



This is an official copy of the **Community Grants Policy** of **Mornington Shire Council**, made in accordance with the provisions of *Local Government Act and Regulations, Public Records Act, Mornington Shire Council's Local Laws, Subordinate Local Laws and current Council Policies*.

Statutory Policies comply with a legislative requirement; the **Community Grants Policy** is approved by the Mornington Shire Council for the operations and procedure of Council.

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	30/07/2014	67/2014	Responsible Officer Manager Finance Description Statutory Policy
V2	29/06/2015	171/2015	Responsible Officer Manager Finance Description Statutory Policy
V3	29/06/2016	2016/112	Responsible Officer Manager Finance Description Statutory Policy
V4	21/06/2017	2017/110	Responsible Officer Executive Manager Financial Services Description Statutory Policy
V5	27/06/2018	2018/126	Responsible Officer Executive Manager Finance & Human Services Description Statutory Policy
		EXPIRY	30.06.2021



Policy Statement

Commencement

The Mornington Shire Council Community Grants Policy will take effect following the adoption of Council's Budget at the Ordinary Council Meeting on 27 June 2018.

Policy Instruction

Purpose

The policy is intended to provide a structure for making grants to community organisations, which is open, transparent, legal, equitable, and furthers the aims and objectives of Council.

The objectives of this policy are to ensure that grants, gifts, and concessions to community organisations are provided in an equitable and accountable manner and produce the benefits towards which they are aimed.

Application of the Policy

This policy applies to:

- Direct cash grants to community organisations;
- Assets given to community organisations;
- In-kind assistance given to community organisations; and
- Concessions (e.g. rates remitted) for community organisations.

This policy does not apply to:

- There are no circumstances that this policy does not apply.

Background

Section 195 Local Government Regulation 2012 requires that a policy about grants to community organisations must be prepared.

It states that a local government must prepare and adopt a policy about local government grants to community organisations (a community grants policy), which includes the criteria for a community organisation to be eligible for a grant from the local government.

Section 194 states a local government may give a grant to a community organisation only:

- a) If the local government is satisfied:
 - (i) The grant will be used for a purpose that is in the public interest; and
 - (ii) The community organisation meets the criteria stated in the local government's community grants policy; and
- b) In a way that is consistent with the local government's community grants policy.

Principles

Grants shall be provided in an equitable manner. That is, they should not benefit one group of the community and exclude another.

The arrangements for making grants should be made on a whole of area basis.

Grants should be provided to achieve an identified benefit to the community generally. The council should ensure that the benefits are obtained.



Policy

In making grants, donating assets, or providing concessions to community organisations, the Council will use the following process:

- (i) At budget time, an amount will be decided and made which is available for making grants to community organisations in the financial year that the budget relates to.
- (ii) No specific invitation will be issued for community organisations to apply for assistance rather as requests or applications are received. These are to be reported to the next Council meeting following their receipt and Council as a whole determines whether or not assistance is to be provided.

That for donation applications of \$2,000 or more, Council will require the provision of a set of audited financial statements.

Criteria in assessing a request or applications for assistance must include:

- The number of people likely to benefit;
- Availability of funding;
- Acquittal of previous assistance provided;
- The amount requested per person;
- Whether a particular organisation has benefited in previous years;
- The consequences of not making the grant;
- The financial capabilities of the organisation making the request; and
- The alignment of the purpose with Council's aims and objectives as set out in the Corporate Plan.

The Council will require, as a condition of each grant, that the organisation submit a report confirming that the grant has been used for the purpose intended.

This may be a copy of the accounts of the organisation supported by an explanation, if necessary.

A requirement for special audit reports should be avoided unless the Council has reason to suspect that the reports submitted are misleading or incorrect.

Acquittal reports should be submitted within three months of the assistance being provided.