretion. Applicants are encouraged to contribute towards their proposed project through cash and /or in-kind contributions.

**Procedure:**

Applicants must complete and submit the Small Grants Community and Cultural application form by the advertised deadline.

Council officers will assess project proposals against the assessment criteria published in the Program Guidelines. A report with recommendations will be submitted to Council for consideration and approval. After Council has made its decision, an officer will contact applicants about the outcome of their application.

**Program Guidelines:**

The Program Guidelines provide detailed information on exclusions, assessment criteria, application process, and the responsibilities of grant recipients. These may be amended from time to time to reflect endorsed Council plans and strategies.

### **5.3 Small Grants Program: Environment**

**Aim:**

To support environmental improvement projects and initiatives in the Waverley Local Government Area that align with Council's Community Strategic Plan and Environmental Action Plan which guide the delivery of Council's projects and programs to achieve our environmental targets. Council's targets focus on reducing greenhouse gas emissions, responding to the impacts of climate change, increasing sustainable transport, waste reduction and reuse, water quality and use and biodiversity, with the aim that Waverley will be a resilient and Environmentally Sustainable Community.

**Administered by:** Environmental Sustainability

**Eligibility:**

- Public and independent schools and childcare centres based within the boundaries of the Waverley Local Government Area
- Parent and Citizen Committees (P&C), management Committees of Out-of- School Hours (OOSH) and Out-of- School Care (OOSC) organisations that are incorporated and have endorsement by the school

- Other incorporated community groups
- Micro-businesses based within the Waverley LGA, with no more than 5 full time equivalent employees that are independent of a larger chain or external funding that supports their operation.

**Timing:**

Grants are made available in two rounds a year, with closing dates usually scheduled in April and September.

**Level of Funding Available:**

The budget allocated to this program is published with Council's annual Operating Plan. Individuals and groups meeting the program criteria can apply for one grant per round, up to the value of \$5,000. Grants over this amount may be made at Council's discretion. Applicants are encouraged to contribute towards their proposed project through cash and /or in-kind contributions.

**Procedure:**

Applicants must complete and submit the Small Grants Environment application form by the advertised deadline.

Council officers will assess project proposals against the assessment criteria published in the Program Guidelines. A report with recommendations will be submitted to Council for consideration and approval. After Council has made its decision, an officer will contact applicants about the outcome of their application.

**Program Guidelines:**

The Program Guidelines provide detailed information on exclusions, assessment criteria, application process, and the responsibilities of grant recipients. These may be amended from time to time to reflect endorsed Council plans and strategies.

## 5.4 Small Grants Program: Creative Streets

**Aim:**

To support community initiatives that aim to improve Waverley's streetscapes. Projects must make a positive contribution to a public space in line with Waverley's Community Strategic Plan, utilising Waverley's Urban Intervention Framework.

**Administered by:** Urban Planning Policy and Strategy

**Eligibility:**

Individuals, community groups and services, precinct groups, schools and local businesses are eligible to apply.

**Timing:**

Grants are made available in one round a year, with the closing date for applications usually scheduled in April.

**Level of Funding Available:**

The budget allocated to this program is published with Council's annual Operating Plan. Individuals and groups meeting the program criteria can apply for one grant per round, up to the value of \$5,000. Grants over this amount may be made at Council's discretion. Applicants are encouraged to contribute towards their proposed project through cash and /or in-kind contributions.

**Procedure:**

Applicants must complete and submit the Small Grants Creative Streets application form by the advertised deadline.

Council officers will assess project proposals against the assessment criteria published in the guidelines. A report with recommendations will be submitted to Council for consideration and approval. After Council has made its decision, an officer will contact applicants about the outcome of their application.

**Program Guidelines:**

The Program Guidelines provide detailed information on exclusions, assessment criteria, application process, and the responsibilities of grant recipients. These may be amended from time to time to reflect endorsed Council plans and strategies.

## 6. Unsolicited Requests for Financial Assistance

For the purposes of this policy, unsolicited grant requests are those which are submitted outside of the Community Services and Cultural or Small Grants Programs, or other call for funding submissions made by Council.

Unsolicited grant requests will be directed to the Executive Manager, Community Programs, for assessment. The Executive Manager will direct the requestor to complete an application form for the most relevant grant program, Community Services and Cultural Grants, or Small Grants, to enable assessment of the proposal, and initiate the assessment. Assessment will involve officers with expertise relevant to the request.

Assessment will include consideration of:

- The identity and credentials of the applicant against the eligibility criteria for the relevant program
- The case for considering the request outside of the procedures for the relevant program
- The merit of the proposal against the assessment criteria for the relevant program
- The financial implications of the request.

Requests that are more appropriately assessed by other Council teams may be referred.

Following assessment, the relevant Executive Manager will either:

- Provide the applicant with feedback on the outcome of officer assessment if, as a result of that assessment, officers do not recommend progressing the request further. Feedback may include recommendations for further development of their proposal, possible alternate funding sources and other information that would assist the requestor
- Prepare a report documenting the results of officer assessment for a decision by Council if, as a result of that assessment, officers do recommend support for the request.

A report on all unsolicited applications received will be included in the Report to Council for the most relevant grants round following. Community Services and Cultural Grants occurs once annually, and Small Grants occurs twice annually.

## 7. Review of Policy

This Policy will be reviewed every four years or as necessary in response to legislative changes or other requirements or amendments.

Council staff and members of the public may provide feedback about this document by emailing [adminmillhill@waverley.nsw.gov.au](mailto:adminmillhill@waverley.nsw.gov.au)

## 8. Definitions

Word/Term	Definition
<b>Acquittal</b>	An acquittal is a written report submitted by the grantee after the funded project has been completed. It details how the funds were used and to what extent the project met the anticipated outcomes. In addition to performance data, acquittals include a financial report that details project income and expenditure.
<b>Grant</b>	A grant is cash or value-in-kind support provided to applicants for a specified project or purpose with terms and conditions defined, but not commensurate with a direct reciprocal benefit received by Council. Grants made by Council are expected to achieve community benefit.
<b>Not-for-profit organisation</b>	A not-for-profit (NFP) organisation is an organisation that does not operate for the profit or gain of its owners, members or shareholders, either directly or indirectly. Any profit must be used to further the organisation's purpose, must not be distributed to members, owners or shareholders either while the organisation is operating or when it winds up. The constitution of NFP organisations applying for grant funding details these.