

Community Grants Funding Policy

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Purpose

The goal of the Community Grants Funding Policy (the Policy) is to support Moonee Valley City Council's (Council) vision of Moonee Valley as an inclusive city that respects the human rights of all its citizens, celebrates their diversity and promotes their participation in all aspects of community life.

The Community Grants Funding Policy provides a framework to ensure a planned, consistent, sustainable, transparent and equitable approach in consideration and provision of financial resources to the community, primarily through the **Community Grants Program** (the Program).

Scope

This Policy relates to all areas of Council involved in the promotion, management and assessment of financial or in-kind community support through the Community Grants Program.

It governs the provision of funding to external bodies to deliver defined outcomes to the benefit of the community. Financial support may include grants, and defined in-kind support.

Objectives

This Policy is to support community organisations, groups, individuals and local businesses seek funding in order to:

- Contribute to the social, cultural, economic, and environmental wellbeing of our local community
- Foster and strengthen community involvement and participation
- Address community need and make the most of unique local opportunities and strengths
- Work with Council to achieve its strategic goals outlined in long term plans and strategies, including MV2040 and the Council Plan
- Foster community led approaches which improve the quality of life and liveability of our neighbourhoods.

The Policy objectives are guided by the **MV2040 Strategy themes** that identify the key building blocks for our long-term vision for the city. In particular, through the funding of community-based initiatives and the operation of the Grants Advisory Committee, the Community Funding Program addresses the MV2040 Strategic Directions and Objectives outlined in **Appendix A**.

Our commitment to access, inclusion and equity

Council is strongly committed to **access**, **inclusion** and **equity**. This foundational principle underpins the MV2040 Strategy which guides the planning for policies and programs. Our commitment to social inclusion and equity seeks to advance a fair and just society and promote respect for every person.

Embedding access and equity into the Community Grants Program is an ongoing and active process. Council is committed to continuously reviewing and implementing operational strategies to promote inclusion and accessibility for all to the Community Grants Program.

Council acknowledges the various barriers to accessing Council programs faced by members of our community and community groups. We commit to working with applicants to support them through the grants process with a community development approach that values building the capacity of our community. We work collaboratively across Council to engage with community members participating in other community development programs to promote understanding and accessibility of grants.

We assess funding applications based on the evidence of need and their connection and benefit to the local community, rather than assessing funding applications based on the quality of the written application. We commit to providing feedback and support to all applicants to reapply if their application is unsuccessful.

The MV2040 Strategy has identified **target populations** who may experience greater discrimination or face barriers to accessing services and facilities. Preference will be given to projects that meet the needs of these target populations.

These groups may include:

- Aboriginal and Torres Strait Islander Peoples
- Women and girls
- Culturally and Linguistically Diverse (CALD)
- People living on low and/or insufficient incomes
- Homeless people and/or those in housing stress
- Children of all ages, with specific attention to the first thousand days (pregnancy to two years old)
- Young people
- Older people
- People with disability or mental illness
- Carers

- Lesbian, Gay, Bisexual, Trans and Gender Diverse, Intersex, Queer, Asexual and all other identities (LGBTIQA+)
- Socially, locally and technologically isolated people.

Council will nominate specific target cohorts prior to opening the annual grant submission process.

Policy Principles

The following principles apply to all Council community funding activities:

- Support an **inclusive** city that respects the human rights of all its citizens, celebrate their diversity and promote their participation in all aspects of community life.
- Promote **equitable** health and wellbeing outcomes
- Support organisations and projects to be **accessible** and socially inclusive
- Support and encourage **collaborative** and **innovative** partnerships
- Provide opportunities for the community to be **responsive** to local and emerging needs, issues and opportunities
- Builds the **capacity** of the community through a community development approach
- Support and promote social inclusion in line with principles of the *Victorian Charter of **Human Rights** and Responsibilities Act 2006*.
- Support and promote a **resilient city** that adapts to the impacts of **climate change**.
- Ensure a **transparent** and accountable process for awarding grant funds.

Funding Priorities

In order to remain responsive to community needs, the Community Grants Program is designed to be adaptable to emerging community priorities. The Funding Streams identified below will target funding priorities that are identified annually, to ensure strong links to current community needs as well as remaining aligned to the long term community vision outlined in MV2040.

Funding Priorities will be identified annually through consultation with the Moonee Valley community, Councillors and Council Officers.

Following an annual Councillor, Community and Officer consultative process, the identified funding priorities that align with the Policy will be applied to the relevant program stream, by the Grants Steering Committee. The Grants Steering Committee

may allocate funding priorities that align with the Policy to the Responsive Grants stream throughout the year as emerging to needs arise, in order to remain responsive to community needs.

Funding Streams

Responsive Grants – monthly small grants	
Community	<ul style="list-style-type: none"> Small community projects addressing current funding priorities
Business	<ul style="list-style-type: none"> Small business projects addressing current funding priorities
Individual Participation	<ul style="list-style-type: none"> Support for residents facing financial barriers to participate in select sports, arts, educational activities
Biannual Grants – two rounds per year	
Social Support	<ul style="list-style-type: none"> Operational funding for small social support groups run by volunteers
Community	<ul style="list-style-type: none"> One-off community projects and programs addressing current funding priorities Small capital works (with matched funding)
Business	<ul style="list-style-type: none"> One-off projects with benefits to the wider community addressing current funding priorities
Arts & Events	<ul style="list-style-type: none"> Community arts projects addressing current funding priorities Professional or community events and festivals in Moonee Valley
Climate Action	<ul style="list-style-type: none"> Energy transition - reducing carbon footprint through energy efficiency measures Climate resilience community projects addressing current funding priorities
Partnership Grants – multi-year funding open every two years	
Partnership Grants	<ul style="list-style-type: none"> Multi-year funding for local community service organisations and community groups addressing current funding priorities

Eligibility principles

All applications received by the Community Grants Program will be assessed against predetermined eligibility criteria prior to undergoing assessment. Applications that are not able to meet the eligibility criteria will not proceed to assessment. Applicants will be supported by Council Officers, where possible, to alter their application to meet the eligibility criteria.

Applications will be reviewed for eligibility by the Community Grants Lead and decisions pertaining to eligibility will be approved by the Manager, Young, Inclusive and Ageing Communities.

Each stream of funding will have specific eligibility criteria provided in the Community Grants Guidelines. To be eligible for Community Grants funding:

- Community groups and not-for-profit organisations must be based in Moonee Valley and/or the outcome of the project must be delivered within the municipality.
- Businesses and Sole Traders must be located and operating within Moonee Valley.
- Individual Participation applicants must be residents of Moonee Valley.
- Arts and Events projects must be taking place within Moonee Valley.

Assessment principles

All applications to the Community Grants Program are assessed against criteria that reflect the key priorities and commitments outlined in the Policy and the strategic goals and objectives identified in MV2040.

Biannual and Partnership Grants are assessed by the Community Grants Advisory Committee, which is governed by the Community Grants Advisory Committee Terms of Reference. The funding recommendations of the Committee are provided to Council for endorsement.

Responsive Grants are assessed by Council Officers and approved by the Manager, Young, Inclusive and Ageing Communities to ensure responsive funding.

The **Assessment Criteria** specific to funding streams is outlined in the Community Grants Guidelines and is informed by the following key principles:

- **Need:** Identifying why the project is needed, important and justified, including links to how it addresses identified funding priorities and MV2040 strategic goals and objectives
- **Benefit:** How the project will benefit the Moonee Valley community and intended participants, particularly target populations as identified in MV2040
- **Delivery:** Demonstrating skills, experience or potential to deliver the project (relative to the scale of the project) and sound financial management

Assessors will also consider the following when assessing grant applications:

- Funding provided to the applicant over the past two years
- The spread of funding across the municipality to ensure all geographical and demographic areas are proportionally represented

Responsibilities

Responsibility for development, reporting and evaluation of this Policy and its associated guidelines, is accommodated within the Service Delivery Directorate.

In ensuring a whole of council approach, Council and its officers are responsible for adherence to this Policy.

The following Council departments and business units have direct and / or supporting responsibilities associated with this policy:

Grants Steering Committee	<p>The Grants Steering Committee assess the outcomes from the annual Councillor, Community and Officer consultation and form the funding priorities that are applied to relevant program streams annually.</p> <p>The Grants Steering Committee includes: Community Grants Lead; Senior Coordinator Umarkoo Wayi Equity, Access & Youth; Manager Young, Inclusive and Ageing Communities; and Director Service Delivery.</p>
Community Grants Advisory Committee	<p>The Community Grants Advisory Committee is established to assess and provide objective advice and recommendations on the allocation of the Biannual and Partnership Grants streams of the Community Funding Program</p>
Community Grants Lead	<p>Deliver the Community Grants Program, including preparing grant rounds, eligibility checks, supporting assessment processes, grant payments, reviewing acquittals and preparing reports and strategic documents.</p>

Senior Coordinator Umarkoo Wayi (Equity, Access & Youth)	Supervise the Community Grants Lead and ensure grants processes are in line with Council policies and procedures.
Managers, various departments	Identify staff within their team to provide support to relevant applicants to develop projects that align with Council priorities and to support grants processes.
Manager Young, Inclusive and Ageing Communities	Provide leadership and strategic guidance to deliver the program, as well as approve operational decisions including eligibility of applications.
Director Service Delivery	Lead the strategic directions of the Community Grants Program to ensure it is aligned with the Council Plan and MV2040.
Councillors	<p>Councillors set strategic direction and endorse relevant Policy documents related to the annual community grants program.</p> <p>Endorse funding recommendations provided by the Grants Advisory Committee.</p> <p>Councillors are requested to refer to the Community Grants Lead via Councillor Liaison processes for any applicant that may require assistance. This assists with avoiding any potential conflicts of interest.</p>

Definitions

A full list of definitions can be found in the [Corporate Glossary](#).

Term	Definition
Access	Support organisations and project to be accessible and socially inclusive

Business	Businesses or Sole Traders operating for profit, located or intending to start in the City of Moonee Valley with an Australian Business Number (ABN).
Capacity building	Supporting individuals and groups to develop practices, skills and resilience to shape their own futures.
Collaboration	Encouraging networks and partnerships to deliver exceptional strategic outcomes together.
Community Grants Advisory Committee	The Community Grants Advisory Committee is governed by the Community Grants Advisory Committee Terms of Reference (see Related Documents)
Community Organisations	Not for profit organisations that provide services and programs to support the functioning of individuals, families and groups to maximise their potential and enhance community wellbeing (Australian Council of Social Service 2009).
Council	Moonee Valley City Council.
Equity	Consciously addressing the barriers faced by disadvantaged groups and individuals.
Grant	Competitively applied for conditional sum of funds provided to a recipient for an agreed specified purpose with agreement that there will be a defined outcome that directly benefits the community.
Groups	Not for profit collectives of individuals that encompass a wide range of activities, programs and services aimed at improving people's quality of life. Groups can be either formal with some structure, rules or legal entity or informal association.
Guidelines	Publicly available information on the application and assessment process for all streams of the Community Funding Program.
Guiding principle	A concept or value that is a guide for behaviour or evaluation.
Impact	Taking a purposeful and strategic approach to funding projects that deliver meaningful social impact.
Inclusion	Providing opportunities for individuals and groups to meaningfully take part in community life.

In-kind support	Includes the non-financial support provided by Council to an applicant to assist with the delivery of successful grant projects. For example, provision of traffic management support, waste removal or promotion.
Local	Community organisations and groups either located within the municipality or providing services or programs within the Moonee Valley municipality that are accessible for Moonee Valley residents.
Partnership	Relationship between parties that is characterised by mutual cooperation and responsibility for the achievement of a specific and identified purpose or goal.
Transparency	Delivering a funding program that is transparent and accountable in all processes and decisions.

Related legislation and reference sources

[Local Government Act 2020 \(Vic\)](#)

[Charter of Human Rights and Responsibilities Act 2006 \(Vic\)](#)

Related Council documents

[Community Grants Guidelines 2022/23](#)

[Community Grants Advisory Committee Terms of Reference](#)

[Conflict of Interest Staff Guidelines](#)

[Moonee Valley Council Plan and Health Plan 2021-25](#)

[MV2040 Strategy](#)

Appendix A

Community Grants Program links to MV2040 Themes and Objectives

<p>FAIR <i>QEENTE BOORDUP</i></p>	<p>STRATEGIC DIRECTION 1: A city that celebrates diversity:</p> <ul style="list-style-type: none"> • 1.1 Celebrate Wurundjeri heritage and culture • 1.2 Support social justice for Aboriginal and/ or Torres Strait Islander Peoples • 1.3 Foster respect and diversity • 1.4 Celebrate our history and acknowledge our changing community <p>STRATEGIC DIRECTION 3: A city where people are healthy and safe:</p> <ul style="list-style-type: none"> • 3.1 Promote positive mental health • 3.2 Protect population health and respond to emerging health issues • 3.3 Support increased access to healthy food • 3.4 Promote safety and community confidence <p>STRATEGIC DIRECTION 4: A city where residents can engage, participate and influence change:</p> <ul style="list-style-type: none"> • 4.1 Provide opportunities for the community to participate in Council's decision-making processes • 4.2 Foster community leadership and advocacy • 4.3 Resource the community to innovate, create and problem solve
<p>THRIVING <i>BANDINGITH</i></p>	<p>STRATEGIC DIRECTION 6: A city with opportunities to learn and work:</p> <ul style="list-style-type: none"> • 6.1 Support residents to gain meaningful employment • 6.2 Support residents to learn throughout their life course <p>STRATEGIC DIRECTION 7: A city that responds to a changing economic landscape:</p> <ul style="list-style-type: none"> • 7.2 Provide business support and remove obstacles to growth • 7.3 Leverage and expand on current business opportunities <p>STRATEGIC DIRECTION 8: A city with things to see and do:</p> <ul style="list-style-type: none"> • 8.1 Celebrate our local assets and identity • 8.3 Support and extend the reach of our arts sector

	<ul style="list-style-type: none"> 8.4 Support a network of leisure, recreation and sporting opportunities for all
CONNECTED YANONINON MAGGOLEE	<p>STRATEGIC DIRECTION 10: A city where sustainable transport is the easy option:</p> <ul style="list-style-type: none"> 10.2 Reduce the real and perceived impediments to sustainable travel
GREEN WUNWARREN	<p>STRATEGIC DIRECTION 13: A city that is low carbon:</p> <ul style="list-style-type: none"> 13.1 Support renewable energy 13.4 Engage the community in low carbon living <p>STRATEGIC DIRECTION 14: A city that is green- and water-sensitive:</p> <ul style="list-style-type: none"> 14.3 Enhance our ecological values 14.5 Support our community to connect with nature <p>STRATEGIC DIRECTION 15: A city that rethinks waste:</p> <ul style="list-style-type: none"> 15.1 Engage residents, businesses, early years' services and schools around waste avoidance, reuse and recycling <p>STRATEGIC DIRECTION 16: A city that is cool and climate-adapted:</p> <ul style="list-style-type: none"> 16.3 Foster community resilience to climate impacts
BEAUTIFUL NGA-ANGO GUNGA	<p>STRATEGIC DIRECTION 17: A city that fosters local identity:</p> <ul style="list-style-type: none"> 17.2 Celebrate the heritage of our city <p>STRATEGIC DIRECTION 19: A city with vibrant and safe public spaces:</p> <ul style="list-style-type: none"> 19.2 Provide welcoming and safe public environments <p>STRATEGIC DIRECTION 20: A city in a beautiful landscape setting:</p> <ul style="list-style-type: none"> 20.1 Provide open spaces to meet the needs of the community