



# COUNCIL POLICY

 <p><b>Adelaide Hills</b> COUNCIL</p>	<b>GRANT GIVING</b>
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<b>Policy Number:</b>	COM-05
<b>Responsible Department(s):</b>	Community Development
<b>Relevant Delegations:</b>	As per the Delegations Register
<b>Other Relevant Policies:</b>	Sport and Recreation Policy (Facilities)
<b>Relevant Procedure(s):</b>	Customer Guidelines Eligibility and Assessment Criteria
<b>Relevant Legislation:</b>	<i>Local Government Act 1999</i>
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	Grant Giving Policy 23 June 2019, Item 12.6, 192/19
<b>Adoption Authority:</b>	Council
<b>Date of Adoption:</b>	27 April 2021
<b>Effective From:</b>	31 May 2021
<b>Minute Reference for Adoption:</b>	Item 12.5, 73/21
<b>Next Review:</b>	No later than February 2024 or as required by legislation or changed circumstances

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## Version Control

<b>Version No.</b>	<b>Date of Effect</b>	<b>Description of Change(s)</b>	<b>Approval</b>
1.0	23 June 2019	Amended Grant Giving Policy	Council
2.0	31 May 2021	Policy review	Council

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## GRANT GIVING POLICY

### 1. INTRODUCTION

Through Grant Giving Council actively pursues opportunities to share resources and partner with others for better community outcomes. Council recognizes the role that Grant Giving provides in building capacity and supporting innovative, community lead projects that contribute to achieving strategic goals.

This policy provides Council and its administration with principles and guidance for awarding grants to groups and individuals and applies to all areas of Council funded grant giving.

This policy is to be read in conjunction with other relevant Council policies, including the eligibility criteria, assessment criteria and guidelines for each grant.

### 2. OBJECTIVES

#### 2.1 The objectives of this Policy are:

- To deliver grant giving that reflects strategic objectives
- To ensure a consistent approach to all areas of grant giving
- To deliver grant giving that is accountable, fair and equitable
- To maximise community outcomes through the investment of public monies

### 3. DEFINITIONS

**“Approval”** refers to the authority by which a grant is awarded

**“Assessment Criteria”** refers to a pre-determined set of criteria against which applications are considered

**“Community Group”** a group formed of community members and / or relevant stakeholders that is formally incorporated

**“Eligibility Criteria”** means the requirements that must be met in order for a group or individual to be eligible to apply for a grant

**“Grant”** means a dedicated and specified amount of funds that may be applied for by an eligible group or individual

**“Grant giving”** refers to any occasion where Council awards a grant through an application process

**“Guidelines”** means information provided to assist potential applicants to navigate the application process

**“Not for Profit Organisation”** means an organisation whose constitution shows that it does not operate for profit, personal gain or other benefits of particular people

#### 4. POLICY STATEMENT

The purpose of Grant Giving is to assist community groups, not for profit organisations and individuals within the Council area to establish and undertake innovative projects or activities that are beneficial to the community and align with Council’s Strategic Plan.

##### 4.1 GRANTS

Council will provide a suite of grants that:

- reflect Council’s strategic intent
- facilitate collaborative community-led projects that benefit the Adelaide Hills Community
- improve community assets and facilities
- preserve local heritage and environment

Grant streams will be targeted to achieve outcomes across a range of areas including:

- Community and Recreation Facilities
- Community Development
- Public Art and Place-making
- Youth Incentive and support
- Sustainability and Biodiversity Management
- Diversity, Inclusion and Accessibility
- Aboriginal recognition and Reconciliation
- Built Heritage

Grant streams, total funding allocation and the maximum amount that may be applied for under each funding stream will be determined through the annual business planning process.

**Council reserves the right to change or vary grant programs to reflect future strategic planning and annual business planning.**

## **4.2 ELIGIBILITY**

Applications will be considered from community groups which reside in the Adelaide Hills or provide a significant benefit to the Adelaide Hills community and meet the eligibility criteria and requirements of the grant for which they are applying.

Applications will not be considered for projects or purposes that are deemed to:

- be the responsibility of State or Federal Government
- result in an ongoing dependency on Council
- be religious in nature
- be for political or commercial gain

Eligibility criteria will be in place for all Council grants and determine the eligibility of both the applicant and the project or outcome of the grant application.

Council may fund individuals in instances where that person meets the eligibility criteria and requirements of the grant for which they are applying.

Eligibility criteria will be made readily available to applicants via the Council's website [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au).

## **4.3 APPLICATION**

All Grant Giving streams will be detailed on the Council website [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au).

Grant funding rounds will be widely advertised. Information, application requirements and guidelines to assist with the application process will be made readily available to potential applicants via the Council website [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au).

Guidelines will be in place to guide and support applicants through eligibility requirements and the application process for all grants.

## **4.4 ASSESSMENT AND APPROVAL**

Procedures will be put in place which provide for:

- promoting competitive grant giving opportunities in a broad and open manner
- a fair and widely accessible application process
- a robust and transparent assessment process
- acquitting approved grants and ensuring acknowledgement of the Council as a grant provider

Grant applications will be assessed and grants awarded by the delegated authority or through Council endorsement in accordance with the requirements of each grant program and in accordance with predetermined Eligibility and Assessment Criteria.

Assessment Criteria will be in place for all Council grants.

In the case of grants requiring assessment by a panel the selection of the panel members will:

- Deliver the knowledge and expertise to inform assessment
- Manage conflicts of interest in accordance with the provisions of the Local Government Act

In the case of Grant funding rounds details of successful applicants shall be made available on the Council website.

#### **4.5 FUNDING**

Council Grant Giving is targeted to reflect Councils role as a Local Government and address costs that sit outside of funding that is the primary responsibility of State or Federal Government or other key stakeholders.

The amount of funds allocated to each grant stream will be determined on an annual basis as part of the normal budget setting process.

#### **4.6 DISASTER RELATED GRANT GIVING**

In response to disaster related events such as bushfire or extreme weather, Council may offer dedicated funding grants to support recovery. These grants will be subject to the same rigor as all other grants.

#### **4.7 EXCEPTIONS**

Council reserves the right to make donations to, or in other ways financially support, groups and projects that benefit the community and reflect strategic objectives as part of normal budget setting and program management processes.

#### **4.8 CONFLICT OF INTEREST**

Staff and Elected Members involved in the assessment and / or approval process are required to declare any real or perceived conflict of interest in relation to any grant application.

**5. DELEGATION**

**5.1** The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

**6. AVAILABILITY OF THE POLICY**

**6.1** This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au). Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.