

<b>Small Grants Program</b>	Document No:	SCS-031
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Responsible Officer:	Manager Recreation and Open Space Planning	
Authorising Officer:	Chief Executive Officer	

## 1. Purpose

The purpose of this policy is to provide clear guidelines for Council Officers and Councillors on the procedures used for administering the Small Grants Program.

## 2. Scope

The Small Grants Program supports the Council Plan (2013-2017) objective of building leadership and skills within the community.

## 3. Application

This policy and related attachments apply to all Council Employees and Councillors involved in the application assessment, approval and management of the Small Grants program. This also applies to all groups or individuals applying for a Small Grant.

## 4. Definitions

Small Grants Program: Can also mean Community Grants Program.

Grant: A grant is the monetary amount awarded by Council which achieves specific community goals and outcomes as detailed in the group or individual's small grant application.

## 5. Policy

Council is committed to providing funds for the Small Grants program which aims to support community groups, projects and local initiatives. The program enables new and existing groups to develop project ideas or improve services within the local community.

### 5.1 General Information

The Small Grants Program has two rounds of grants each year with applications closing on 30 September (Round 1) and 31 March (Round 2). Applications are received online using the [www.smartygrants.com](http://www.smartygrants.com).

Council endorsement (via Council Meeting) is sought on a list of recommended projects following assessment and moderation of applications received in each grant round.

Community groups are invited to apply for a Small Grant via the on-line grants management system 'Smarty Grants'. This system collects, collates and stores grant applications allowing community groups to retrieve and amend former applications each year, saving them time and effort.

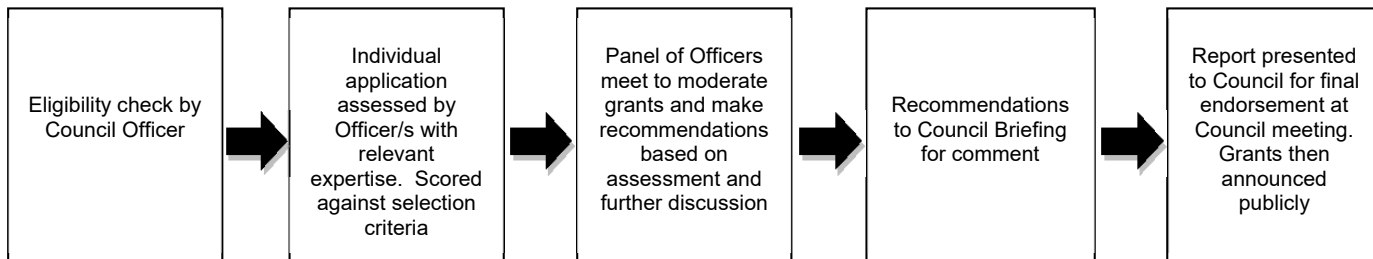
Officer support is provided to applicants at all stages during the application process in particular when groups are developing and submitting an application.

### 5.2 Promotion

- Each round of grants is promoted via the Council's website, social media as well as a media campaign advertising the upcoming grant sessions. Flyers are emailed to relevant community organisations, community hubs and all community houses.
- The grants are promoted through Council Officer networks and Council committees.
- Grant information sessions are held on an annual basis. There is ongoing community engagement and liaison in relation to the Small Grants Program with Officers constantly referring groups to the grants program.
- Successful projects and groups are showcased using local media, Council's webpage and at each Small Grants celebration event.

## 5.3 Assessment Process

The diagram below details the assessment process:



The grants program follows a standard application process in which applicants submit written responses to key questions based around the selection criteria. Applications are assessed by a minimum of three (3) officers using the online Smarty Grants assessment tool including an officer from the Department with the most relevant expertise. The assessment process is consistent with procedures used in a quality assured grants management program.

Applications are assessed against specific criteria (Refer Attachment 1 – Small Grants Guidelines). To remove individual assessor bias, each criteria has defined characteristics which align to a specific score in that criteria. A second panel of Officers then rank and moderate applications and a notional funding amount is assigned for Council approval.

The Small Grants Program is a merit based process and does not aim to achieve equal distribution of funding across categories. Moderation is used to align scoring for similar projects and if there are gaps in funding to particular geographical areas.

## 5.4 Successful and Unsuccessful Grants

Following Council approval of funded projects, all applicants are notified of the outcome via e-mail. After Council endorsement of each round a celebratory event is held to acknowledge funded projects.

Funded groups are required to sign a formal grant agreement and complete an acquittal report. The grant agreement must be signed before any funds can be dispersed. The acquittal report must be completed at the end of the project and received within 12 months of funding. Funded groups must provide relevant financial documentation such as bank details, statement by supplier and tax invoice.

Unsuccessful groups are invited to seek feedback on their project to improve future applications. Council Officers also work with these groups to look at other funding alternatives or to coach an improved submission in a future grants round.

## 6. Records

Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Small Grants Program Application Form	PROS07/01 – 2.10.3	Temporary destroy 7 years after grant activity has ceased	TRIM and on-line version backed up on smarty grants (refer to smarty grants licence agreement)
Small Grants Program Project Report	PROS07/01 – 2.10.3	Temporary destroy 7 years after grant activity has ceased	TRIM

## 7. Attachments

Small Grants Program Guidelines 2017-18, Attachment 1 (D16/131102)

## 8. References

Australian Institute of Grants Management (AIGM), a division of Our Community, Grantmaking Manifesto, September 2011. [www.grantsmanagement.com.au](http://www.grantsmanagement.com.au)

Australian Institute of Grants Management (AIGM), a division of Our Community, Grantmaking Toolkit, The Smart Way to build, review or refresh your grants program, April 2011.  
[www.ourcommunity.com.au/best\\_practice/toolkit/](http://www.ourcommunity.com.au/best_practice/toolkit/)