

# Proposal: Annual Quick Response Grant Program





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## 1. Introduction

This proposed annual Quick Response Grant Program (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. The monthly grant program will be open all year or until the budget of \$20K has been expended. The aim of the QRGP is to enable community members, organisations, and social enterprises to quickly access funding outside of the normal fixed competitive grant programs, in response to changing community need and arising opportunities. The current pandemic and its impacts are still being felt within our community. The QRGP will provide opportunities for organisations and social enterprises to respond to arising needs in an agile manner. 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.

The report details the development of the proposed program and structure and contains the following information:

- Background
- Methodology for the development of the QRGP
- Proposed Quick Response Grant Program
- Attachments

## 2. Background

The Quick Response Grant Program (QRGP) will replace both the Council Neighbourhood Grant Program and the Small Poppy Neighbourhood Grant Program, however retaining some aspects of both these grant programs.

The **Council Neighbourhood Grant Program (CNGP)** was administered monthly. Individuals and not for profit organisations were able to apply for projects that broadly supported and benefited the community and local neighbourhoods. Grant applications that received funding included individuals attending elite events, creative projects, community projects led by community organisations and projects that responded to unforeseen need or arising opportunities (outside the timing of annual grant programs).

The **Small Poppy Neighbourhood Grant Program (SPNGP)** was created to support individuals coming together in a place-based approach to activate, beautify and engage local neighbourhoods. This program required individuals to come together and match the funding amount applied with either volunteer hours or the donation of other resources. Projects funded in the past include community gardens, community events and shared community equipment.

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



### 3. Methodology and Findings

The QRGP proposal has been developed based on the analysis and findings of the following:

1. Proposed QRGP Objectives - Alignment with Council Plan and identification of 'gaps' in Council's competitive grant programs. See section 5 attachment 1 for details.
2. Comparison between Small Poppy Neighbourhood Grant Program, Council Neighbourhood Grant Program and the new QRGP.
3. Alignment to Councils Community Funding Policy and Practices
4. Benchmarking with other Local Governments with similar grants programs – see attachment 3 for details.

#### 3.1 Proposed QRGP Objectives - Alignment with Council Plan and identification of 'gaps' in Council's competitive grant program.

An analysis was undertaken of the current competitive Council grant programs available to the community and identified gaps, together with the alignment to the Council Plan 2021-31 strategic directions. The findings have guided the development of the proposed QRGP objectives for both categories 1 and 2. The objectives were also developed on what would be achievable with the maximum amounts of funding available for each category, \$500 for category 1 and \$2,000 for category 2. The proposed objectives have key performance indicators assigned which will support the evaluation and effectiveness of the program in achieving Councils strategic directions (Refer to section 5 attachment 1. Proposed QRGP objectives and key performance indicators).

Category 1 – Fund individual residents experiencing barriers to participate in elite and competitive local events/activities.

Objective:

- To support 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.

Analysis:

Council Plan:

- Aligns with strategic direction Inclusive Port Phillip.

Gaps in existing Grant Programs:

- The Youth Access Grant provides support for young people who are experiencing financial disadvantage to access recreational activities. There is currently no grant program within Council for adults who experience barriers to meet this need. This category will be open to all ages.

Category 2 - 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.

Objectives:

- Support programs and projects that increase social connection and participation, particularly for marginalised, vulnerable, and disadvantaged cohorts.
- Support programs and projects that enhance, beautify, and celebrate our local neighbourhoods.



- Support sustainability initiatives that maximise reuse and recycling opportunities and supports the circular economy.
- Support economic and creative initiatives that encourages access to employment and education.

Analysis:

Council Plan:

- Aligns with strategic directions; Inclusive, Liveable, Sustainable and Vibrant.

Gaps in existing Grant Programs:

- There are five existing grant programs aligned with Inclusive Port Phillip, including the annual Community Grants program. The grant round opens for six weeks annually and has an extensive assessment process whereby notification is sent to applicants five months after the grant program opens. Each year this program is oversubscribed. The remaining four grant programs are targeted to specific recipients including artists, art organisations, seniors, multicultural communities, and youth. The QRGP will allow for organisations and social enterprises to apply for lesser funding amounts outside of these grant rounds to ensure that our community remains accessible and welcoming for all, particularly our more marginalised and vulnerable communities.
- The Community Grants program has a specific objective that aligns to Sustainable Port Phillip. Environmental sustainability is also included as a consideration in all other grant programs. The QRGP has a specific objective with a focus on sustainability.
- There are two grant programs that align with Liveable Port Phillip and Vibrant Port Phillip. Love My Place which is open to local businesses and community groups, and the Cultural Development Fund Key Organisations which is open to not for profits. Both grant programs have specified eligibility and applicants can apply for sizeable funds, therefore the application and acquittal reporting processes and requirements are more involved. The QRGP will enable community groups and social enterprises the opportunity to apply for funding for small initiatives that enhance our cultural and creative hubs and/or improve the safety or beautification of our public spaces. It will also enable grant recipients to seek funding for initiatives that encourage access to employment and training.

### **3.2 Analysis of the Small Poppy Neighbourhood Grant Program and Council Neighbourhood Grant Program and how they relate to the Proposed new QRGP**

An analysis was conducted of all segments of the Council Neighbourhood Grant Program and Small Poppy Neighbourhood Grant Program and related to the proposed QRGP. The breakdown, consideration and analysis were to ensure that the valuable attributes of both the previous programs were retained in the new QRGP. For more detail refer to section 6 attachment 2 - SPNG and CNGP - Quick Response Grant Program Comparison Table.

Below is a summary of each aspect of the grants programs and how they compare with the QRGP:

Purpose

SPNG purpose was to bring people together within a neighbourhood for place-based initiatives. CNGP was to improve the sense of the community within Port Phillip.

The QRGP incorporates the purpose of both grants programs and has been broadened to encompass Council's Inclusive, Liveable, Sustainable, and Vibrant strategic directions.



### Objectives

SPNG objectives included beautifying public/community spaces to be more welcoming and create opportunities for social connection. CNGP objectives focused on social connection opportunities and community development initiatives with an emphasis on neighbourhoods.

The QRGP objectives encompass these objectives as well as ensuring measurable strategic alignment with the Council Plan. The QRGP objectives are also proportionate to the amount of funding available.

### Eligibility

SPNG eligibility was specific and allowed only for a group of neighbours to come together to apply for matched funding. This specific eligibility was an obstacle for many of our disadvantaged residents. CNGP eligibility included individuals and their neighbours.

The QRGP includes eligibility of all the above cohorts. Funding will not be required to be matched. In addition, social enterprises will also be eligible as this is currently a gap in other Council grant programs.

### Grant Timeframe

Both the CNGP and SPNG grants were open all year until the budget was expended.

The QRGP will remain the same with the program being open all year until the grant budget is fully expended.

### Maximum Grant Amounts

SPNG grant recipients received up to a maximum of \$10K for each successful grant application. As the funds were expended the amount available to be distributed was reduced. The CNGP had a maximum amount of \$500 for individuals and \$2,000 for community organisations.

The QRGP amount is aligned to the CNGP. It is also proportionate for a quick response program in the management of risk for Council.

### Assessment Criteria

The previous assessment criteria for both the SPNG and CNGP did not have allocated weighting. This is now considered best practice.

The QRGP assessment criteria include allocated weighting based on best practice and aligned to the model used for the annual Community Grants Program.

## **3.3 Benchmarking with other Local Governments**

Benchmarking was conducted with other Local Governments operating similar grant programs. These councils included Dandenong, Moonee Valley, Bayside and Kingston.

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.

For more detail refer to section 7 attachment 3 - Benchmarking with other Local Governments.

### **3.4 Alignment to Community Funding Policy and processes**

Council's Community Funding Policy (2018) encompasses all Council Grant and Subsidy Programs. The policy provides overarching governance, guiding principles and key definitions for the implementation of all funding programs. In addition, recommendations from recent Audits of grant programs, have been considered in designing the QRGP as follows:

1. Alignment of program objectives to Council's strategic directions:
  - a. All funding distributed by Council should be aligned to the Council Plan or key Strategies.
  - b. All funding programs are required to have measurable objectives and KPI's that can be evaluated.
2. Eligibility:
  - a. Should be clearly defined and transparent for applicants.
  - b. Should support risk management for Council.
3. Assessment Criteria:
  - a. Should be transparent so that applicants are aware of how the applications are to be assessed.
  - b. Weighting is to be included to show the importance of the criteria.
  - c. Support the assessment panel in making recommendations that are aligned with Council Plan and support a successful project execution.
  - d. Provide a clear line of sight from the funding programs objectives to the Council Plan or key strategies.
4. Assessment Process:
  - a. Should provide clear definitions of the roles of the assessors.
  - b. Should manage Conflict of Interest to ensure transparent and equitable processes.
  - c. Should not be completed by an officer or other person which is involved in any other part of the grant's lifecycle.
5. Approval Delegation:
  - a. Should be a person who has not been involved in the assessment process and remains objective.
  - b. Has appropriate seniority for the position.
  - c. Is delegated authority by Council.

The proposed QRGP has been developed to ensure compliance with the above audit actions

## **4. Proposed Annual Quick Response Grant Program (QRGP)**

The proposed annual QRGP has been developed based on the methodology and findings outlined in this report. All processes have been devised to ensure best grant practice.



The program will be administered through SmartyGrants, an online platform, and provide a clear line of sight between the grant program objectives, assessment, and approval processes. In line with best practice, conflict of interest will be managed through clear definitions of roles and responsibilities ensuring there is a separation of responsibilities that allows for a transparent and robust program.

The Proposed QRGP has been presented in four sections:

1. QRGP Framework
2. Recommendation and Assessment Process
3. Decision-making Process
4. Evaluation and Continuous Improvements

#### 4.1 QRGP Framework

The table below outlines the proposed QRGP framework which has been separated into Categories 1 and 2. QRGP Guidelines have also been developed.

Grant segments	Category 1	Category 2
Purpose	To fund individual residents experiencing barriers to participate in elite and competitive local events/activities.	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.
Objectives	<ul style="list-style-type: none"> <li>• To support 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>• To support programs and projects that increase social connection and participation, particularly for marginalised, vulnerable, and disadvantaged cohorts.</li> <li>• To support programs and projects that enhance, beautify, and celebrate our local neighbourhoods.</li> <li>• To support sustainability initiatives that maximise reuse and recycling opportunities and supports the circular economy.</li> <li>• To support economic and creative initiatives that encourages access to employment and education.</li> </ul>
Eligibility	<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 City of Port Phillip.</li> <li>• Social Enterprises based in Port Phillip.</li> <li>• Public Liability Insurance with a minimum of 20 million.</li> </ul>





Exclusions	<ul style="list-style-type: none"> <li>• Participation in political events.</li> <li>• Part of an enrolled university course structure.</li> <li>• Events / programs / projects that have already taken place.</li> <li>• Events / programs / projects that have received funding or subsidy from another CoPP program.</li> <li>• Events / programs / projects in breach of Council policy or illegal activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Political events.</li> <li>• Events / programs / projects that have received funding or subsidy from another CoPP funding program.</li> <li>• Retrospective funding.</li> <li>• Events / programs / projects that don't have direct benefit to the Port Phillip Community.</li> <li>• Events / programs / projects that do not align with Council's community vision and strategic directions as identified in the City of Port Council Plan 2021-31.</li> <li>• Events / programs / projects that duplicate other local service responses unless need, coordination and cooperation is evident</li> <li>• Items that are part of core business or normal operating expenses.</li> <li>• Events / programs / projects in breach of Council policy or illegal activities.</li> </ul>
Inclusions	None	Must be based in City of Port Phillip and serve / benefit the City of Port Phillip Community.
Grant Funding	<ul style="list-style-type: none"> <li>• Up to \$500 per application.</li> <li>• Total pool: \$3,000</li> </ul>	<ul style="list-style-type: none"> <li>• Up to \$2,000 per application.</li> <li>• Total pool: \$17,000</li> </ul>
Assessment Criteria and Weighting	<ul style="list-style-type: none"> <li>• Justification and evidence of request to participate in the event from the hosting organisation (45%).</li> <li>• Benefits to the individual and community. How will participation in the activity benefit the development of the individual and or the local community? (45%).</li> <li>• In-kind contribution and considered budget for the participation – have other funding sources been considered (10%).</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic alignment to program objectives (10%).</li> <li>• Community Need and Benefit (40%)</li> <li>• Capacity to deliver event / program / project (30%).</li> <li>• Budget reflects value for money and in-kind contribution (20%).</li> </ul>
Assessment Panel membership	<ul style="list-style-type: none"> <li>• Mayor</li> <li>• 1 Councillor</li> <li>• Manager Community Building &amp; Inclusion</li> <li>• Team Leader Grants &amp; Funding</li> </ul>	Same as Category 1
Delegation approval	<ul style="list-style-type: none"> <li>• General Manager Community Wellbeing and Inclusion.</li> </ul>	Same as Category 1

#### 4.2 Recommendation and Assessment Process

The below table outlines the Assessment Process for the QRGP. It identifies who is responsible and the assessment timelines.

Activity	Responsible Stakeholder	Timeframe
Applications received	Grants & Funding Officer	First Monday of each month
Information and support provided to community members, as required.	Grants & Funding Officer	Ongoing
Eligibility check: Council Officer Subject Matter Expertise obtained.	Grants & Funding Officer	5 working days
Online preassessment forms completed.	Assessment Panel	7 working days
Pre-assessment report compiled before Meeting.	Grants & Funding Officer	2 Working Days
Panel meet to arrive at an agreement for recommendations.	Assessment Panel	1 working day
Recommendation sent to General Manager Community Wellbeing & Inclusion for approval.	Grants & Funding Officer General Manager Community Wellbeing & Inclusion	2 working days
Applicant informed of decision and provided feedback. If successful payment arranged.	Grants & Funding Officer	5 working days

#### 4.3 Decision-making Process

The QRGP decision making process has been developed based on benchmarking with other councils, grant making best principles, and a combination of the previous assessment practices from the CNGP and SPNG.

To ensure accountability and transparency an Assessment Panel will be established consisting of the Mayor, a Councillor and 2 senior Council Officers, to assess and make recommendations regarding the QRGP applications.

Panel members will be required to complete a pre-assessment online form for submitted applications. Individual assessment members scoring, and comments will form a report that will be presented at a monthly Assessment Panel meeting. At these meetings the Panel will be required to reach a consensus on successful/unsuccessful applications which will then form the recommendations for approval.

If a conflict of interest arises for a Panel Member, they will be excluded from the assessment process.

The General Manager Community Wellbeing and Inclusion will provide the approval for the recommended grants. This process ensures that if conflict of interest matters arise, they are managed throughout the entire life cycle of the program.



#### **4.4 Evaluation and Continuous Improvements**

The QRGP will be reviewed mid-2022 to ensure the program is effectively delivering on all proposed processes. Feedback will be sought from all relevant stakeholders and where feasible improvements to operational aspects of the program will be implemented.

An evaluation of the program's effectiveness will be undertaken after a 12-month cycle. The effectiveness of the program will be measured through the KPI's, along with a gaps analysis of the funding being requested, and other funding streams delivered by Council.

Council will be informed of the evaluation and process improvements through a briefing for noting at its completion.

## 5. Attachment 1 - Proposed QRGP objectives and key performance indicators aligned to Council Plan priorities

Below are the proposed grant objectives which will be detailed in the guidelines and will support the assessment criteria. The listed key performance indicators will support the evaluation of the grants program and its effectiveness in achieving the objectives and therefore Council's priorities.

<b>Category 1: To fund individual residents experiencing barriers to participate in elite and competitive local events/activities.</b>			
<b>Council Plan</b>		<b>QRGP Grants Objective</b>	<b>QRGP Key Performance Indicators</b>
<b>Strategic Direction</b>	Inclusive Port Phillip	<ul style="list-style-type: none"> <li>To support individual residents who are experiencing barriers to participate and have been selected and or invited to participate in an educational sporting, cultural, recreational or artistic pursuits.</li> </ul>	<ul style="list-style-type: none"> <li>No of applicants demonstrating barriers to participation.</li> <li>Evidence of elite or local event invitation or selection.</li> </ul>
<b>Strategic Objective</b>	Port Phillip is a place for all members of our community, where people feel supported, and comfortable being themselves and expressing their identities.		
<b>Four-year strategies</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>		

<b>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.</b>			
<b>Council Plan</b>		<b>QRGP Grants Objective</b>	<b>QRGP Key Performance Indicators</b>
<b>Strategic Direction</b>	Inclusive Port Phillip	<ul style="list-style-type: none"> <li>Support programs and projects that increase social connection and participation, particularly for marginalised, vulnerable and disadvantaged cohorts.</li> </ul>	<ul style="list-style-type: none"> <li>Accessible events programs- cost, physical access, transport.</li> <li>Cohort targeted and why.</li> <li>Number of participants within cohorts targeted.</li> </ul>
<b>Strategic Objective</b>	Port Phillip is a place for all members of our community, where people feel supported, and comfortable being themselves and expressing their identities.		
<b>Four-year strategies</b>	<ul style="list-style-type: none"> <li>Port Phillip is more accessible and welcoming for people of all ages, backgrounds and abilities</li> <li>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.</li> </ul>		

Council Plan		QRGP Grants Objective	QRGP Key Performance Indicators
<b>Strategic Direction</b>	Liveable Port Phillip	<ul style="list-style-type: none"> <li>Support programs and projects that enhance, beautify and celebrate our neighbourhoods' character.</li> </ul>	<ul style="list-style-type: none"> <li>Number of events, programs and projects that beautify our neighbourhoods and activity centres.</li> <li>Number of events, programs and projects that encourage connection between the community and our public spaces.</li> </ul>
<b>Strategic Objective</b>	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.		
<b>Four-year strategies</b>	<ul style="list-style-type: none"> <li>Port Phillip has diverse and distinctive neighbourhoods and places and is proud of and protects its heritage and character.</li> </ul>		
Council Plan		QRGP Grants Objective	QRGP Key Performance Indicators
<b>Strategic Direction</b>	Sustainable Port Phillip	<ul style="list-style-type: none"> <li>Support sustainability initiatives that maximise reuse and recycling opportunities and supports the circular economy.</li> </ul>	<ul style="list-style-type: none"> <li>Number of activities, programs and projects that address and support sustainability initiatives.</li> <li>Number of activities, programs, projects that utilised recycle, reuse initiatives.</li> </ul>
<b>Strategic Objective</b>	Port Phillip has a sustainable future, where our community benefits from living in a bayside 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.		
<b>Four-year strategies</b>	<ul style="list-style-type: none"> <li>Port Phillip manages waste well, maximises reuse and recycling opportunities and supports the circular economy.</li> </ul>		
Council Plan		QRGP Grants Objective	QRGP Key Performance Indicators
<b>Strategic Direction</b>	Vibrant Port Phillip	<ul style="list-style-type: none"> <li>Support economic and creative initiatives that encourages access to employment and education.</li> </ul>	<ul style="list-style-type: none"> <li>Number of people provided access to education and employment</li> <li>Number of creative and social enterprises initiatives created or sustained within Port Phillip.</li> </ul>
<b>Strategic Objective</b>	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.		
<b>Four-year strategies</b>	<ul style="list-style-type: none"> <li>Port Phillips main street, activity centres and laneways are vibrant and activated.</li> <li>Port Phillip is a great place to set-up and maintain a social enterprise.</li> <li>Arts, culture, learning and creative expression are part of everyday life.</li> <li>People in Port Phillip have continued and improved access to employment, education and can contribute to our community.</li> </ul>		

## 6. Attachment 2 – SPNG and CNGP - Quick Response Grant Program Comparison Table

	Small Poppy Neighbourhood Program	Councillor Neighbourhood Grant Program	Quick Response Grant Program	Justification / Comparison
<b>Purpose</b>	<p>To support individuals coming together in a place-based approach to activate, beautify and engage local neighbourhoods and foster neighbourhood.</p> <p>Improvements and a shared sense of place with strengthened.</p> <p>Social relationships.</p>	<p>Provides minor donations and grants to individuals, organisations and community groups to improve the sense of community in Port Phillip.</p>	<p><b>Category 1</b> To assist individual residents, who are experiencing barriers to participation, attend elite and competitive local events activities.</p> <p><b>Category 2</b> 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.</p>	<p><b>Category 1</b> This has been refined to support those who experience participation barriers such as economic disadvantage, disability, gender, age, sexuality or race and broadened to also include community activities/events.</p> <p><b>Category 2</b> This has been broadened to include social enterprises. Social enterprises (SE) can often experience obstacles in accessing funding. The LMP grant program is currently the only program SE can access at CoPP.</p>
<b>Objective (Strategic Alignment with Council Plan)</b>	<p>Objective include improving appearance and making more welcoming shared space, building social connections, contributing to village activity and prosperity.</p>	<p>Objectives include community connectedness, community development and individual initiatives in each of Council's neighbourhoods.</p>	<p><b>Category 1</b></p> <ul style="list-style-type: none"> <li>To support individual residents who are experiencing barriers to participate and have been selected and or invited to participate in an educational sporting, cultural, recreational or artistic pursuits.</li> </ul> <p><b>Category 2</b></p> <ul style="list-style-type: none"> <li>Support programs and projects that increase social connection and participation, particularly for marginalised, vulnerable and disadvantaged cohorts.</li> <li>Support programs and projects that enhance, beautify and celebrate our neighbourhoods' character.</li> <li>Support sustainability initiatives that maximise reuse and recycling opportunities and supports the circular economy.</li> <li>Support economic and creative initiatives that encourages access to employment and education.</li> </ul>	<p><b>Category 1</b> This objective aligns with the Council Strategic direction of an Inclusive Port Phillip. However, the funding is targeted for those who require additional support.</p> <p><b>Category 2</b> The objectives for social enterprises and community groups stream ensure alignment with the Council Plan. The designed objectives are also proportionate to the funding available.</p>

<b>Eligibility</b>	Individuals who have local neighbourhood support for proposed program.	Be a resident in the City of Port Phillip.  Not for profit organisations or community groups based in the City of Port Phillip.	<p><b>Category 1</b></p> <ul style="list-style-type: none"> <li>• Individual has 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> <p><b>Category 2</b></p> <ul style="list-style-type: none"> <li>• Community Organisation, not for profit service provider, education providers based in City of Port Phillip</li> <li>• Social Enterprises</li> <li>• Public Liability Insurance with a minimum of 20 million</li> </ul>	<p><b>Category 1</b> This aligns with best practice and benchmarking.</p> <p><b>Category 2</b> The broad eligibility allows for community organisations, not for profit service providers, education providers and social enterprises with a minimum eligibility of insurance to manage the risk for City of Port Phillip.</p>
<b>Exclusions</b>	<ul style="list-style-type: none"> <li>• Projects in breach of Council policy or illegal activities.</li> <li>• Projects that do not require funding to be achieved.</li> <li>• Capital improvements to private property or business development.</li> <li>• Projects that do not involve immediate benefit to community.</li> <li>• Projects that duplicate existing public or private programs.</li> <li>• Expenditure or financial commitments made prior to Grants approval.</li> <li>• Administration fees or items required for a launch such as catering.</li> <li>• Professional service fees if the professional service provider is part of the applicant group.</li> </ul>	No exclusions listed	<p><b>Category 1</b></p> <ul style="list-style-type: none"> <li>• Participation in political events</li> <li>• Part of an enrolled university course structure</li> <li>• Events / programs that have already taken place</li> <li>• Events / programs that have received funding or subsidy from another CoPP program</li> <li>• Projects in breach of Council policy or illegal activities</li> </ul> <p><b>Category 2</b></p> <ul style="list-style-type: none"> <li>• Political events</li> <li>• Events / programs /projects that have received funding or subsidy from another CoPP funding program.</li> <li>• Retrospective funding.</li> <li>• Events / programs that don't have direct benefit to the Port Phillip Community.</li> <li>• Projects in breach of Council policy or illegal activities.</li> </ul>	<p><b>Category 1</b> Due to Council being a political organisation and recent feedback on other grant approvals that have political ties.</p> <p><b>Category 2</b> These exclusions are common and best practice.</p>
<b>Inclusions</b>	<ul style="list-style-type: none"> <li>• Materials, equipment and other items essential to the project that will not become private of individual assets.</li> <li>• Professional service fees where expertise is necessary for the success of the project.</li> </ul>	No exclusions listed	<p><b>Category 1</b> Australia Wide events</p> <p><b>Category 2</b></p> <ul style="list-style-type: none"> <li>• Must be based in City of Port Phillip and serve / benefit the City of Port Phillip Community.</li> <li>• Infrastructure / works must be within the City of Port Phillip.</li> </ul>	NA

	<ul style="list-style-type: none"> <li>• Small improvements to public spaces subject to relevant Council permits and policies</li> <li>• Printing, advertising, translations, and promotional costs.</li> <li>• Costs incurred in hiring a venue (excluding costs associated with the rental of business premises).</li> </ul>			
Documentation required to be submitted by applicant			<p><b>Category 1</b></p> <ul style="list-style-type: none"> <li>• Evidence of invitation and or selection.</li> <li>• Evidence of living within City of Port Phillip.</li> </ul> <p><b>Category 2</b></p> <ul style="list-style-type: none"> <li>• Current Public Liability Insurance or letter from auspice organisation (incorporated with such insurance).</li> </ul>	-
Amount available	Up to \$10,000	<p>Individuals up to \$200 or \$500 \$1,000 for national and international events.</p> <p>Community Groups- maximum \$2,000 per Financial Year and maximum \$4,000 per council term.</p>	<p><b>Category 1</b></p> <p>Up to \$500 Total pool: \$3,000</p> <p><b>Category 2</b></p> <p>Up to \$2,000 Total pool: \$17,000</p>	<p><b>Category 1</b></p> <p>This figure has been proposed to simplify the process and still provide adequate support for individuals requiring support.</p> <p><b>Category 2</b></p> <p>As per the previous CNP program.</p>
Assessment criteria	<p>Neighbourhood benefit</p> <p>Participation</p> <p>Matching Grant Request</p> <p>Project Management</p>	<p>As a guide, funds approved by this Committee can be used to:</p> <p>a. assist in the development of initiatives for Port Phillip based community, sporting, cultural, school, organisational or individual ventures; or</p> <p>b. facilitates the promotion of community connectedness; or</p> <p>c. assist with the promotion of community development; or</p> <p>d. facilitates initiatives that will provide tangible benefit to the Port Phillip community.</p>	<p><b>Category 1</b></p> <ul style="list-style-type: none"> <li>• Justification and evidence of request to participate in the event from the hosting organisation.</li> <li>• Benefits to the individual and community. How will participation in the activity benefit the development of the individual and or the local community?</li> <li>• In-kind contribution and considered budget for the participation – have other funding sources been considered?</li> </ul>	<p><b>Category 1</b></p> <p>45% weighting</p> <p>45% weighting</p> <p>10% weighting</p>



			<b>Category 2</b> <ul style="list-style-type: none"> <li>• Strategic alignment- program objective.</li> <li>• Community Need and Benefit.</li> <li>• Capacity to deliver event / program / project.</li> <li>• Budget reflects value for money and in-kind contribution.</li> </ul>	<b>Category 2</b> 10% weighting 40% weighting 30% weighting 20% weighting
Assessment Panel	Coordinator Grants Officer	The Mayor CEO A delegated Councillor		<b>Category 1 &amp; 2</b> Mayor 1 Councillor Manager Community Building & Inclusion Team Leader Grants & Funding
Approval Delegation	Department Manager	The committee when meeting a majority	<b>Category 1 &amp; 2</b> The Community Funding Policy and developing framework states that all roles should be distinct to ensure robust conflict of interest. The General Manager Community & Wellbeing is an appropriate level of approval that still supports efficient timeliness.	<b>Category 1 &amp; 2</b> General Manager Community Wellbeing and Inclusion.

## 7. Attachment 3 – Benchmarking with other Local Governments

Council	Purpose	Objectives	Assessment Criteria	Assessment and Approval Process
<b>Dandenong</b>	<p>The Community Response Grants Program allows individuals and non-profit community organisations, including schools, to apply for small responsive grants to help them to achieve their goals and ambitions.</p> <ol style="list-style-type: none"> <li>1. Individual achievement- support participation in elite opportunities.</li> <li>2. Community Group Activity- support small non-profit community groups with generalised activities.</li> <li>3. Entry level grants- for recently established groups or those who haven't accessed Council grants before.</li> <li>4. Responsive- to support response to significant unexpected events within a short timeframe that benefits the wider community.</li> </ol>	No objectives stated.	No assessment criteria provided	<p>Eligibility and assessment, 2 – 4 weeks</p> <p>If required applicant invited to submit further information – 2 weeks with approval provided by Team Leader Community Funding.</p>
<b>Moonee Valley</b>	<ol style="list-style-type: none"> <li>1. Emerging need: Support for community groups and not-for-profit organisations to deliver neighbourhood activations, establish a new community group, support unexpected needs and or opportunities.</li> <li>2. Individual Participation: Support residents experiencing hardship to participate in elite or local events.</li> <li>3. Fundraising support: Support community organisations to request a Council voucher or donation that will enable a fundraising event.</li> </ol>	No objectives stated.	<p>Need for the project</p> <p>Local Community Benefit</p> <p>Skills and ability to deliver</p>	<p>Monthly rounds</p> <p>Eligibility and assessment 4 – 6 weeks.</p> <p>Assessment conducted by a committee, with Councillor representation.</p>

<b>Kingston</b>	The Kingston City Council Quick Response Grants Program gives individuals and community groups the opportunity to apply for small grants required at short notice to help them deliver valuable services, programs, activities, events and benefit to the Kingston community.	No objectives stated	<p>Does the applicant meet the eligibility criteria?</p> <p>Are funds needed at short notice or can they wait for the Annual Grants program?</p> <p>Does the proposed activity/event/project benefit the City of Kingston residents?</p> <p>Has the applicant demonstrated a clear need for funds?</p> <p>Has the applicant received any other funding from Council?</p> <p>That the organisation is a not-for-profit and has a bank account in the name of organisation.</p> <p>Can the project be funded under any other Council grant program?</p>	Assessment 4-6 weeks and approved at monthly Council meeting.
<b>Yarra</b>	<p>Two grant categories:</p> <p>Community Projects is a broad category encompassing the many programs and events run by not-for-profit community groups within Yarra.</p> <p>Arts &amp; Culture Projects funds projects and events run by professional artists, arts organisations and community groups.</p>	<p>Each project/activity funded as part of the SPG Program is expected to address one or more of Council's strategic objectives as stated in the current Council Plan. These are:</p> <ol style="list-style-type: none"> <li>1. A healthy Yarra: Focus on community health, safety and wellbeing.</li> <li>2. An inclusive Yarra: Supporting and celebrating inclusion, diversity and uniqueness.</li> <li>3. A sustainable Yarra: leading sustainability and protecting and enhancing the natural environment.</li> <li>4. A liveable Yarra: Maintain and enhance the character of the city.</li> <li>5. A prosperous Yarra: Helping creative communities thrive.</li> <li>6. A Leading Yarra: Enhancing and facilitating community participation.</li> </ol>	<p>Does the project have clearly defined aims?</p> <p>Does the project clearly meet the program objectives?</p> <p>Does the local community benefit from this project?</p> <p>Does the organisation have the capacity to successfully complete the project?</p> <p>Is the budget for this project realistic, balanced and complete?</p> <p>Arts and Cultural Projects – Does the project have high artistic merit?</p>	Assessed by 2 Council Officers and approved grants are reported to Council on quarterly basis.