



City of  
Norwood  
Payneham  
& St Peters

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<b>NAME OF POLICY:</b>	Community Funding Program Policy
<b>POLICY MANUAL:</b>	Governance - Community Development

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## BACKGROUND

The City of Norwood Payneham & St Peters, through its Community Funding Program, provides the opportunity for local groups and organisations to receive funding to support their activities and to develop new initiatives, which benefit the community.

This is achieved through the allocation of funds for projects which actively address identified community needs, are collaborative and inclusive, innovative and within the context of the Council's Strategic Plan, *CityPlan 2030: Shaping Our Future*.

The Council's Community Funding Program incorporates the following Grants Schemes:

- the Community Grants Scheme; and,
- the Public Art & Culture Grants Scheme.

## POLICY STATEMENT

The aim of the City of Norwood Payneham & St Peters Community Funding Program framework is to support local, community driven initiatives which progress the Council's Strategic Objectives as set out in its Strategic Management Plan, *CityPlan 2030*.

The initiatives supported through the Community Funding Program will be required to make a contribution to social, cultural, economic, and environmental and community development within the City, or address important social and/or welfare needs.

## KEY PRINCIPLES

The City of Norwood Payneham & St Peters is committed to being:

- *A City which values its heritage, cultural diversity, sense of place and natural environment; and,*
- *A progressive City which is prosperous, sustainable and socially cohesive, with a strong community spirit.*

The Community Funding Program Framework is based on the following Outcomes, Objectives and Strategies contained in the Council's Strategic Plan, *CityPlan 2030: Shaping Our Future*:

### **Outcome 1: Social Equity - A connected, accessible and pedestrian-friendly community**

*Objective 3: An engaged and participating community*

Strategy: Strengthen community leadership and capacity.

Strategy: Promote volunteering opportunities in the community and within Council.

Strategy: Recognise and use the skills, knowledge and resources of the community

*Objective 4: A strong, healthy and resilient community*

Strategy: Encourage increased physical activity and healthier lifestyles.

Strategy: Encourage lifelong learning.

Strategy: Facilitate community support networks and partnerships for the sharing of resources and skills.

**Outcome 2: Cultural Vitality - A culturally rich and diverse city, with a strong identity, history and 'sense of place'**

*Objective 1: A visually interesting, artistic and creative City*

Strategy: Use public art to enliven the public realm.

Strategy: Encourage and use local creativity to create a 'sense of place'.

Strategy: Provide opportunities and facilities for creative expression, for all age-groups.

Strategy: Attract and support cultural and creative organisations, businesses and individuals in our City.

*Objective 2: A community embracing and celebrating its social and cultural diversity*

Strategy: Facilitate opportunities for cultural expression and celebration and interaction between different cultural and demographic groups.

Strategy: Promote understanding of and respect for our cultures and heritage.

*Objective 3: A City which values and promotes its rich cultural and built heritage*

Strategy: Reflect our City's heritage through cultural heritage programs and community art

**Outcome 3: Economic Prosperity - A dynamic and thriving centre for business and services**

*Objective 5: A local economy supporting and supported by the community*

Strategy: Encourage businesses to sponsor local community activities

Strategy: Support opportunities for the community to access locally sourced food produce.

**Outcome 4: Environmental Sustainability - A leader in environmental sustainability**

*Objective 3: Sustainable quality streetscapes and open spaces*

Strategy: Support opportunities for community food production in appropriate public spaces

*Objective 4: Thriving habitats for native flora and fauna*

Strategy: Facilitate participation in community revegetation programs

Applications for funding assistance through the Community Funding Program should be able to demonstrate a direct link to one or more of these *CityPlan 2030* Outcomes, Objectives and/or Strategies. It is expected that applicants will be able to demonstrate an alignment with these key principles.

**POLICY**

This Policy is aimed at providing an equitable framework for the allocation of funds (as allocated to the Community Funding Program) in an effective and equitable manner, for the benefit of community organisations, groups and individuals and to support not-for-profit community groups and organisations with financial assistance to develop and implement a wide range of community and cultural development opportunities that promote active community participation and enhance community wellbeing.

This Policy is based on a range of principles of good governance that are based upon accessible, timely, open, transparent and consistent decision-making processes when considering requests for financial assistance. In particular:

- grants will be administered in a transparent, equitable and consistent manner and be promoted across the City in a way that will allow maximum opportunity for organisations and individuals to apply;
- applications will be called for by public advertisement in the local Messenger newspapers, information in the Council's LookEast publication (published twice yearly) and information placed on the Council's website;
- hard copy Community Grants Scheme 'Packs' (i.e. Policy, Guidelines, Application Form, Auspice Form, Grant Acceptance and Conditions Form, Financial Acquittal Form and Reporting and Evaluation Form) will be made available at the Norwood Town Hall and at all three (3) of the Council's Libraries;
- grants will be administered using the eligibility criteria, funding priorities, conditions and demonstrated connection to the Council's Strategic Plan, outlined in the Grant Scheme Guidelines, as approved by the Council;

- the Grant Schemes are established from funds, which may be set aside in the Budget and endorsed by the Council, each financial year;
- it is the intention of the Council that all of the allocated funds will be distributed equitably and transparently amongst eligible applicants so that no one deserving applicant is disadvantaged through the lack of available funds;
- the assessment of applications will take into account previous support provided by the Council (this is to ensure that there is an equitable distribution of financial assistance by the Council), either directly or indirectly (including subsidies), eligibility, assessment criteria and budget availability;
- the commitments embodied in this Policy will be achieved within the Council's capabilities and available resources and does not commit the Council to funding all applications which are submitted to the Community Grants Scheme or the Public Art & Culture Grants Scheme;
- all Community Funding Program Grants are approved on a discretionary basis and all decisions of the Council are final. (However, all decisions are subject to review pursuant to the *Local Government Act 1999*); and,
- the Council may resolve to award grant funding outside of the conditions of the Community Funding Program Policy and Scheme Guidelines, at its discretion. However, reasons for the Council's decision will be clearly articulated.

## **SCOPE**

- This Policy applies to grants schemes offered under the Community Funding Program, namely the Community Grants Scheme and the Public Art & Culture Grants Scheme.

## **PROCEDURES**

- Applications for grants will be called for at a minimum of six (6) weeks in advance of the nominated closing date.
- Applications will only be accepted on the Council's Grants Scheme Application Form, which will be available on the Council's website and from the Norwood Town and at all three (3) of the Council's Libraries.
- Eligible applications will be assessed by a panel of three (3) or more Council staff. Any conflict of interest, or perceived conflict of interest, will be made public by Council staff, prior to the commencement of applications being assessed.
- The decision to award funding will be made within six (6) weeks of the closing date for applications.
- All applicants will be notified of the status of their applications (successful, unsuccessful, ineligible) within eight (8) weeks of the closing date.
- Successful applicants will be required to accept the funding and any relevant conditions in writing, prior to the release of any funds.
- Funding will be received by Grantees no later than twelve (12) weeks after the closing date.
- Projects/Programs must be completed within twelve (12) months of the funding being received.
- Any significant variation to the approved activity or project for which grant funding has been awarded must be advised in writing and formally approved. Failure to do so may result in a request for the applicant to re-pay the allocated funds.
- Any grant funding awarded, but not expended for the purpose of the grant by the Grantee, must be returned to the Council.

## **ASSOCIATED POLICIES AND CORPORATE DOCUMENTS**

- *CityPlan 2030: Shaping Our Future*
- Community Grants Scheme Guidelines
- Public Art & Culture Grants Scheme Guidelines
- Young Achievers Program Guidelines
- Public Art Policy
- Civic Bands & Orchestra Policy
- Cat Control Policy

## **REVIEW PROCESS**

The Community Grants Scheme and the Public Art & Culture Grants Scheme will be assessed and reviewed within the first twelve (12) months of its operation. Outcomes of the review will be reported to the Council, including recommendations for any amendments or improvements, as required.

The Council will review this Policy within 12 months of the adoption date of the Policy.

## **INFORMATION**

The contact officer for further information at the City of Norwood Payneham & St Peters is the Council's General Manager, Governance & Community Affairs, telephone 8366 4549.

## **ADOPTION OF THE POLICY**

Monday 1 June 2015

## **TO BE REVIEWED**

May 2016