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Community Grants Policy

February 2018

Scope

Council's annual Community Grants Program is a strategic tool aimed at capacity building, supporting innovation and addressing community need in line with the Council's vision. This Policy provides an equitable, efficient, transparent and sustainable framework for the allocation of Council's Community Grants program to Incorporated Not for Profit Community Organisations in Ryde.

This policy aims to support small business with no more than 20 employees and the Not for Profit sector operating within the City of Ryde towards making their services more socially inclusive. This will be accomplished through the provision of a Social Inclusion Grant.

Policy Context

Community Grants are a key tool used by Council to support and meet the needs of its residents and are linked to the priority areas identified in the Ryde Community Strategic Plan 2028.

Community Grants extend the community's capability to conduct activities, create opportunities and develop strong partnerships for community capacity building. The City of Ryde recognises the value provided by the Not for Profit sector and local community based clubs in delivering projects to contribute to a liveable, sustainable and vibrant area. The City of Ryde also recognises the contribution that small business can make to the achievement of a vibrant and inclusive community.

Council has provided financial assistance to a number of local community organisations within the Not for Profit sector under a Historical Grant arrangement. This will now fall under a Community Aid Social Support Category. The existing recipients of the Historical Grant arrangements under this category are:

- Christian Community Aid (CCA)- \$32,000 per annum
- North Ryde Community Aid (NRCA) - \$24,000 per annum
- Sydney Community Services (SCS)
(Formally known as Hunters Hill Ryde
Community Services) - \$24,000 per annum

In addition to Council's Community Grants program there is a local Club Grants Scheme. This scheme is managed by the locally registered clubs; where these clubs direct part of their earnings to support local community services. Council's role in this scheme is to provide the local clubs with administrative support and advice to assist the clubs in their assessment. This process is separate to Council's Community Grants program and the assessments are not determined by Council.

Principles

The following principles underpin the administration of the City of Ryde Community Grants program. All grant applications will be assessed as per the Community Grants Policy. Recommendations will be made by an evaluation panel in accordance with the policy. A report will be prepared by Council officers and presented to Council for endorsement for grant approval.

Previous receipt of grant funding does not guarantee future funding.

a) Servicing our community:

Community Grants are to:

- Benefit the City of Ryde (CoR) residents
- Promote improved health and wellbeing
- Promote a sustainable environment
- Support initiatives or activities that do not discriminate or disadvantage groups within the community

b) Sustainability and Capacity Building:

Community Grants are to:

- Build on the existing abilities and strengths of individuals and organisations to identify and develop local long term solutions to meet community needs.
- Support strategies to enable groups to be more self-sustaining and less reliant on Council funding.
- Develop opportunities to link compatible groups and organisations to collaborate and form partnerships.

c) Inclusion

Community Grants are to:

- Be accessible to a diverse range of service providers.
- Be inclusive of the needs of diverse groups and people within the community.

d) Collaboration and Partnerships

Community Grants are to:

- Encourage and foster a range of relationships to deliver improved outcomes for the community.
- Maximise outcomes through collaboration and project partnerships.

e) Equity

Community Grants are to:

- Be open to all local registered Not for Profit community groups and service providers and are to be managed in an open and transparent manner.
- Deliver processes which are assessed, open to all and transparent.
- Deliver consistent processes that are aligned to Council's values and objectives.

f) Responsiveness

Community Grants are to:

- Be proactive in identifying and addressing changing community needs.
- Support groups who meet identified and emerging community needs.
- Have policies and guidelines reviewed and adjusted based on best available practice and feedback.

Objectives

The objectives of this policy are as follows:

- a) The provision of consistent, equitable, transparent and efficient frameworks for the administration of all Community Grant categories, inclusive of all previous historical arrangements.
- b) To support a range of projects that meet the diverse needs of the Ryde community.
- c) To optimise the outcomes of the Community Grants through improved access, a transparent and supported approach to promotion and allocation of grants.
- d) To continue to support community based not for profit groups and organisations targeting City of Ryde residents through the provision of financial support.
- e) To clearly identify the accountability requirements of organisations who receive funding.

Strategies

The key strategies Council will implement to meet these objectives are as follows:

- a) Revision of the Community Grants Guidelines (**ATTACHED**) that will clearly articulate the implementation process, eligibility, objectives, selection criteria, and selection process.

Community Grants Policy February 2018

- b) Revision of the annual priorities for each grant category in line with Council's strategic documents and identified emerging needs.
- c) Revision of support mechanisms to assist groups and organisations in accessing community grants.
- d) Development of support mechanisms that assist locally based small business to access grant funding under the Social Inclusion Category only.
- e) Support opportunities to link compatible groups and organisations to collaborate and form partnerships.
- f) Deliver a program to build the capacity of organisations and groups to reduce their reliance on Council.
- g) Implementation of a targeted transparent and effective acquittal process for each grant category.

The Community Grant Rounds

To ensure that Council provides ample opportunities throughout the year for locally based community groups to apply for a grant, the following grants time table will be implemented.

1. The Community Grants Program will consist of two allocation rounds:
 - The first round of the Community Grants Program will open on the third week of November each year and close in the second week of February. This will be an extended round that takes into account the holiday periods in December.
 - The second round of the Community Grants Program will open in the second week of July each year and close in the second week of August.
2. In addition to the Community Grant rounds there will be two rounds to the Small Grants Scheme:
 - The first round of the Small Grants Scheme will run from March through to April each year.
 - The second round of the Small Grants Scheme will run from September through to October each year.

CATEGORIES OF FUNDING

The City of Ryde provides annual grants through a variety of categories.

Category	Objective
1. Seniors	This category aims to support social participation activities

Community Grants Policy February 2018

<p>Funding Limit: Up to \$2,000</p>	<p>for seniors.</p> <p>The Seniors Grants are to:</p> <ul style="list-style-type: none"> • Provide local seniors groups in the LGA with financial support that will enhance existing or encourage new programs and activities. • To provide seniors with opportunities for social interaction and connectedness to help reduce social isolation.
<p>2. Capacity Building</p> <p>Funding Limit : Up to \$5,000</p>	<p>This category includes 2 sub-categories.</p>
<p>2.1 Emerging/ Small Groups</p>	<p>This category aims to support small or new community groups to assist them to sustain their activities (eg. groups that have limited funding and/or primarily rely on volunteers).</p> <p>The Emerging/Small Groups Grants are to:</p> <ul style="list-style-type: none"> • Support small or emerging organisations to improve governance, organisational skills or projects to sustain their activities.
<p>2.2 General</p>	<p>This category aims to build the capacity of organisations to provide programs that benefit the community.</p> <p>The General Grants are to:</p> <ul style="list-style-type: none"> • Be open to all groups to access funds to build the capacity of their organisations/ programs. This includes arts and cultural groups.
<p>3. Events</p> <p>Funding Limits are based on attendance figures.</p> <p>Under 1,000 attendees up to \$2,500</p> <p>1001 – 5,000 attendees up to \$5,000</p>	<p>The aim of this category is to enhance the ability of organisations to sustain their events (e.g. to support event management capacity)</p> <p>The Events Grants are to:</p> <ul style="list-style-type: none"> • Provide inclusive events that benefit the community. • Contribute to liveable communities. • Contribute to a harmonious and culturally diverse community. • Align with objectives outlined in the Ryde 2030 Community Strategic Plan.

Community Grants Policy February 2018

<p>Over 5001 attendees up to \$7,500</p>	
<p>4. Community Projects Funding Limit: Up to \$5,000</p>	<p>This is an open category to support eligible one-off community projects.</p> <p>The Community Projects Grants are to:</p> <ul style="list-style-type: none"> • Align with the goals of the Ryde 2030 Community Strategic Plan and focus on responsiveness, collaboration and identified need. • Align with Council’s strategies and plans including the Waste Management Strategy, Disability Inclusion Action Plan, Sport and Recreation Plan or the Ryde Biodiversity Plan.
<p>5. Sports & Recreation Community Grants</p> <p>Funding Limit : Up to \$3,500</p>	<p>The aim of this category is to enhance the ability of recreational and sporting organisations to promote activities delivered in the community.</p> <p>The Sport & Recreation Grants are to:</p> <ul style="list-style-type: none"> • Increase the opportunity for new participants to engage in sport and recreational activities and for groups to grow sustainably. • Provide inclusive activities and engagement with the community. • Contribute to healthy and active lifestyles for CoR residents. • Align with objectives of Council Sport and Recreation Strategy 2016- 2026.
<p>6. Social Support Grant (Available once a year during the November to February grants round)</p> <p>\$40,000 is available per annum.</p> <p>Funding Limit: Up to \$10,000</p>	<p>This category aims to support organisations to provide outcome-based projects to address social disadvantage.</p> <p>The Social Support Grants are to:</p> <ul style="list-style-type: none"> • Enhance the capacity of organisations to address key social support services • Assist in ensuring sustainable social support programs into the future • Encourage partnerships and collaborations to address social disadvantage. • Align with objectives outlined in the Ryde 2030 Community Strategic Plan.

	<p>Social Support Grants are able to be carried over into the next calendar year in some circumstances. Written permission is to be sought by Council in advance. An acquittal form is required after each 12 month period. Organisations that carry over grant funding are not eligible to receive another grant until they have completed and acquitted the project in full.</p> <p>Historical arrangements under this category are:</p> <ul style="list-style-type: none"> • CCA- \$32,000 per annum • NRCA- \$24,000 per annum • SCS- \$24,000 per annum <p>The above organisations are eligible to apply for up to \$10,000 in the general Social Support Category. Under the historical arrangements these grants cannot be carried forward to the next calendar year.</p>
<p>7. Social Inclusion Grants</p> <p>Funding limit \$2,500 for Small Business.</p> <p>\$5,000 for Local community based incorporated Not for Profit community service provider organisations.</p>	<p>This category aims to support local Not for Profit organisations and Small Business. Small business will be required to match the funding to make their premises/ facilities/ services more inclusive for all.</p> <p>The Social Inclusion Grants are to:</p> <ul style="list-style-type: none"> • Contribute to the well-being of the community. • Be available to local Not for Profit organisations and Small Business. • Clearly demonstrate improvements in access and inclusion for local residents. • In the case of Small Business be matched by funding from the organisation. • Align with objectives in the Disability Inclusion Plan or The Ryde Community Strategic Plan 2028.
<p>8. Community Facilities and Equipment Grant: Up to \$5,000</p>	<p>This category aims to provide funding for capital works and equipment:</p> <p>The Facilities and Equipment Grants are to:</p> <ul style="list-style-type: none"> • Maintain, refurbish, repair or improve community facilities in the City of Ryde • Provide capital equipment for community programs and projects in the City of Ryde (excluding sporting equipment)
<p>9. Small Grants Funding Limit: Up to \$2,000</p>	<p>Enable small projects which emerge outside of the annual grants program time frame.</p>

Community Grants Policy February 2018

	<p>The Small Grants Scheme is to:</p> <ul style="list-style-type: none"> • Provide essential support for community, cultural or sustainability projects that arise outside of the Community Grant Rounds.
<p>10. School Excellence Award: High School \$200 Primary School \$100</p>	<p>The School Excellence Award aims at recognising excellence. Schools can nominate one student by application for a Certificate of Excellence and a Voucher to be presented at the award ceremony by the Mayor of the City of Ryde or the Mayor's nominated representative.</p>

The Acquittal Process

All recipients of Council's Grants will be required to make mention of the Grant in their advertising material, copies of which will need to be supplied as part of the acquittal process.

The following will be the acquittal process for the Community Grants Program and Small Grants Scheme:

Amount funded	Acquittal process
\$0- \$2000	<ul style="list-style-type: none"> • Acquittal form. • Receipts, photos, examples of marketing material. • Provide proof of acknowledgement of Council's support.
\$2001- \$5,000	<ul style="list-style-type: none"> • Acquittal form. • Report on outcomes achieved. • Receipts, photos, examples of marketing material. • Provide proof of acknowledgment of Council's support. • Fundraising activities require proof of donation.
\$5001 and above	<ul style="list-style-type: none"> • Acquittal form. • Report on outcomes achieved which would include activities provided and how these have responded to community needs. • Provision of attendance numbers. • Upon completion of the project a Statutory Declaration must be prepared detailing the income and expenditure relating to the project. • Receipts, photos and examples of marketing material. • Provide proof of acknowledgment of Council's support. • Fundraising activities require proof of donation.
School Excellence Awards	Number of awards provided and the names of recipients of the award.

Relevant Legislation

The Local Government Act 1993, s356, states:

Community Grants Policy February 2018

- (1) *A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.*
- (2) *A proposed recipient who acts for private gain is not ineligible to be granted financial assistance, but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.*
- (3) *However, public notice is not required if:*
 - (a) *the financial assistance is part of a specific program, and*
 - (b) *the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*
 - (c) *the program's proposed budget for that year does not exceed 5 percent of the council's proposed income from the ordinary rates levied for that year, and*
 - (d) *the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.*
- (4) *Public notice is also not required if the financial assistance is part of a program of graffiti removal work.*

S 377 of the Act states:

A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:

- *A decision under section 356 to contribute money or otherwise grant financial assistance to persons.*

External Considerations

Changes to the State and Federal Government funding and the Club Grants Scheme may impact local organisations which rely on these funding sources and may increase demand on Council for funding.

Related Policies/Strategies

- The Ryde Community Strategic Plan 2028.

Stakeholders

The key external stakeholders include community groups and organisations in Ryde who would apply for funding.

Implementation

This policy will run concurrently with the current Community Grants Policy 2014 during the financial year 2016/17 and will supersede the Community Grants Policy 2014 in the financial year 2018/19. The Policy has been implemented through the Community Services Department with assistance from the Parks & Recreation Team, Events Team, Environment Waste & Planning Team and the Community Capacity Building Team.

Community Grants Policy February 2018

Only one Grant will be awarded to any one organisation per Grant round and an organisation is only eligible for funding for the same project once in a 12 month period. The exemptions to this are:

- a) where auspicing arrangements are in place. Auspicing organisation can support multiple applications and recipients.
- b) Historical Grants arrangement under the Social Support Grant where under Council resolution the current Historical Grants beneficiaries identified in this policy are entitled to apply for an additional \$10,000 under the Social Support Grants. Assessments on the second application will be made in line with the principles of this policy.
- c) Each organisation is able to receive a Community Facilities and Equipment Grant once per 12 month period.

All Grant applicants will be required to align their project idea to the CoR strategic objectives, Grant conditions and submit an application. If the Grant funding is approved by Council, a funding agreement will set the outcomes and the key performance indicators for the project.

All Grant recipients will be required to comply with the Grant acquittal process. Council Grant recipients who fail to submit a fully completed acquittal will not be eligible for future funding.

Evaluation and Review

To ensure this policy develops over time to align with better practice and the changing needs of the community, it should be reviewed according to Council's Policy Development, Implementation and Review – Guidelines and Standards.

The following indicators should be considered in measuring the effectiveness of this program:

- a) Feedback from staff and Councillors.
- b) General feedback from organisations and groups identified through a survey of grant applicants.
- c) An increased number and diversity of groups applying for community grants.

Resource Implications

The Policy changes to the Community Grant funding process in each category can currently be accommodated from the existing Community Grants operational budget and the existing Community Grants Reserve. Council will review the current Grants operational budget once it has identified application trends that have emanated from the changes made to the Community Grants Policy.

Information relating to the Community Grants Program will be collated and reported via the management plan and the annual report.

Authorisation

Community Grants Policy February 2018

Council

Ownership

The development, implementation, review and evaluation of this policy are the responsibility of the Community Services Department.

Some of the strategies outlined within this policy will require other service units such as Open Space and Community Capacity Building and Events to assist.

Further Information

For further information on this policy and attached guidelines contact Council's Community Services Manager on 9952 8222.

References

- Cumberland Council Community Grants Program July 2017
- City of Sydney Community Grants and Sponsorship Policy
- Liverpool City Council Grants and Donation Policy
- Mosman Council Community Grants and Assistance Policy
- Ku-ring-gai Community Grants: General Conditions and Information for Applicants
- The City of Ryde Community Grants Policy 2014

Attachments

<i>Title</i>	<i>Trim Reference</i>
Community Grants Guidelines	