



**9.3 QUICK RESPONSE GRANT PROGRAM PROPOSAL**

**EXECUTIVE MEMBER: TONY KEENAN, GENERAL MANAGER, COMMUNITY WELLBEING AND INCLUSION**

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**1. PURPOSE**

1.1 To endorse the establishment of the proposed Quick Response Grant Program (QRGP) in line with Attachment 1 - Proposal: Quick Response Grant Program, Section 4. Proposed Annual Quick Response Grant Program.

1.2 To endorse the QRGP Assessment Panel Terms of Reference (Attachment 2).

**2. EXECUTIVE SUMMARY**

2.1 The QRGP has been proposed to replace both the former Council Neighbourhood Grant Program (CNGP) and Small Poppy Neighbourhood Grant Program (SPNGP).

2.2 In the 2021/22 Budget, Council endorsed the allocation of \$20K for a replacement Quick Response Grant Program.

2.3 The QRGP has been designed to enable community members, community organisations, not for profit service providers, education providers and social enterprises to quickly access funding outside of the normal fixed competitive grant programs. This enables a response to changing community needs and arising opportunities.

2.4 The QRGP will be a monthly grant program open all year or until the annual budget allocation has been expended.

2.5 QRGP Guidelines have been developed that will assist prospective applicants to submit proposals (Attachment 3. Quick Response Grant Program Guidelines).

2.6 The grant assessment process has been detailed in Attachment 1. Proposal: Quick Response Grant Program, Section 4.3 Decision-making Process, and outlines the establishment of a QRGP Assessment Panel comprising the Mayor, a nominated Councillor and two senior Council officers.

2.7 A Terms of Reference has been developed for the Assessment Panel, which defines the purpose, structure and procedures of the Panel (Attachment 2. Quick Response Grant Program Assessment Panel Terms of Reference).



**3. RECOMMENDATION**

That Council:

- 3.1 Endorse the establishment of the Quick Response Grant Program in line with Section 4 - Proposed Annual Quick Response Grant Program of Attachment 1.
- 3.2 Endorse the Quick Response Grant Program Assessment Panel - Terms of Reference (Attachment 2).
- 3.3 Notes the Quick Response Grant Program Guidelines that will be made available to assist grant applicants.

**4. KEY POINTS/ISSUES**

- 4.1 An annual Quick Response Grant Program (QRGP) has been proposed to replace both the Council Neighbourhood Grant Program (CNGP) and the Small Poppy Neighbourhood Grant Program (SPNGP), whilst retaining the overall intent and 'purpose' of these grant programs. Guidelines have been prepared to ensure accountability, transparency, and best-practice grants processes.
- 4.2 The aim of the QRGP has been designed to enable community members, community organisations, not for profit service providers, education providers and social enterprises to quickly access funding outside of the normal fixed competitive grant programs, in response to changing community need and arising opportunities. It will be a monthly grant program, open all year or until the annual budget (\$20K in 2021/22) has been expended.
- 4.3 The program will feature two categories:
  - Category 1: To fund individual residents experiencing barriers to participate in elite and competitive local events/activities.
  - Category 2: To fund community organisations and social enterprises to deliver programs and projects with a community building or social connections focus, that support Council to achieve its strategic objectives.

These objectives relate to building social connections, celebrating our neighbourhoods, encouraging sustainability and encouraging creative and economic development.
- 4.4 Funding may be allocated to individuals for a maximum amount of \$500, and community organisations and social enterprises a maximum of \$2,000 per program, project, or event.
- 4.5 Attachment 3 provides the Quick Response Grant Program Guidelines that provide directions for prospective applicants when applying for the funding.
- 4.6 The Guidelines include the Purpose and Objectives of the QRGP, and clear Eligibility Criteria, as outlined in the table below:

QRGP	Category 1	Category 2
<b>Purpose</b>	To fund individual residents experiencing barriers to participate in elite and	To fund community organisations and social enterprises to deliver programs and projects with a community building or social



	competitive local events/activities.	connections focus, that support Council to achieve its strategic objectives.
<b>Objectives</b>	<ul style="list-style-type: none"> <li>Support for individual residents who are experiencing barriers to participate and have been selected and or invited to participate in elite or local educational, sporting, cultural, recreational, or artistic pursuits.</li> </ul>	<ul style="list-style-type: none"> <li>Support for programs and projects that increase social connection and participation, particularly for marginalised, vulnerable, and disadvantaged cohorts.</li> <li>Support for programs and projects that enhance, beautify, and celebrate our local neighbourhoods.</li> <li>Support for sustainability initiatives that maximise reuse and recycling opportunities and supports the circular economy.</li> <li>Support for economic and creative initiatives that encourages access to employment and education.</li> </ul>
<b>Eligibility Criteria</b>	<ul style="list-style-type: none"> <li>Individuals have lived within City of Port Phillip for a minimum 6 months (evidence required)</li> <li>Only one successful application can be made per year</li> <li>If under 18 an adult parent/ guardian must apply on behalf of the young person.</li> </ul>	<ul style="list-style-type: none"> <li>Community Organisations, not for profit service providers and education providers based in Port Phillip.</li> <li>Social Enterprises based in Port Phillip</li> <li>Public Liability Insurance with a minimum of 20 million.</li> </ul>

4.7 The Guidelines also set out:

- Funding Principles
- Specific Exclusions
- Grant amounts available under each Category
- Assessment Process and Assessment Criteria
- How to apply and the documentation required.

4.8 The decision-making process for the assessment of applications is detailed in Attachment 1. Proposal: Quick Response Grant Program, Section 4.3 Decision-Making Process. The process involves establishment of a QRGP Assessment Panel made up of the Mayor, a Councillor and two senior officers.

4.9 A QRGP Assessment Panel Terms of Reference has been developed to define the purpose and structure of the Panel (Attachment 2).



## 5. CONSULTATION AND STAKEHOLDERS

- 5.1 Benchmarking was conducted with other Local Councils operating similar 'Quick Response' grant programs, including the Cities of Dandenong, Moonee Valley, Bayside and Kingston.
- 5.2 The main findings of the benchmarking exercise identified that:
- Three out of the four councils provided a quick turnaround grant program that was open for both individuals and community-based groups.
  - Grant programs operated on an ad hoc basis and were designed to provide an additional grants program outside of their annual grants program.
  - Objectives were not defined for three of the four programs.
  - The assessment approval process varied, with two of the councils having council officers conduct the assessment, one council had a committee who conducted assessments and one council taking the decision to council for endorsement.

## 6. LEGAL AND RISK IMPLICATIONS

- 6.1 The development of robust and transparent Grant Guidelines minimises any potential risk associated with Council implementing an annual Quick Response Grant Program.
- 6.2 The QRGP also operates within the framework set by Council's Community Funding Policy 2018.

## 7. FINANCIAL IMPACT

- 7.1 In 2020, in the context of COVID-19 pandemic, the CNGP was replaced with two rounds of COVID-19 Quick Response Grants as part of Council's COVID-19 recovery effort.
- 7.2 In the 2021/22 budget, Council endorsed the allocation of \$20K for a replacement Quick Response Grant Program.

## 8. ENVIRONMENTAL IMPACT

- 8.1 The QRGP includes a specific objective to: 'support sustainability initiatives that maximise reuse and recycling opportunities and supports the circular economy'.

## 9. COMMUNITY IMPACT

- 9.1 The QRGP will provide support to individual residents experiencing barriers to participate in elite or competitive local events/activities, and community organisations and social enterprises to deliver initiatives that build social connections, celebrate our neighbourhoods, encourage sustainability, and creative and economic development.
- 9.2 The current pandemic and its impacts are still being felt across our community, particularly within vulnerable cohorts. The QRGP will provide opportunities for organisations and social enterprises to respond to arising needs in an agile manner.

## 10. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

- 10.1 The objectives stated for the two categories have been developed in alignment with the Strategic Directions outline in the City of Port Phillip Council Plan 2021-31, they include:



#### 10.1.1 Inclusive Port Phillip

Strategic Objective:

- Port Phillip is a place for all members of our community, where people feel supported, and comfortable being themselves and expressing their identities.

Four-year strategies:

- Port Phillip is a place where people of all ages, backgrounds and abilities can access services and facilities that enhance health and wellbeing through universal and targeted programs that address inequities.
- Port Phillip is more accessible and welcoming for people of all ages, backgrounds and abilities.

#### 10.1.2 Liveable Port Phillip

Strategic Objective:

- Port Phillip is a great place to live, where our community has access to high quality public spaces, development and growth are well managed, and it is safer and easier to connect and travel within.

Four-year strategy:

- Port Phillip has diverse and distinctive neighbourhoods and places and is proud of and protects its heritage and character.

#### 10.1.3 Sustainable Port Phillip:

Strategic Objective:

- Port Phillip has a sustainable future, where our community benefits from living in a bay side city that is cleaner, greener, cooler and more beautiful. The importance of action in this area is emphasised by Council declaring a Climate Emergency in 2019.

Four-year strategy:

- Port Phillip manages waste well, maximises reuse and recycling opportunities and supports the circular economy.

#### 10.1.4 Vibrant Port Phillip

Strategic Objective:

- Port Phillip has a flourishing economy, where our community and local social enterprise thrive, and we maintain and enhance our reputation as one of Melbourne's cultural and creative hubs. The importance of action is emphasised by Council declaring an Economic Emergency in 2020.

Four-year strategies:

- Port Phillips main street, activity centres and laneways are vibrant and activated.
- Port Phillip is a great place to set-up and maintain a social enterprise
- Arts, culture, learning and creative expression are part of everyday life.
- People in Port Phillip have continued and improved access to employment, education and can contribute to our community.



## **11. IMPLEMENTATION STRATEGY**

### **11.1 TIMELINE**

11.1.1 The following actions will be implemented once endorsed:

- The QRGP will be launched and promoted in January 2022, with the first assessment process to take place early February 2022.
- Monthly QRGP Assessment Panel meetings will be scheduled (unless no applications have been received).
- The QRGP will be reviewed in July 2022 to ensure the program is effectively delivering on all proposed processes. Council will be informed of the evaluation and process and proposed improvements through a Council Report at its completion.

### **11.2 COMMUNICATION**

11.2.1 Once endorsed the QRGP will be communicated widely via Council's communications channels including social media, website, Divercity and formal community networks. This is aligned with other Council grant communication practices.

## **12. OFFICER DIRECT OR INDIRECT INTEREST**

12.1 No officers involved in the preparation of this report have any material or general interest in the matter.

### **ATTACHMENTS**

- 1. Proposal Quick Response Grant Program 2021 2022 - Council Report**
- 2. Quick Response Grant Committee Terms of Reference December 2021**
- 3. Quick Response Grants Program Guidelines 2021-22**