

Community Funding Policy

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Policy Name:	Community Funding Policy
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Responsible Officer:	General Manager Urban and Community
Relevant Legislation:	Local Government Act 1999
Related Policies and Procedures:	Arts, Culture, Heritage and Recreation Policy Be the Future of Burnside, Our Strategic Community Plan 2016-2026 Better Living Better Health, The Regional Public Health and Wellbeing Plan for the Eastern Heath Authority Constituent Councils 2014-2018 Code of Conduct for Council Employees Community Access, Inclusion and Participation Policy Community Development Strategy (Draft) Connected Communities Strategy 2017-2021 Elected Members Policy Fees and Charges (Non Rates) – Waivers, Discounts and Subsidies Policy Hire of Community Open Space and Facilities Policy Independent Commissioner Against Corruption (ICAC) – Awareness and Application Policy South Australian State Strategic Plan Sponsorship and Donation Policy
Note:	Policy previously called: Community Grants Policy 18 January 2011, C8075; 28 August 2012, C8842; 14 May 2013, C9159; 9 July 2013, C9274 8 April 2014, C9659 Community Grants Program Policy 14 July 2015, C10259 Community Funding Policy 9 May 2017, C11184

1 Introduction

- 1.1 The Community Funding Policy represents a commitment by Council to the development of effective working partnerships with individuals and community groups in ensuring that the City of Burnside has a resilient, happy, healthy and connected community.
- 1.2 The Community Funding Policy outlines how Council provides funding to individuals and community organisations whose work enriches our community in line with the City of Burnside “Be the Future of Burnside” Strategic Community Plan 2016-2026, and the Connected Communities Strategy 2017-2021
- 1.3 This Policy provides:
 - 1.3.1 information on the key funding programs governed by the Policy and desired outcomes;
 - 1.3.2 guidelines for eligibility for the different programs;
 - 1.3.3 an assessment process and decision-making matrix; and
 - 1.3.4 general terms and conditions for successful applicants.
- 1.4 This Policy does not cover:
 - 1.4.1 funding governed by the Sponsorship and Donation Policy;
 - 1.4.2 subsidies for community facility hire fees covered by the Fees and Charges (Non-Rates) – Waivers, Discounts and Subsidies Policy; or
 - 1.4.3 other City of Burnside financial assistance programs such as rate rebates, lease and licences, subsidised rental, or in-kind support.

2 Strategic Plan Desired Outcomes

- 2.1 High quality sport and recreational opportunities and facilities that foster healthy lifestyles.
- 2.2 A vibrant and diverse community that has a strong sense of belonging and wellbeing.
- 2.3 A community that can access a range of formal and informal education, information, public health and other services and opportunities to enhance their lives.

3 Our Approach

- 3.1 Create and facilitate access to diverse and appropriate leisure, recreation and sporting facilities and programs that are safe for people of all ages and abilities.
 - 3.2 Share and celebrate cultural and social diversity through local events, programs and projects.
 - 3.3 Encourage residents to participate in artistic, creative and lifelong pursuits.
 - 3.4 Provide opportunities for people to connect and interact locally.
 - 3.5 Facilitate and advocate for the provision of education, health and other support services and resources to residents, particularly those most in need.
 - 3.6 Deliver and support integrated community services and programs to create opportunities for all ages to participate in community life.
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4 Legislative Requirements and Corporate Policy Context

- 4.1 Pursuant to Section 6 of the *Local Government Act, 1999* ("The Act"), The Principal role of a Council includes encouraging and developing initiative within its community for improving the quality of life of the community.
- 4.2 Section 7 of The Act notes that the Functions of a Council includes providing services and facilities that benefit its area, its ratepayers and residents, and visitors to its area (including health, welfare or community services or facilities, and cultural or recreational services or facilities) as well as establishing or supporting organisations or programs that benefit people in its area or local government generally.
- 4.3 This Policy is intended to complement and be implemented in conjunction with other Council policies, including those listed in the 'Related Policies and Procedures' section of this document.

5 Interpretation

5.1 Principles

The principles form the basis of the funding:

- 5.1.1 building on the strengths within our community;
- 5.1.2 an evidence based consideration of the needs and aspirations of our community;
- 5.1.3 accessibility and inclusiveness;
- 5.1.4 collaborations and partnerships;
- 5.1.5 the social, economic and environmental sustainability of our City;
- 5.1.6 efficient and effective service and program delivery;
- 5.1.7 value for money;
- 5.1.8 fairness, transparency and accountability in decision making; and
- 5.1.9 good governance.

5.2 Eligibility Criteria

- 5.2.1 In evaluating all funding applications, consideration will be given to (but not limited to) the following criteria:
 - 5.2.1.1 alignment of outcomes to the priorities of the Connected Communities Strategy 2017-2021;
 - 5.2.1.2 the ability of the applicant to complete the project; program or activity;
 - 5.2.1.3 the level of funding the applicant receives from other sources;
 - 5.2.1.4 alignment with program outcomes as detailed in section 5.3;
 - 5.2.1.5 organisations must be located within, or offer a project within, the City of Burnside municipality;
 - 5.2.1.6 applicants must have fully acquitted previous completed applications and have no outstanding debts to the City of Burnside;
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- 5.2.1.7 individuals must be residents and/or ratepayers of the City of Burnside, and/or meet the residential criteria for individual grant programs;
- 5.2.1.8 whether the service or project proposed to be funded is similar to another service or project already being provided to the community;
- 5.2.1.9** applicants can only apply for one grant per financial year for the Quick Response Grants and Minor Community Grants categories. Multiple applications will be considered from the same organisation for the Community Grants (mid-level) category, however each application must be for a separate program/service, and priority will be given to distributing funds fairly across the City.

5.2.2 In addition, community organisations applying for the Community Grants (mid-level) must meet the following criteria:

- 5.2.2.1 the financial sustainability of the organisation as demonstrated by an audited copy of its most recent financial statements; and
- 5.2.2.2 organisations must be a not-for-profit organisation and an incorporated entity or auspiced by a not-for-profit organisation, or a school.

5.3 Program Outcomes

5.3.1 Council will consider proposals that can contribute to the following outcomes (Connected Communities Strategy):

<p>Activation Well used and valued community spaces and services which enable community development, learning, connection and wellbeing.</p>	<ul style="list-style-type: none"> • Increasing opportunities for community and cultural participation. • Creation and activation of community spaces. 	<ul style="list-style-type: none"> • Healthy communities are underpinned by an expansive and diverse artistic and cultural life and by creative expression and innovation. • Responding to the high level of interest, engagement and participation in the arts and cultural life of the City of Burnside community achieves multiple outcomes ranging from individual wellbeing to employment and economic development opportunities.
<p>Connections A connected community with a sense of belonging.</p>	<ul style="list-style-type: none"> • Place-making and development of enduring community relationships. • Community conversations to inform future needs and wants. 	<ul style="list-style-type: none"> • Connecting people to each other and increasing interaction within and between groups to create a connected community. • Connecting people to place ensuring that the Council and its neighbourhoods

		provide democratic, well designed, attractive and accessible places, infrastructure and spaces that meet the diverse needs of all local residents, businesses and visitors.
<p>Partnerships Partnerships which enable delivery of needed and valued community facilities and services.</p>	<ul style="list-style-type: none"> • The future role of Council in aged care services. • Recreational facilities and services for our youth. 	<ul style="list-style-type: none"> • Council and the community working together to build community capacity to improve the quality of life. Identify the many skills and strengths in the community and support people to participate in community life.
<p>Governance</p>	<ul style="list-style-type: none"> • Obtaining the best mix of services/programs to meet a community’s needs within the available funding. City of Burnside seeks to achieve, or improve, value for money in its community funding opportunities, using a range of strategies. 	<ul style="list-style-type: none"> • evidence based delivery models. • bridge gap in service provisions.

6 Community Funding Programs

6.1 Funding Availability

6.1.1 The following table shows the Community Funding programs governed by this Policy:

Annual Funding		
<p>Community Grants (mid-level) One Round \$2,500 - \$10,000</p> <p>Larger scale Community Programs or Services that support Councils Strategic Plans, and are not presently available through the City of Burnside</p>	<p>Minor Community Grants One Round Up to \$2,500 per year</p> <p>For single, lower level community programs/services that meet the Program Focus Area</p>	<p>Community Quick Response Grants All year round Up to \$500 per year</p> <p>Availability of one-off low-level Grants in the following fields:</p> <ul style="list-style-type: none"> Environment Arts and Culture Community Development Young Achievers Youth Support Positive Ageing Health and Wellbeing History and Heritage Event Support

6.1.2 The specific conditions and processes of each community funding program within the Community Funding Policy are outlined within the respective Program Guidelines.

6.2 Community Funding

An overview of the programs is provided below.

6.2.1 Community Grants (mid-level)

6.2.1.1 Community Grants (mid-level) will be provided to a community organisation for time limited and project based activities that align to the community funding outcomes and are undertaken within a twelve month period. Individuals are not eligible to apply.

6.2.1.2 Funding is provided through one funding round per year. The round will open March for the following financial year depending on budget availability.

6.2.1.3 A Council approved Selection Panel; composed of the Mayor and at least two Elected Members, assisted by two City of Burnside staff, will assess each application against the documented criteria and recommend the successful applications to Council, who will determine the successful applications through Council Resolution.

6.2.1.4 Community Grants (mid-level) must be informed by a strong evidence base of need, and are awarded for amounts greater than \$2,500 up to a maximum of \$10,000. Proportionately more will be awarded for categories of priority, which may vary year to year at the discretion of Council.

6.2.1.5 Unsuccessful applicants may reapply the next year and should address any comments provided by the Selection Panel before resubmitting the application.

6.2.1.6 Successful applicants will enter into an agreement with Council. The agreement will outline reporting requirements and a mutually agreed evaluation model that focusses on performance and outcome measures.

6.2.1.7 Multiple applications will be considered from the same organisation for the Community Grants (mid-level) category, however each application must be for a separate program/service, and priority will be given to distributing funds fairly across the City

6.2.2 Minor Community Grants

6.2.2.1 Minor Community Grants will be provided for time limited and project based activities that align to the community funding outcomes and are undertaken within a twelve month period from time of award.

6.2.2.2 Funding is provided through one funding round per year. The round will open March for the following financial year depending on budget availability.

6.2.2.3 A Council approved Selection Panel, composed of the Mayor and at least two Elected Members, assisted by two City of Burnside staff will assess each application against the documented criteria and recommend the successful

applications to Council, who will determine the successful applications through a Council Resolution.

6.2.2.4 Unsuccessful applicants may reapply the next year and should address any comments provided by the Selection Panel before resubmitting the application

6.2.2.5 The Minor Community Grants are awarded for community groups up to \$2,500 in accordance with the categories of priority, which may vary year to year at the discretion of the Elected Body of Council. Applicants may also not receive the full amount of funding requested.

6.2.2.6 Successful applicants may only receive one grant per funding round in this category.

6.2.2.7 Priority will be given to new applicants who meet the Eligibility Criteria outlined in 5.2 and 5.3 of this Policy.

6.2.3 Quick Response Grants

6.2.3.1 Quick Response Grants are available for time limited and project based activities that align to the community funding outcomes and are undertaken within a twelve month period.

6.2.3.2 Funding is provided throughout the financial year, with an anticipated notification time of three weeks from receipt of application.

6.2.3.3 The Quick Response Grants is intended to be a fast approval form of the Community Grants. Applicants must still meet the requirements of the Community Grants, but approval for funding is being provided outside of the usual Community Grants program submission period.

6.2.3.4 The Quick Response Grants are awarded up to the total value of \$500 per application and funding is sourced from the Community Grant budget. Applicants may not receive the full amount of funding requested

6.2.3.5 The Quick Response Grants are open for submissions all year round until all funding has been allocated for that financial year. Once all budgeted funds have been awarded, a notice will be posted on the City of Burnside Website advising, Community Quick Response Grants have closed for that financial

7 General Terms and Conditions for Successful Applicants

7.1 Funding Agreements

7.1.1 Successful applicants will be required to execute a City of Burnside funding agreement that is appropriate and matches the level of funding provided.

7.1.2 Agreements will detail conditions of funding including:

7.1.2.1 the programs/activities that the applicant has agreed to provide;

7.1.2.2 the monitoring and reporting requirements; and

- 7.1.2.3 the grant amount and payment schedule.
- 7.1.2.4 The Council will not provide successful applicants with funds until they have complied or agreed with all requirements, terms and conditions outlined in their funding agreements.

7.2 Performance Management and Evaluation

- 7.2.1 The evaluation and performance of each agreement will be measured against the desired Community Funding Program Outcomes. For Community Grants (mid-level), funded organisations will reach agreement with the Council on the appropriate collection and reporting of data against each of the agreed outcomes and measures.
- 7.2.2 This evaluation and reporting process is to be reasonable and commensurate with the purpose and amount of funding, as well as the capacity of the organisation receiving the funding.

7.3 Managing Performance and Risk

- 7.3.1 Council is committed to risk management and performance issues for community funding purposes.
- 7.3.2 Council will use monitoring and reporting arrangements to track the performance of organisations. Prevention and early intervention will be emphasised by building practical relationships with funded organisations to support them in the development of the skills and capacity to deliver programs. This approach aims to prevent performance challenges that could otherwise arise.
- 7.3.3 Council may take corrective action if the funded organisation is failing to achieve the requirements outlined in funding agreements.

7.4 Reporting and Acquittals

7.4.1 Successful applicants are required to:

- 7.4.1.1 Acquit the funds preferably within three (3) months of the activity taking place or by 30 September the following financial year.
 - 7.4.1.2 The acquittal is to include the appropriate financial statements as determined by Council, and to demonstrate that the funds have been spent on the purpose for which they were allocated.
 - 7.4.1.3 Provide a written report to Council on the outcome of their project(s) and/or service(s) as funded by the grant. Specific report requirements will be noted in Community Funding Program guidelines and/or the funding agreement.
 - 7.4.2 The Council's interest in reporting is directly linked to its requirement to report on how public funds are spent and whether funded organisations have achieved what the Council aimed to achieve.
 - 7.4.3 Whilst the Council is committed to minimising the administrative load on funded organisation, it is also committed to the collection of high quality and relevant data and communicating that back both to Council and to community the effective use of ratepayer funds.
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7.5 Unspent Funds

- 7.5.1 Funds which are unspent at the conclusion of the project or event will be returned to Council within 60 days of the completion of the project or event.
- 7.5.2 Funds that remain unaccounted for or remain unspent in the custody of the organisation shall be treated as for any Council debt.
- 7.5.3 Community funding allocations that are not accessed within the financial year of the grant being awarded will be considered to be forfeited. Groups will be notified in writing in this instance and required to pay the full amount within 30 days of notification.

8 Recognition Awards

- 8.1 Recognition Awards may be presented by the Mayor to all of the Community Funding recipients at a suitable Ceremony function.

9 Grievances

- 9.1 Any grievances in relation to this Policy or its application should be forwarded in writing to the General Manager, Urban and Community, City of Burnside.

10 Review and Authority

- 10.1 This Policy will be reviewed every two years in accordance with Council's Policy and Procedure Framework.
- 10.2 Without changing the intent, a General Manager may waive or vary the requirements of this policy as needed to meet operational requirements.

11 Availability

- 11.1 The Policy is available to be downloaded, free of charge, from Council's website www.burnside.sa.gov.au and/or may be inspected, free of charge, at the Civic Centre during ordinary business hours. A copy may be purchased for a fee in accordance with Council's Fees and Charges Schedule.

City of Burnside Civic Centre
401 Greenhill Road, Tasmore SA 5065

Telephone 8366 4200
Fax 8366 4299
Email burnside@burnside.sa.gov.au

Office hours: Monday to Friday, 8.30am to 5.00pm (except public holidays).

- 11.2 Further Information

For further information about this policy please contact:

Group Manager Community Connections
City of Burnside
401 Greenhill Road Tasmore SA 5065
