



# Grants Policy

2017-001

**BALLARAT CITY COUNCIL**  
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**Document Control Information**

**DOCUMENT CONTROL**

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## **Purpose**

The purpose of the Grants Policy is to ensure that recipients are able to deliver quality programs, events, products and services which are of great benefit to Ballarat and which bring a wide range of social, environmental and economic returns to the City.

## **Background**

This comprehensive Grants Policy is intended to replace the various ad hoc sponsorship and funding arrangements of the past and to complement and replicate the successful Community Impact Grants program.

Each funding program identified in this policy targets a specific need. This policy provides for a consistent approach to administering grants. Each specific program also provides for particular administrative arrangements relating to that program detailed in the policy and guideline documents (refer 'related documents' below).

In addition to the programs listed within this policy, Council may also provide for specific contributions within its annual budget to groups, organisations and businesses that align with the Council Plan and Council strategies.

## **Policy**

The Grants Policy encompass the following programs:

### **Events:**

#### **Community Events and Festivals Program:**

Up to \$10,000 for larger community-run events and festivals which advance and encourage the participation of members of the Ballarat community in community life.

#### **Business events and Festivals Program:**

Up to \$10,000 for events, festivals and awards which advance and encourage the participation of Ballarat-based businesses in the development of a stronger local economy. Applications will be taken from not-for-profit organisations or peak bodies. For profit events and festivals are not eligible.

#### **Tourism Events Grants Program:**

Up to \$25,000 for projects, festivals, events or activities which advance and encourage increased visitation, participation and yield and/or contribute to the presentation or marketing of Ballarat as a tourism destination of choice. Applications may be taken from not-for-profit and for-profit organisations and businesses. Specific assessment criteria will apply regarding value for money, increased visitor numbers and increased yield, this may include sporting events.

#### **Community Impact Grants Program:**

Up to \$10,000 for projects that develop partnerships with the community and provide sustainable opportunities for participants and/or projects where the grant money assists in the implementation of events or activities that will benefit the community.

#### **Community Infrastructure Grants Program:**

Up to \$10,000 for projects that develop partnerships with the community and provide sustainable opportunities for projects where the grant money assists in the maintenance, renewal or development of small scale infrastructure that will benefit the community.

**Arts and Culture Grants Program:**

Up to \$10,000 for projects, events and art-works which advance and encourage appreciation and involvement in a wide range of arts and cultural activities promoting involvement and presentation of a wide and diverse range of arts and cultural experiences in the Ballarat community.

**Sport and Recreation Grants Program:**

Up to \$10,000 for projects, activities or events which advance and encourage active participation and involvement by members of the Ballarat community in sporting and recreational pursuits. Applications will be taken from not-for-profit organisations or peak bodies. For profit businesses or organisations are not eligible.

**Youth Grants Program:**

Up to \$10,000 to support youth orientated and organised activities including leadership development. Applications will be taken from not-for-profit organisations or peak bodies. For profit businesses or organisations are not eligible.

**Environmental Sustainability Program:**

Up to \$10,000 for activities, projects or events which advance and encourage environmental sustainability within Ballarat. Applications will be taken from not-for-profit organisations, peak bodies and community groups. For profit businesses are not eligible.

**Heritage Grants Program:**

Up to \$20,000 for activities, projects or events which advance the preservation, restoration or interpretation of Ballarat's unique heritage. Applications will be taken from not-for-profit organisations, peak bodies, community groups and property owners. Eligible places include those that are privately-owned and protected under a heritage overlay in the City of Ballarat, and must conserve the overall significance of the place and involve works that are visible from a public place.

*Note:* This Heritage Grants Program is a new and targeted funding opportunity from the Council Grants budget, which is separate from the Ballarat Heritage Restoration Fund managed and administered externally by the Victorian Heritage Restoration Fund and National Trust of Australia (Vic) therefore not covered by this policy.

**Business Grants Program:**

The grant limit for this category to be based on an Economic Benefit Test and subject also to the City of Ballarat Business Assistance Scheme to encourage and assist businesses to establish and/or expand in the municipality through offsetting of costs incurred as a result of the new development or expansion.

**Social Enterprise Grants Program:**

The grant limit for this category to be based on an Economic Benefit Test and subject also to the City of Ballarat Business Assistance Scheme to encourage and assist social enterprises to establish and/or expand in the municipality through offsetting of costs incurred as a result of the new development or expansion.

### **Strategic Partnerships Program:**

The Strategic Partnerships Program is a non-competitive process to fund organisations or businesses to deliver Council identified initiatives. These initiatives must align with community needs and Council's Strategic Objectives, as articulated in the Council Plan.

The program is based on the following principles:

- partnerships are with sole providers or identified strategic partners that Council is able to work with collaboratively to deliver community outcomes.
- City of Ballarat has no direct responsibility to deliver these initiatives. Strategic partners are identified to make the most of opportunities to meet the needs of the community and deliver on outcomes identified in the Council Plan
- Strategic partnerships are negotiated by the Administration and approved via the annual budget and planning processes with transparent decisions made in open meetings and published on the Council website.
- Strategic partnerships have consistent reporting and contractual agreements. Recipients are required to enter into a Funding Agreement with Council that outlines quarterly reporting requirements and a mutually agreed evaluation framework that focuses on performance and outcome measures.
- Recommendations on the term of the Funding Agreement for Strategic Partnerships will be made by management, taking into consideration the time required to have an impact on outcomes and the term of the strategic documents to which they align.
- Strategic Partnerships can be either opportunistic and responsive to partnership requests, or deliberate and planned in accordance with Council's Strategic Objectives.



## **General Conditions of Grants:**

Successful applications will adhere to the following conditions:

- All events, projects and activities must be based in the City of Ballarat or otherwise provide evidence that the project/event/activity will involve and support a significant amount of people from the municipality
- Grants are allocated specifically for the project and cannot be used for any other purpose without prior formal written agreement from Council.
- All activities to be undertaken must obtain the relevant consent, permit or approval prior to commencement.
- Unless otherwise approved, organisations are required to sign an agreement with Council.
- Unless otherwise exempt, programs or activities undertaken with grants must acknowledge the support of the City of Ballarat.
- Organisations are required to meet all relevant legislative requirements (e.g. Occupational Health & Safety, Risk, Equal Opportunity, Workcover).
- Organisations are required to ensure volunteers are registered with the organisation and adequately covered by insurance.
- Unless otherwise exempt, applicants are to demonstrate a minimum dollar for dollar contribution to the project through funds, fundraising, sponsorship or in kind support.
- Only one application per organisation per grant program is allowed in any given financial year.
- All applications will be assessed on a case by case basis and are subject to the availability of funding.
- Unless otherwise approved, all applications must be submitted using the appropriate form prior to the activity commencing.
- Funds are required to be expended within 12 months of the letter of offer. Funds not expended by this date are to be returned to the City of Ballarat unless a written extension is obtained from Council.
- Unless otherwise exempt, successful organisations will be required to provide Council with a tax invoice if they are registered for GST, or an invoice if they have an ABN but not registered for GST, or an invoice and signed 'statement by supplier' if they do not have an ABN.
- Unless otherwise approved, a signed acquittal report must be submitted to Council within one month of completion of the activity. Organisations who fail to provide an acquittal report where required to do so will be ineligible for any further funding from Council.

**Timing:**

Grants will be open all year round for submissions to maximise benefit to the community.

**Application Process:**

Applicants must contact the relevant Council Officer to discuss their project and grant availability prior to submitting an application.

Applications are to be assessed in accordance with the criteria relevant to the specific grant program. Applications will be accepted year round and assessed by the respective Portfolio Committees. Advice or commentary on applications will be sought from local organisations/representative bodies relevant to each stream.

Applicants will be notified in writing within 6 weeks of Council approval if their application has been successful.

**Ensuring community capacity to apply for grants:**

Council will promote the availability of grants and the process through Council publications, website and social media.

Council officers will provide two information sessions on Council grants per year.

**Council Plan Objective/Strategy**

Council Plan 2013-2017

Objective 1: Growth and Development Strategies

1.5 - Maintain and enhance community infrastructure to ensure safety and accessibility

1.11 - Conserve, manage and enhance Ballarat's natural and built heritage  
Objective 2: People and Communities

Strategies

2.14 - Facilitate opportunities for community capacity building

2.15 Foster community pride and participation through delivery of community events

Objective 3: Destination and Economy Strategies

3.1 - Promote and support industries and businesses to enhance economic prosperity and employment opportunities

3.6 - Promote and support Ballarat as a destination for premier sporting, cultural and tourism events

3.8 - Provide arts and cultural programs and facilities that enhance community connection and economic development

Council Plan 2017-21 (Draft)

## **Legislation/Standards**

*LOCAL GOVERNMENT ACT 1989* Section 195A

Prohibition of councillor discretionary funds states that:

“A council must not adopt or implement a policy under which a councillor is allocated a fixed or other amount of funds for the purpose of enabling the councillor to nominate:

- (a) a particular person, body or organisation to whom the funds are to be paid; or
- (b) a particular fund in respect of which the funds are to be supplied.”

## **Responsibilities**

Deputy Director Policy and Innovation:

- Overall policy development and review

Director Infrastructure and Environment:

- Environmental Sustainability Program

Director Community Development:

- Community Impact Grants Program

- Community Infrastructure Grants Program

- Community Events and Festivals Program

- Sport and Recreation Program

- Youth Program

Director Development and Planning:

- Business Events and Festivals Program

- Arts and Culture Program

- Tourism Events Program

- Business Development Program

- Social Enterprise Program Heritage Program

Director Business Services:

- Strategic Partnerships Program

## **Review**

The Policy will be reviewed annually as part of the budget and Council Plan review process.

## **Communication/Implementation**

The Policy will be available on the Council's website and intranet.

Two public information sessions on Council Grants will be run by Council officers each year.

## **References**

Operational guidelines apply for each stream. These guidelines include assessment criteria and an approval process, application forms, sample funding agreements, details on probity and acquittal, evaluation and reporting requirements.

Assessment criteria include value for money, return on investment, community benefit, environmental benefit and social impact. Applications will also be assessed on their alignment with the Council Plan and Council's broad strategic objectives.

## **Charter of Human Rights Compliance**

It is considered that this policy does not impact on any human rights identified in the *Charter of Human Rights Act 2007*.