

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

18 April 2017

Agenda Item 10.1 Grants Policy Review

Attachment 1 Grants Distribution Policy 454

GREATER SHEPPARTON CITY COUNCIL

Policy Number 43.POL1

Grant Distribution

Version 1.0

(First number changes for a major rewrite, second number changes for a minor amendment)

Adopted 18 March 2014

Last Reviewed 18 April 2017

Business Unit:	Economic Development
Responsible Officer:	Geraldine Christou
Approved By:	Chief Executive Officer
Next Review:	18 March 2021

PURPOSE

To maximise Council's return on investment by delivering grant programs that support and encourage the local community to improve and develop facilities, social connections, arts and culture, mental and physical health, environmental sustainability, heritage, public events and general liveability in Greater Shepparton in accordance with the current Council Plan objectives.

OBJECTIVE

The objective of this Policy is to ensure that Council's grant principles, processes and procedures, achieve the following objectives:

- (a) a clear and established process for distribution of Council grants
- (b) improved transparency and public awareness of grant programs
- (c) to assist as many eligible projects as possible to maximise Council investment and community benefit
- (d) support adherence to the Council Plan and local plans resulting from the community development process
- (e) ensure that an appropriate eligibility and acquittal process is established.

SCOPE

This Policy applies to all Council staff who disseminate Council grants to the local community.

DEFINITIONS

Reference term	Definition
Council staff	Includes full-time and part-time Council staff, and temporary employees, contractors and consultants while engaged by the Council
Local Community	All residents within Greater Shepparton
Community group	A "not-for-profit" group or organisation with an open membership to residents of Greater Shepparton

POLICY

1. Policy Principles and Application

- a. Council will apply the following fundamental principles to every grant program provided by the Council;
 - adhere to and promote objectives identified in the current Council Plan
 - be just
 - be fair and free from bias, conflict of interest or any other form of influence
 - provide value for money
 - be properly resourced
 - be properly recorded.

2. Grant Categories

- a. Funding that applies to this policy will be allocated under, but not limited to, the following grant categories;
 - Community Matching grants
 - Arts in the Community grants
 - Community Events grants
 - Our Sporting Future grants
 - Greater Shepparton Greater Health Grants
 - Community Sustainability grants
 - Small Towns Festive Decorations grants
 - Australia Day grants
 - Festive Events grants
 - Heritage grants
 - Business Infrastructure grants

3. Funding Criteria

- b. all applications will be assessed against the following funding criteria:
 - meets Council Plan objectives
 - adheres to individual grant eligibility criteria
 - adheres to individual grant objectives
 - provides value for money
 - provide identified community need
 - addresses safety and risk issues
 - demonstrates confirmed matched funding commitment and in-kind (if applicable)
 - clearly identified project scope and outcomes
 - clearly identified budget that is realistic
 - clearly defined project management
 - proven track record to comply with Councils financial requirements and acquittals for grants in the last 3 years.

4. Funding Exclusions**a. Council will not fund:**

- groups and or organisations that operate for profit (exclusions apply to the Heritage grants and Business Infrastructure grants)
- retrospective funding, e.g. projects that have already started or have been completed
- projects that take place outside of the Greater Shepparton LGA
- other Council departments and/or Council run child care centres
- individuals (exclusions apply to the Heritage grants and Business Infrastructure grants)
- fundraising activities
- projects that are clearly a duplication of an existing service
- groups which are not legally incorporated*
- politically based organisations or those who operate principally as a lobby group
- groups who are in debt to Council
- prize money and awards
- groups that cannot provide evidence of appropriate public liability insurance for the project
- groups that receive their main part of operational funding from Council
- groups that receive direct income from electronic gaming machines
- applications made by government bodies (exemptions are made to projects that are not the organisations core business and provide a direct benefit to the broader community).

*groups that are not incorporated can receive a grant via an auspice organisation.

5. Advertising

- a. information about all Council grants will be made publicly available in a coordinated manner on Council's website, via social media and other media as appropriate.

6. Application Process and Evaluation

- a. funding guidelines and application forms are made available to applicants
- b. applications received will be;
- evaluated by an assessment panel and scored against the funding criteria
 - ranked in order of score with a cutoff point determined by the amount of funding available
- c. a Council report on applications received and the recommendations made by the assessment panel will be prepared for Council determination on the allocation of grant funding and presented at an ordinary Council meeting
- d. Council reserves the right to fund or partly fund any project at its sole discretion
- e. acquittal and project review information will be required from each applicant and approved and recorded by Council staff
- f. all grant programs will be evaluated on a regular basis.

RELATED POLICIES AND DIRECTIVES

- Process for Grant Distribution 43.CEOD1

RELATED LEGISLATION

NIL

REVIEW

This Policy will be reviewed every four years, initially by the Grants Coordinator and then in conjunction with the relevant Responsible Manager.

Peter Harriott
Chief Executive Officer

Date

ATTACHMENTS

NIL

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Agenda Item 10.2	Proposed Amendment C201 (Shepparton Art Museum Redevelopment)
Attachment 1	Attachment 1 New Shepparton Art Museum (SAM) - Community Engagement and Consultation.pdf 460

Date	Consultation / Engagement	Process / Further details/HPRM Reference
9/12/2013	Executive Meeting - Discuss site requirements/potential sites/consultation plans	Establishment phase
17/12/2013	Councillor Briefing - Discuss site requirements/potential sites/consultation plans	Establishment phase
18/12/2013	SAM Advisory Committee Mtg - Discuss site requirements/potential sites/consultation plans	Gathering feedback and ideas
Dec-Feb 2014	Discussion with key Philanthropic stakeholders	Gathering feedback and ideas
January 2014	Media release on site consultation - Discuss site requirements and outline consultation plan	Informing about consultation period
January 2014	Radio ABC Goulburn Murray - Director / Mayor interview with Matt Dowling Program	Distributing information - opportunity for feedback
January 2014	Media: Shepparton News - Article in Shepparton News and in Gallery Column	Distributing information - opportunity for feedback
February 2014	Shepparton Committee Executive Meeting - Discuss site requirements, potential sites and consultation plans	Gathering feedback and ideas
February 2014	Regional Development Victoria in person meeting's - Discuss site requirements	Gathering feedback and ideas
February 2014	Potential Board members for SAM Foundation meeting	Gathering feedback and ideas
February 2014	Yorta Yorta Nations - Discuss site requirements, discuss potential sites, outline of consultation plans	Gathering feedback and ideas
February 2014	Bangerang Cultural Centre - Discuss site requirements, discuss potential sites, outline of consultation plans	Gathering feedback and ideas
February 2014	Community Meeting at SAM - Discuss site requirements	Gathering feedback and ideas
February 2014	Briefing to Executive and Council - Presentation on responses gathered through consultation and recommended course of action	Final stages
April 2014	Council Ordinary Meeting - Presentation to Council on outcome of consultation and recommendation on the site for New SAM	Final stages
April 2014	SAM Foundation established	Established for the purpose of acting as trustee of the trust named SAM Foundation and any other trusts for the promotion or appreciation of arts or crafts in Shepparton or surrounding region. Including raise funds and invite and receive contributions, grants, distributions of income or capital, gifts, loans and deposits from any person.
June 2014	SAM Feasibility Study Project Board developed	TOR
July 2014	Tender for contract #1541 - Development of SAM Feasibility Study	
Sep-Oct 2014	Share your vision for a future SAM campaign	Online platform to capture peoples ideas of what they want for a new SAM. Generated 100 ideas for the new Museum. The consultants also tested the market with three visitor experience concepts, reaching out to a targeted demographic through phone research and solicited 300 participants were surveyed.
December 2014	Simon McArthur engaged to undertake feasibility study	300 people were involved in the consultation process leading to the Business Case and 150 people interviewed one on one. Two rounds of consultation were held throughout the research and total of 11 workshops.
1/08/2014 to 19/1/2015	Business Case prepared by Simon McArthur	

18/2/2015 to 15/4/2015	Business Case available for public comment (8 week consultation period)	Provide Council with insight into the depth and breadth of community opinion of the Business Case for a new SAM prior to making a decision on whether to progress the project to the next phase. 1781 responded to the poll and 76% respondents supported the recommendation of the Business Case. 19% answered No. 5% ticked partial option. Polling boxes were distributed to 25 venues across Greater Shepparton. Council officers and project board members were also invited to speak at a number of organisations including, but not limited to GV Brain, Chamber of Commerce, Committee of Greater Shepparton, SAM Foundation, Friends of SAM, River Connect, Gathering at Fryers, Kaiela Arts, Ethnic Council, GoTafe and Latrobe Uni. Regular updates were provided during the 8 week period via Council's facebook page and twitter.
	27 formal letters of support received.	Letters received from Shepparton Textile Artists Inc, GoTAFE, Goulburn River Valley Tourism, GV Young Professionals, Australian National Piano Award, Kaiela Institute, Dept of Rural Health (Uni of Melbourne), Cultural Tourism Victoria, CMA, Committee for Greater Shepparton, SAM Foundation, Friends of SAM, RiverConnect, Chamber of Commerce, Plus 13 individual citizens
	6 formal letters of support received.	Letters received from Better Local Government association Inc plus 5 individual citizens.
23/03/2015	Public Forum was held.	25 people attended to gain further information and ask questions.
	FAQs - Business Case for a new SAM developed	
17/2/2015	Ordinary Council Meeting - Business Case for a new SAM	Council approval
19/05/2015	Ordinary Council Meeting - Progression of New SAM - Recommendation to progress	Council approval
July 2015	Build Shepparton Art Museum Project Board developed	
21 April 2016	Community Information / Public Q&A session	Community breakfast
June 2016	What's Next Brochure - June 2016	Available online on Council website. Printed copy circulated to SAM Project Board (Inc. Gallery Kaiela and VIS), SAM Foundation, Friends of SAM, Copies at the front counter of SAM and Council reception, all internal council pigeon holes, Directors, Councillors, Local Coffee Shops and Doctors clinics.
March 2016	What's Next Brochure - February/March 2016	Available online on Council website. Printed copy circulated to SAM Project Board (Inc. Gallery Kaiela and VIS), SAM Foundation, Friends of SAM, Copies at the front counter of SAM and Council reception, all internal council pigeon holes, Directors, Councillors, Local Coffee Shops and Doctors clinics.

November 2016	What's Next Brochure -November 2016	Available online on Council website. Printed copy circulated to SAM Project Board (Inc. Gallery Kaiela and VIS), SAM Foundation, Friends of SAM, Copies at the front counter of SAM and Council reception, all internal council pigeon holes, Directors, Councillors, Local Coffee Shops and Doctors clinics.
16 Jan-5 Feb 2017	Public exhibition of concept design (2 weeks of community feedback) and consultation with Kaiela Arts, Visitor Information Centre, current SAM staff, Goulburn Valley Environment Group, Friends of SAM, SAM Foundation and Committee for Greater Shepparton.	Public exhibition
	<i>Website, Inc. SAM tiles - http://greater-shepparton.com.au/council/major-projects/new-sam. Media releases have also been generated along the journey.</i>	<i>Continually updated</i>