

# Community Development Fund

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

The Community Development Fund is a grants program to develop, enhance and support the involvement of not-for-profit community groups in activities and projects which respond to identified needs in the Knox community. Applications for grants will be assessed and allocated annually.

This procedure guides the allocation, management and review of annual grants to not-for-profit community organisations under the Community Development Fund Program.

## 2. Context

Council provides an annual budget to a suite of grants which support and encourage community activity and service delivery in Knox. The Community Development Fund Program, as with other Council 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.

## 3. Scope

This procedure will apply to all submissions received and grants allocated in the annual Community Development Fund funding round each year.

## 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)  
Child Wellbeing and Safety (Child Safe Standards Compliance and Enforcement) Amendment Bill 2021

**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 (April 2023)
- 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
- Child Safe Policy

**4.5 Related Council Documents**

- Community Development Fund Guidelines;
- Community Development Fund Assessment Panel Terms of Reference; and
- Community Events in Knox – Information Pack
- Knox City Council Fraud and Corruption Control Procedure

## 5. Definitions

<b>Acquittal</b>	Report documenting expenditure and outcomes of grant payments
<b>Assessment Panel</b>	Title of the specific purpose committee to provide recommendations to Council on Community Development Fund grants allocations
<b>Auspice</b>	An established not-for-profit legal entity that agrees to take responsibility for the grant obligations of an unincorporated or informal or newly established group with no legal status.
<b>Community Group(s)/Organisation(s)</b>	Means a legal entity which provide services, support or activities to the Knox community.
<b>Community Representative</b>	A member of the community appointed by Council to participate in the Assessment Panel
<b>Council</b>	Means Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Funding Agreement</b>	An agreement between the grant recipient and Council that documents the agreed objectives of the funded project/activity and the reporting and accountability requirements of the grant.
<b>GST</b>	Goods and Services Tax
<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 group</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.

## 6. Procedure

**6.1** Council will provide an allocation in each annual budget to fund the Community Development Fund Program.

**6.2** The Community Development Fund provides grants in four categories:

- *Category 1 – General projects, programs, activities, or equipment - \$3,000-\$20,000*

- *Category 2 – Equipment - \$3,000 to \$20,000*
- *Category 3 – Community Festivals and Events<sup>1</sup> – up to \$15,000*
- *Category 4 – Community Functions<sup>1</sup> – up to \$5,000*

## 6.3 Eligibility and Exclusion Criteria

### 6.3.1 Organisation Eligibility

- Submitting organisations must be a not-for-profit legal entity established under one of the following;
  - the Victorian Associations Incorporation Reform Act 2012;
  - the Victorian Co-operatives Act 1996;
  - the Aboriginal Councils and Associations Act 1976;
  - Corporations Act 2001;
  - an Act passed by the Legislative Assembly of Victoria; or
  - in another form considered appropriate by Knox Council.
- Applications will also be considered from organisations under the auspice of another organisation which meets any of the above criteria.
- School Parents' Associations that are incorporated (or similar) and represent a not-for-profit school are eligible to apply.
- Submitting organisations must have a Committee of Management, or similar, that can accept responsibility for a grant, ensure the project is carried out, and meet the evaluation and reporting requirements.
- Organisations granted funding must have either an Australian Business Number (ABN) or provide a Statement by Supplier (SbS) declaration.
- Submitting organisations must provide direct services, support or benefit to people living in the City of Knox.
- Organisations that show a strong connection to their local community will be favourably considered.
- Organisations must hold adequate public liability insurance appropriate to the funded activity where requested by Council.
- Be able to supply permits and plans appropriate to the funded activity where requested by Council.
- Demonstrate that employees, contractors and volunteers (aged 18 years and over) involved in the organization will hold a valid and current Working With Children Check where the organisation provides services, facilities or activities for children or young people under 18 years. This is done by provide a signed statutory declaration upon applying for the grant.

### 6.3.2 Organisation Exclusions

- Organisations are not eligible to apply to the Community Development Fund if:

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<sup>1</sup> As defined in Council's Community Events in Knox – Info Pack

- They have a delinquent account with Knox Council, i.e. an amount owed to Council that was not paid by the due date;
- They have outstanding acquittal documentation, i.e. the acquittal documentation for a previous grant has not been submitted by the agreed due date and/or has not provided sufficient detail when requested; or
- They are an operator of Electronic Gaming Machines, in line with Council's Electronic Gaming Machine Policy.

### 6.3.3 Application Exclusions

- Applications that are submitted after the submission period closes are ineligible and will not be assessed.
- Applications must be written and submitted by the organization seeking funds, not by a grant writing professional or artificial intelligence application.

### 6.3.4 Project and Event Eligibility

- Projects and events must have a definitive start and finish date.
- It is preferable that projects start and finish within the 12 month funding period, however staged projects over and up to three years can be considered.
- Projects and events must clearly support Council's strategic objectives and priorities captured in the Council Plan 2021-2025 and Community Plan 2021-31.
- Projects and events must aim to meet a demonstrated need within the Knox community.
- Projects and events must be conducted within the boundaries of the City of Knox and/or demonstrate significant benefit to Knox residents.
- Local school council/ parent associations/auxiliaries must be able to demonstrate that their proposed project is for the benefit of the Knox community, not just for the benefit of their school community, i.e. CDF cannot fund a project that supports activities, equipment or staffing for core curriculum delivery.
- Projects and events that demonstrate collaboration with other local organisations and services, share resources within the community, and involve volunteers will be favourably considered.
- Projects with well-defined and clearly communicated aims and outcomes, along with clear and succinct detail regarding how the project will be implemented will be favourably considered

### 6.3.5 Project and Event Exclusion

The following types of projects and items **cannot** be funded through the Community Development Fund:

- Projects that are eligible and more appropriately funded under another Council grant program, a full list of which is available at <http://www.knox.vic.gov.au/grants>
- Fundraising: For example, but not limited to, purchase of raffle prizes, purchase of items for auction, purchase of items for re-sale, direct contributions to charity organisations, payment for facilitators and prizes for fundraising events such as trivia nights, movie nights, karaoke night, fashion parades etc.
- Capital or facility maintenance works: Capital works projects are considered to be those that primarily focus on improvement, replacement, disposal or addition to fixed assets such as land, building and facilities. Examples: major structural building improvements.

- State or Federal government responsibilities: Projects may not be an event or activity that is the core program funding responsibility of another level of government. Example: curriculum-based activities for schools.
- Retrospective funding: A CDF grant may not be used to reimburse an organisation for expenses already paid; i.e. if money has been spent on the project or event prior to the organisation receiving the grant, monies may not be allocated to this expense.
- Consecutive project submissions: Applications for the same or substantially the same project or activity that has been funded by the CDF for three consecutive years are not eligible, with the exception of community events, unless significant community need can be demonstrated.
- Operational expenses: A CDF grant may not be used to fund the day-to-day expenses incurred in carrying out the usual business of the submitting organisation. This includes expenses such as salaries for existing positions, insurance, utilities, cleaning and general maintenance.
- Events or activities hosted in venues with Electronic Gaming Machines.
- Council grant funds cannot be used for the purchase of alcohol in any circumstances. This includes items that support the storage or sale of alcohol.
- Projects run by a political or religious group to promote core beliefs.
- Printed merchandise or other branded materials where the main purpose is to promote another organisation.
- For the use of amusement rides, inflatables and fireworks.
- For camps involving children and young people under 18 that include an overnight stay.
- Transport costs unless it can be demonstrated that transport is a significant barrier that can only be overcome with the support of grant funds.
- Items of expenditure that contribute to carbon emissions where more sustainable options are available and reasonable. Examples of expenses that may not be considered include single use plastics or excessive printing of materials.

**6.4** The annual submission round will be widely publicised and promoted to the Knox community.

**6.5** Assessment of submissions will be undertaken by the Community Development Fund Assessment Panel that will comprise approved Community Representatives with support of Council officers in accordance with the Community Development Fund Assessment Panel Terms of Reference.

**6.6** Prior to the Assessment Panel meetings, advice will be sought from a variety of Council Officers who can provide subject matter expertise on particular submissions. This officer advice will be provided to the Assessment Panel as another source of information to support their consideration of each application.

**6.7** Applications are assessed on the following criteria:

- clear demonstration of community need and proposed project objectives (30%)
- the capacity of the applying organisation to deliver the project and manage the grant (25%)
- the degree to which the project is shown to have a clear financial need, is feasible and is financially viable (20%)
- the level of benefit to Knox residents (15%)
- demonstration of consultation and/or partnership with others (if applicable) (10%)

- 6.8** An annual report shall be presented to Council for each funding round to consider and endorse the recommendations from the Panel.
- 6.9** Council will host an annual event to acknowledge the allocation of grants to successful applicants.
- 6.10** All funded projects require a signed funding agreement which will specify relevant accountability requirements relating to the delivery of the project and financial reporting.
- 6.11** Successful applicants must appropriately acknowledge Knox City Council, in accordance with guidelines provided or as specified in the funding agreement.
- 6.12** Funding may only be used for the purpose stated in the grant application and funding agreement, unless exceptional circumstances prevent delivered of agreed projects. In which case, grant recipients must seek approval from Council for any proposed changes to expenditure or acquittal timeframes.
- 6.13** Organisations with inadequate grant acquittal documentation after two years from the original grant approval date will be referred to Council's Finance Department for debt retrieval unless other arrangements for reporting/retrieval/reimbursement have been made to the satisfaction of Council officers responsible for the administration of the Community Development Fund.
- 6.14** Any unallocated or reimbursed funds in the Community Development Fund program in any year are to be carried forward and allocated to the Community Development Fund for the following financial year.

## 7. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this policy, such change may be made administratively. Examples of minor administrative changes include change 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 policy, it must be considered by Council.