



# Grants and Awards for the Community Policy

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<b>Version</b>	1
<b>Responsible Position</b>	Community Life Manager
<b>Administration Reference</b>	ECM reference number: 6219460

## 1. PURPOSE

To provide an overarching framework for awarding and managing Willoughby City Council's Grants and Awards for the Community Program, ensuring recognition and purposeful and effective distribution of funding to not for profit community and sporting organisations, individuals, small businesses, social enterprises and performing arts organisations.

## 2. CITY STRATEGY OUTCOME

Council's 10 year Community Strategic Plan is *Our Future Willoughby 2028* identifies five City outcomes guiding our community's future direction, along with 29 community priorities. This Policy reflects the five outcomes sought by Council's Community Strategic Plan, namely:

1. A City that is green
2. A City that is connected and inclusive
3. A City that is liveable
4. A City that is prosperous and vibrant
5. A City that is effective and accountable

The following priorities align with the Grants and Awards for the Community Program outcome areas:

- 1.2 – Promote sustainable lifestyles and practices
- 2.3 – Celebrate and encourage our diversity
- 2.7 – Promote accessible services for the community
- 4.5 – Diversify our economy including creative and innovative industries

## 3. APPLICATION

This Policy provides a framework for distribution of funds under *The Local Government Act 1993*, Section 356 which aligns with the outcomes of Council's Community Strategic Plan. It also outlines recognition awards provided by Council.

This Policy applies to not for profit community organisations (or groups auspiced by an incorporated group), performing arts groups, individuals, small businesses and social enterprises whom offer services to residents of the Willoughby Local Government Area (LGA) and are seeking funding from Willoughby City Council. Recognition through awards and funding will be prioritised to projects that address outcomes identified in Council's *Community Strategic Plan*, *Our Future Willoughby 2028*, and future Community Strategic Plans.

## 4. POLICY PRINCIPLES

Willoughby City Council will:

- Enable the provision of funding to eligible applicants to carry out programs that encourage community, cultural and business development and sustainability practices;
- Ensure all grants and awards for the community meet the eligibility criteria;
- Provide a decision making framework for eligible applicants to obtain grants or awards;
- Meet the statutory requirements of the *Local Government Act 1993*.

## 5. POLICY STATEMENT

Willoughby City Council recognises the vital contribution of community groups, performing arts groups, sporting organisations, local businesses and social enterprises in developing and delivering projects and personal efforts that build the social, cultural, economic and environmental life of the Willoughby LGA.

Council administers grants and awards for a diverse range of initiatives and projects that contribute to community, cultural, social, economic, and environmental development. This policy provides an overarching framework for Council's provision of grants and awards for the community.

## 6. COUNCIL FUNCTIONS, ACTIVITIES AND RESPONSIBILITIES

The functions, activities and responsibilities of Willoughby City Council in relation to this policy are outlined below.

<b>Leadership</b>	<ul style="list-style-type: none"><li>• Provision of opportunities for individuals and groups to support community, cultural, social, economic, and environmental development within the City of Willoughby.</li></ul>
<b>Owner/Custodian</b>	<ul style="list-style-type: none"><li>• Provision of grant funding and in kind support for initiatives which use Council facilities.</li></ul>
<b>Regulator</b>	<ul style="list-style-type: none"><li>• Ensuring applications for grants follow set procedures and eligibility criteria.</li><li>• Ensure awards follow set procedures and eligibility criteria.</li><li>• Monitor and evaluate the effectiveness and success of grant funding in achieving Council's Community Strategic Plan priorities via the grant acquittal process.</li></ul>
<b>Information Provider</b>	<ul style="list-style-type: none"><li>• Ensuring information is provided regarding grants and awards.</li></ul>
<b>Advocacy</b>	<ul style="list-style-type: none"><li>• Encouraging innovative and effective initiatives and programs that address identified gaps in local service provision.</li><li>• Promoting social justice, sustainability and resilience.</li></ul>
<b>Facilitation</b>	<ul style="list-style-type: none"><li>• Actively seek nominations and applications.</li><li>• Promoting partnerships across the community.</li><li>• Supporting community projects and programs.</li></ul>
<b>Service Provider</b>	<ul style="list-style-type: none"><li>• Determining the appropriate allocation of funding.</li><li>• Promoting inclusion and diversity.</li><li>• Efficient and effective delivery of the grants and awards program.</li></ul>

## 7. MONITORING AND REVIEWS

The Community Life Manager is responsible for:

- Developing and reviewing reports on issues arising from the Grants and Awards for the Community Program;
- Ensuring Officers apply the policy and procedure;
- Providing advice in relation to the application of the policy;

- Reporting to Council each year in relation to applications received, expenditure, grant allocation (by category) and types of organisations applying for grants and use of this data to maintain, monitor and suggest improvements to the policy;
- Review of the policy every four years or more frequently as required or if changes to the policy position occur.

## Appendix

Definitions	
Grants	<ul style="list-style-type: none"><li>▪ A non-repayable fund provided by grant makers to a recipient for a defined purpose and outcome.</li></ul>
Awards	<ul style="list-style-type: none"><li>▪ Recognition given to an individual or organisation in honour of an achievement or service to the local community.</li></ul>
In kind support	<ul style="list-style-type: none"><li>▪ An arrangement where Council forgoes revenue in full, or a percentage, on items which are subject to a fee in Council's Fees and Charges. This may include park hire, venue hire and Council services.</li></ul>
Subsidy	<ul style="list-style-type: none"><li>▪ Financial or in kind support to organisations that deliver programs in the interest of the public.</li></ul>