



City of Ryde

Lifestyle and opportunity @ your doorstep



Community Grants and Donations 2024

Document Version Control

Document Name:	Community Grants and Donations Policy
CM Reference WORD:	
CM Reference PDF:	
Document Status:	Draft
Version Number:	Version 1.1
Review Date:	October 2023
Owner:	City of Ryde
Endorsed By:	
Distribution:	Internal and External

Change History

Version	Review Date	Author	Reason for Change
1.0	2020	Community Services	Policy updated to align with a review of the Community Grants Program.
1.1	2023	Community Services	Policy updated to align with a review of the Community Grants Program.

Community Grants and Donations Policy		
Owner: Community Services	Accountability: Community Grants Program	Endorsed:
CM Reference:	Last review date: October 2023	Next Review Date: October 2026

Contents

1. Scope.....	4
2. Purpose	4
3. Guidelines / Procedures.....	5
4. References and Legislation	7
5. Review Process and Endorsement.....	8

Title of Policy		
Owner: Department	Accountability:	Endorsed:
CM Reference: D10/	Last review date:	Next review date:

1. Scope

The City of Ryde Community Grants are designed to provide financial funding to an applicant for a specified project or purpose, which results in a defined community benefit.

The City of Ryde Donations are an arrangement where a financial contribution is provided to support a specified activity.

This policy provides a framework for the City of Ryde Community Grants and Donations. Guidelines are available (in separate documents) to provide applicants with detailed information on the criteria for each grant and donation category.

2. Purpose

This Policy aims to align with Council's vision and goals and establish best-practice grant-making. The following principles provide a framework for the design of the City of Ryde Community Grants and Donations:

- **Capacity building-** We aim to provide an opportunity to build the skills, networks and competency among individuals and organisations within the City of Ryde. This includes the development of partnerships and collaborations which will ultimately provide sustainable projects and activities within the City of Ryde.
- **Access and equity-** We aim to support projects and programs representing a broad range of interests and needs within the community.
- **Outcomes focused-** We aim to support projects that provide outcomes which align with City of Ryde's Community Strategic Plan, Social Plan, Creativity Strategy, Reconciliation Action Plan, Disability Inclusion Action Plan and other relevant Council plans. The projects must clearly demonstrate how they will address these outcomes and how the projects will be evaluated.
- **Governance and accountability-** We aim to have effective and efficient grant making processes where decisions are made in the public interest. Application and acquittal requirements are relative to the size of the grant provided.
- **Probity and transparency-** We follow a clearly outlined process to assess applications within each round according to set criteria listed in the guidelines. Conflicts of interest are declared and addressed throughout the assessment process.
- **Value for money-** We seek to support grants that demonstrate good value for the level of money that has been requested. Projects should not duplicate already existing services. We aim to minimise administrative costs for Council, grant applicants and recipients through efficient grant management processes.

Community Grants and Donations Policy		
Owner: Community Services	Accountability: Community Grants Program	Endorsed:
CM Reference:	Last review date: October 2023	Next Review Date: October 2026

3. Guidelines / Procedures

Separate guidelines are available which outline the specific eligibility criteria for each grant and donation category.

Assessment-

o Grants-

- Each eligible grant application is assessed by a minimum of two council officers.
- Recommendations are provided to Council for final approval of grants.

o Donations and Awards-

- Applications for donations are assessed by a council officer.
- Recommendations are provided to the CEO or delegate for final approval within the allocated budget.
- Approved donations are reported to Council with the next grant round report.

Funding agreements must be signed by all successful grant applicants prior to receiving funding.

Recipients must meet acquittal requirements to be eligible for future grants.

Grant Rounds-

- Two grant rounds will be available each year. Applications can only be submitted when the grant rounds are open. Late applications will not be accepted.
- Applicants are eligible to submit one grant application per round (auspice arrangements are excluded).
- Applicants are eligible to receive funding for the same project only once per year.
- Applications for donations can be made at any time throughout the year and approval will be subject to the availability of remaining funds.
- One round of School Excellence Awards is available each year.

Community Grants and Donations Policy		
Owner: Community Services	Accountability: Community Grants Program	Endorsed:
CM Reference:	Last review date: October 2023	Next Review Date: October 2026

Grant Categories-

Category	Summary	Funding Amount	Recommended Funding Pool pa.
Community Wellbeing	Projects that increase the capacity of organisations to improve community wellbeing (<i>Align with Community Strategic Plan, Social Plan, Reconciliation Action Plan & Disability Inclusion Action Plan</i>) Major category requires matched funding/contribution).	Major- Up to \$15,000 (matched contribution) Medium- Up to \$7,500 Small- Up to \$2,500	\$160,000
Events	Events that are open to the public and encourage increased activation and connection within the community. Major category requires matched funding/ contribution).	Major- Up to \$20,000 (matched contribution) Medium- Up to \$7,500 Minor- Up to \$2,500	\$130,000
Sport and Recreation	Projects that increase participation in sport and recreational activities in the Ryde LGA.	Up to \$5,000	\$25,000
Arts and Creativity	Projects that create a more culturally engaged and vibrant community (<i>Align with Community Strategic Plan & Creativity Strategy</i>)	Up to \$5,000	\$50,000
Community Facilities and Equipment	Projects that require minor capital building works or equipment to improve access and benefit to the community.	Up to \$5,000	\$25,000

Community Grants and Donations Policy		
Owner: Community Services	Accountability: Community Grants Program	Endorsed:
CM Reference:	Last review date: October 2023	Next Review Date: October 2026

Minor Donations and Awards Categories

Category	Summary	Funding Amount	Total Funding Pool	No. of Rounds per Year
General	One-off requests for financial assistance where the Council grants are not available.	Up to \$1,000	\$10,000	Open all year
Representative	One-off funding for individuals who are representing a nationally recognised sport, academic or cultural activity at a national or international level.	Up to \$250	\$2,500	Open all year
School Excellence Awards	Annual awards to recognise the achievements of school students in the Ryde LGA.	\$100 primary school \$200 high school	\$5,000	1
Meet Your Neighbour	One-off requests for projects that facilitate neighbourhood activities.	\$250	\$2,500	Open all year

4. References and Legislation

Local Government Act (1993)- Section 356, 377 and 378.

The following City of Ryde Plans: Community Strategic Plan, Social Plan, Disability Inclusion Action Plan, Reconciliation Action Plan and Creativity Strategy.

5. Review and Endorsement

This Policy should be reviewed every three years and endorsed by Council.

Community Grants and Donations Policy		
Owner: Community Services	Accountability: Community Grants Program	Endorsed:
CM Reference:	Last review date: October 2023	Next Review Date: October 2026