

Minor Grants Program

Approval By:	Chief Executive Officer	Directorate:	Connected Communities
Approval Date:	19 March 2024	Responsible Officer:	Manager Community Wellbeing
Review Date	1 year from approval	Version Number:	2

1. Purpose

The Minor Grants Program is offered as an accessible and responsive funding source to assist a wide range of community led activities across the municipality that support volunteer effort and civic participation, and contribute to the objectives of the Knox Council and Community Plan.

This Council procedure provides instructions and approval processes for assessment and allocation of grants under the Minor Grants 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 Minor Grants 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 objectives;
- Co-operation and collaboration between groups will be encouraged;
- Grants processes will be consistent, equitable and transparent;
- Grants processes will support and strengthen community groups in developing local solutions to local needs.

Minor Grants are offered to respond to small, minor funding requests from Knox-based community organisations. Applications for grants will be assessed and allocated monthly.

3. Scope

This procedure applies to all submissions received and grants allocated each month through the Minor Grants Program.

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
- 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 Policy

- Council Grant Framework Policy (April 2023)
- Election Period Policy
- Electronic Gaming Machine 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 Procedures

- Knox City Council Fraud and Corruption Control Procedure

5. Definitions

In this procedure:

Acquittal	Report documenting expenditure and outcomes of grant payments
Auspice	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.
CEO	Means Chief Executive Officer of Knox City Council.
Community Group (s)/ Organisation(s)	A legal entity that provides services, support or activities to the Knox community
Council	Knox City Council, whether constituted before or after the commencement of this Procedure.
Delegate(s)	Council officer(s) designated by the CEO to administer the Minor Grants Program process.
Food Relief Supplies	Means food items to be provided directly to Knox residents experiencing hardship or to enable preparation of meals for Knox residents in hardship.
Funding Agreement	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.
GST	Goods and Services Tax
Legal Entity	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.
Minor Grant	A grant paid under the Minor Grants Program.
Minor Funding	Funding for projects or initiatives that are relatively minor in nature and relate to short term, one-off projects or equipment purchases or repairs.
Not-for-Profit	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

Available for projects or initiatives that are relatively minor in nature and relate to short term, one-off projects or equipment purchases or repairs excluding food relief supplies, up to a maximum grant of **\$3000**.

Minor Grants operate as a three tiered program based on the amount requested as follows:

Application Amount	Assessment and Determination	Grant Accountability and Acquittal
Up to and including \$500	Assessed and determined by the CEO or delegate. Reported to Council at next ordinary meeting of Council	Acquittal showing proof of expenditure / purchase (i.e. receipt, paid invoice, bank statement)
\$501 to \$1000	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council	Acquittal showing proof of expenditure / purchase (i.e. receipt, paid invoice, bank statement)
\$1001 to \$3000	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council	Funding Agreement and Acquittal required that show proof of expenditure / purchase (i.e. receipt, paid invoice or bank statement) and benefit of grant.

Eligible Organisations

To be eligible for a Minor Grant, applying organisations must:

- 6.1 Provide services, projects and programs that directly benefit residents of the City of Knox.
- 6.2 Be a not-for-profit legal entity that provides services, support or activities to the Knox community. This excludes educational institutions and State and Federal government departments and agencies but does not exclude related not-for-profit organisations,

including school councils/auxiliaries/parent groups who would otherwise qualify under the Policy *or*

Be auspiced by an incorporated body or other not-for-profit legal entity

- 6.3 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.
- 6.4 Have an Australian Business Number or complete a Statement by Supplier form.
- 6.5 Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- 6.6 Hold adequate public liability insurance appropriate to the activity outlined in the application.
- 6.7 Be able to supply permits and plans appropriate to the funded activity where requested by Council.
- 6.8 Have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.
- 6.9 Have no outstanding debts to Council.
- 6.10 Not be an operator of Electronic Gaming Machines, in line with Council's Electronic Gaming Machine Policy.

Applications That May Be Supported

To be eligible for a Minor Grant, applications must:

- 6.11 Be for small, incidental (secondary or miscellaneous) amounts for one-off projects, activities or equipment purchases or repairs that will benefit Knox residents. Applications that support groups to minimise waste or adapt to climate change are encouraged.
- 6.12 Be for funds that will be expended within 12 months from receipt of the grant.
- 6.13 Be for an amount of no more than \$3,000
- 6.14 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.

Applications That Will Not Be Supported

Applications will not be eligible to receive a Minor Grant if they are:

- 6.15 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>.
- 6.16 From organisations who have not satisfied previous Council grant funding agreement conditions including grant acquittals from any other Council grant program.

- 6.17 For an amount that would increase the funding provided from the Minor Grants Program to the same organisation in the current financial year to total more than \$3,000, or total \$5,000 across the current and previous two financial years.
- 6.18 For items normally part of a reasonable operating budget for the applicant organisation (e.g. salaries, rental, maintenance, utilities, cleaning, insurance etc.) unless it can be demonstrated to Council's satisfaction that exceptional circumstances warrant consideration. For sporting clubs, grant funding will not support the purchase of routine or everyday sports equipment required for playing the sport (i.e. balls).
- 6.19 Considered by Council to be the funding responsibility of other levels of government, including school curriculum equipment and resources.
- 6.20 For the same or substantially same project, activity or equipment purchase by the same applicant approved within the current financial year unless significant community need can be demonstrated.
- 6.21 For the same or substantially same project, activity or equipment purchase by the same applicant approved for previous two consecutive financial years unless significant community need can be demonstrated.
- 6.22 For organisations, projects or programs that operate outside of Knox, unless there is a clearly defined benefit to Knox residents. For a project run by a political or religious group to promote core beliefs.
- 6.23 For retrospective payments or expenses for an event or activity undertaken prior to receiving Council approval.
- 6.24 Seeking general fundraising or funding for prizes, sponsorships, donations, trophies, other grant programs or gifts.
- 6.25 For purchase of alcohol, or for items or equipment that support the purchase and/or consumption of alcohol.
- 6.26 For events or activities hosted in venues with Electronic Gaming Machines.
- 6.27 Include funding for amusement rides, inflatables, fireworks or camps for children and young people.
- 6.28 Transport costs unless it can be demonstrated that transport is a significant barrier than can only be overcome with the support of grant funds.
- 6.29 Printed merchandise or other branded materials where the main purpose is to promote an organisation.
- 6.30 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.
- 6.31 Catering is restricted to a maximum of 20% of the total grant requested.

Application Process

Applications must be completed through the Smarty Grants Online Portal.

- 6.32 Applications must be supported by relevant documentation, including:
 - evidence of incorporation or legal status;

- quotes for planned expenses;
- evidence of current public liability insurance;
- Australian Business Number or Statement by Supplier declaration; and
- a project plan (if applicable and requested).

- 6.33 All applications for funding must demonstrate a benefit to the Knox community and will be considered in relation to the objectives and directions of Knox City Council's Community and Council Plan.
- 6.34 For applications to be considered at an Ordinary Meeting of Council the application must be received at least 10 working days prior to the meeting date to provide sufficient time to assess and report the application to Council.
- 6.35 Any applications received after the closing date for presentation to the May Council meeting will be held over until the new financial year. No minor grants will be awarded in June each year to allow for end of financial year processes.
- 6.36 If the Minor Grant Program budget allocation is exhausted before May, the Program will be suspended immediately. New applications will not be accepted until the beginning of the new financial year. Applicants will be advised if their applications cannot be processed until the new financial year commences.

Funding Conditions

- 6.37 Successful applicants must provide proof of purchase/expenditure within three months of completion of the project/program, and no later than 12 months from receipt of the grant.
- 6.38 Successful applicants of grants over \$1,000 must enter into a written funding agreement with Council which will hold the organisation accountable for the delivery and financial acquittal of the funded activity/project.
- 6.39 Funded projects and equipment purchases must be completed within 12 months of receiving funding.
- 6.40 All successful applicants must appropriately acknowledge Knox City Council, in accordance with guidelines provided or as specified in a funding agreement.
- 6.41 Funding may only be used for the purpose stated on the grant application.
- 6.42 Council's decision in relation to funding applications is final.
- 6.43 Grant recipients must seek approval from Council for any proposed changes to expenditure or acquittal timeframes.

Program Oversight

- 6.44 The allocation and payment of Minor Grants from the Minor Grants Program shall be temporarily suspended prior to any Council election or by-election in accordance with Council's Election Period Policy.
- 6.45 Failure to submit proof of expenditure and/or financial acquittal documentation, as per the requirements of this procedure, may render the community group ineligible for any future Grant offered by Council.

7. Crisis Response Provision for Minor Grants

In the event of a declared emergency or exceptional circumstance, such as a natural disaster or pandemic impacting the municipality, Council or its delegate may waive specific clauses in this document to enable appropriate support to community organisations.

8. 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 procedure, such a change may be made administratively and approved by the Chief Executive Officer. 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 procedure, it must be considered by Council.