

# Community Partnership Funding Program

Approval by:	Chief Executive Officer	Directorate:	Connected Communities
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## 1. Purpose

To guide the allocation, management and review of the Community Partnership Funding provided to assist Knox-based community organisations whose work in the municipality addresses specific community needs and Council’s strategic objectives.

## 2. Context

Each year Council provides recurrent funding support to a specific and limited range of not-for-profit community organisations that deliver specific services of benefit to the Knox community.

The Community Partnership Funding Program assists with the ongoing operational costs incurred in the delivery of agreed community outcomes.

The Community Partnership Funding Program, as with other grants programs, is underpinned by the following principles:

- Funded projects/activities will provide benefit to the Knox community and help meet Council’s objectives;
- Co-operation and collaboration between groups will be encouraged;
- Grants processes will be consistent, equitable and transparent; and
- Grants processes will support and strengthen community groups in developing local solutions to local needs.

Community Partnership Funding is offered every four years, providing greater certainty for community organisations and to facilitate the delivery of ongoing services.

## 3. Scope

This Procedure applies to submissions received and grants allocated through the Community Partnership Funding Program every four years.

## 4. References

- 4.1 Knox City Council Plans**  
 Knox Council Plan 2021-2025  
 Knox Community Plan 2021-2031

#### 4.2 Relevant Legislation

- Local Government Act 2020 (Vic)

#### 4.3 Charter of Human Rights

- This procedure has been assessed against and complies with the Charter of Human Rights.

#### 4.4 Related Council Policies

- Council Grant Framework Policy (June 2022)
- Election Period Policy
- Electronic Gaming Machines Policy
- Complaint Handling Policy and Procedure
- Knox City Council Governance Rule (Chapter 5 Conflicts of Interest)
- Fraud and Corruption Control Framework

#### 4.5 Related Council Documents

- Community Partnership Funding Guidelines;
- Knox City Council Fraud and Corruption Control Procedure

## 5. Definitions

Detail any definitions within the procedure.

<b>Acquittal</b>	Report documenting expenditure and outcomes of grant payments
<b>Assessment Panel</b>	Consists of Council Officers who provide recommendations to Council on Community Partnership Fund grants allocations
<b>Council</b>	Means Knox City Council, whether constituted before or after the commencement of this Procedure.
<b>Community Organisation</b>	A not-for-profit /profit for purpose legal entity which provides services, support or activities to the Knox community.
<b>Contestability</b>	Opportunity for other organisations to submit proposals for identified funding priority categories.
<b>Funding Agreement</b>	An agreement between the funding recipient and Council that documents the agreed objectives of the services to be delivered to the community and the annual reporting and accountability requirements for the funding.
<b>Identified Funding Priority Categories</b>	A range of services and community activities which address local community priorities and identified strategic service requirements to achieve Council and community aspirations.
<b>Legal Entity</b>	An incorporated association, a co-operative, a company limited by guarantee or a trust or other organisation established under an Act passed by the State or Commonwealth.
<b>Not-for-Profit</b>	A group or organisation that is not operating for the profit or gain of its individual members; and any profit or surplus is directed back into the operation of the organisation to carry out its purpose.
<b>Operational costs</b>	Includes building rental, utilities, staffing and administrative costs relevant to the agreed service/program objectives.

<b>Operational funding</b>	Funding provided to support the operating costs of not-for profit services associated with agreed service/program objectives.
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## 6. Procedure

- 6.1 Council will provide a budget allocation each financial year for the Community Partnership Funding Program to support not-for-profit, community organisations in delivering services/activities which are determined to be of benefit to the Knox community and which reflect Council’s vision and strategic objectives.
- 6.2 Council will call for submissions for Community Partnership Funding every four years to provide transparency and the potential for contestability where appropriate. A review of the Community Partnerships Funding will be undertaken in the final year of each four-year funding agreement, and will inform the development of service priorities for the next four-year cycle.
- 6.3 There are two streams of Community Partnership Funding:
- contested funding: available to locally-based organisations that meet the selection criteria and can deliver on the identified service priorities;
  - non-contested funding: available to local volunteer organisations that meet the selection criteria.
- 6.4 Submissions will be assessed by an internal staff Assessment Panel that will make recommendations to Council.
- 6.5 The assessment of submissions will be undertaken in accordance with Community Partnership Funding Program guidelines that reflect the principles of the Community Partnership Funding Procedure (see Clause 2 above) and support a range of services and activities in the municipality that:
- Build community capacity and resilience;
  - Require longer term operation to maintain community and client engagement;
  - May require longer term funding commitment to support recruitment and/or retention of qualified professional staff.
- 6.6 These aims will be reflected in the eligibility criteria, funding objectives, and service priorities.
- 6.7 Applications are assessed on the following criteria:
- Relevance to specified funding stream objectives (30%)
  - Scope of service delivery (accessibility for residents across Knox) (10%)
  - Organisational capacity (demonstrated ability and experience) (25%)
  - Clarity of proposed funding expenditure (evidence of realistic budget planning for funding period) (25%)
  - Opportunities to strengthen effective partnership and collaboration (10%)
- 6.8 Council will consider approving funding agreements based on a four-year funding period. Council reserves the right to terminate a funding agreement based on unsatisfactory performance.
- 6.9 In the event that a funding agreement is terminated by a recipient organisation any time up to six months before the end of the funding period the subject grant opportunity will be re-advertised to enable the reallocation of funding for the remainder of the period. If the termination occurs within six months of the end of the funding period, Council may choose not to re-advertise until the commencement of the new funding period.
- 6.10 Funding agreements will be developed to reflect different levels of complexity, funding and partnership, in accordance with best practice for contemporary local government grants arrangements.

6.11 All agreements will include a review process to be undertaken after two years to assess performance of the funded organisation in accordance with the funding agreement.

6.12 Council will determine the four-year service priorities that will form the basis of funding categories for the contested stream of CPF Grants. These will be informed by the Knox Council Plan priorities and in response to identified service needs for the Knox community.

6.10 Community Partnership Funding cannot be used to support organisations or events that rely on venues with Electronic Gaming Machines.

## 7. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this procedure. Where an update does not materially alter this procedure, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this procedure, it must be considered by Council.