



**Brighton
Council**

COMMUNITY GRANTS PROGRAM POLICY GUIDELINES

RATIONALE

Council receives many requests for financial assistance from community groups and organisations. These guidelines are intended to provide a basis for Council to allocate funds under Section 77 of the *Local Government Act 1993* in an effective and equitable manner, based on the individual merits of each request and to address priority community needs. The projects funded by Council will contribute to the achievement of Council's strategic plan and vision to create a thriving place with opportunities for all.

STRATEGIC ALIGNMENT

The Community Grants Program directly aligns to strategies both internal and external to Brighton Council. Internally, it aligns with Brighton Council's 2050 Vision and Strategic Plan and externally, the program aligns with the Healthy Tasmania Strategic Plan 2022-2026.

It operates in the context of a number of relevant Council policies, strategies and plans such as the Social Infrastructure Plan, the Public Art Strategy and the Climate Change Strategy.

GUIDELINES AIMS

Through the Community Grants Program, Council is able to support local community initiatives and the development of appropriate programs, services, activities and facilities to assist in meeting community needs and strengths. The overall objective of the program is to build capacity of our community through collaborations, grass roots initiatives and programs.

The broad aims of the Community Grants Program are to:

1. ***Be healthier*** by improving the provision of services and supports to our growing population.
2. ***Reduce loneliness*** by enhancing community connections and activities that bring joy to people's lives.
3. ***Feel safer*** by improving the respect and care for our community, our land and our assets.
4. ***Make life more comfortable*** by increasing community awareness, education and access to sustainable living initiatives.

Applicants will be asked to briefly explain how their project relates to one or more of these aims.

GRANT CATEGORIES

Council has three (3) grant categories available to the community. The table below offers a brief overview of these grants. Details about each grant, eligibility and other important information can be found below this table.

Grant type	Amount	Funding Round open	Examples of use
Quick Response Grants	Up to \$500	All year round until funds expended	Sports team representation, arts or transport
Small Community Development Grants	Between \$500-\$5,000	Once a year in March	Small events, awareness days, minor infrastructure
Medium Community Development Grants	Between \$5,000 and \$15,000	Once a year in March	Large events, sporting/arts programs support groups, infrastructure

**Major Impact Grants have been deferred for the next 2 years based on the employment of a Youth Engagement Officer*

1. Quick Response Grants

Our quick response grants aim to celebrate individual achievements and community transport support. Quick response grants are one off and are offered all year round until allocated funds are expended. Evidence of applicant's involvement with a team or program will be required to receive a quick response grant.

For individuals, this grant is for full-time students under the age of 18 years who have been selected to represent Tasmania or Australia in a sport, arts or another chosen field of expertise. The amounts are \$100 if representing Tasmania and \$200 if representing Australia.

For groups, this grant includes community groups who may require support for a community outing in the form of transport. Other grants may be considered, please contact Council to discuss your idea.

2. Small Community Development Grants

Our Small Community Development Grants aim to celebrate and encourage grass roots community initiatives to flourish. These can include events, education or minor infrastructure. Grant amounts range from \$500- \$5,000, are available once a year and are accessible to a wide variety of eligible stakeholders including:

- Not for profit organisations.
- Community groups who can be auspiced by a not-for-profit organisation.
- Schools within our local government area (LGA).
- Profitable organisations (including government agencies) that collaborate with community groups and not for profits.
- Social enterprises.

Examples of how these grants can be used include:

- Neighbourhood Watch safety poster campaign
- Movie night for school holidays
- Arts performance
- Community mural installation
- Car boot sale

- Community gardens
- Local composting
- Energy efficient homes info sessions

Successful applicants can only receive a grant in this category once a year and must complete the project within 12 months of receiving the funds. Grants are available until all allocated funds are expended. If the same organisation is submitting more than one grant for this category, please specify which grant takes preference.

3. Medium Community Development Grants

The Medium Community Development Grant is a chance to enhance opportunities with and within community, building on partnerships, collaborative projects, enriching community infrastructure, community capacity building and community-led projects.

An example of a grant could, include major events, programs, infrastructure, and research projects, all of which have been identified within community. Grant amounts range from \$5,000 to \$15,000, are available once a year in March and are accessible to groups that have a connection with the Brighton Municipality:

- Not for profit organisations.
- Community groups who can be auspiced by a not-for-profit organisation.
- Schools within our local government area (LGA).
- Profitable organisations (including government agencies) that collaborate with community groups and not for profits.
- Social enterprises.

Examples of how these grants can be used include:

- Annual events that engage the community
- Community exercise programs
- Parent support groups
- Community notice boards
- Improvements to a community building (see note on page four for guidelines about infrastructure)
- Sustainability festivals
- Climate change action in key areas – warm healthy homes, energy efficient businesses, low carbon transport, reducing waste to landfill e.g. mobility options such as walking school buses, energy audits, bike infrastructure, research on the health benefits of active transport, school STEM demonstration and competitions such as the solar challenge.

Successful applicants can only receive a grant in this category once a year and must complete the project within 12 months of receiving the grant. Given the larger amount of money on offer for this category, there are a limited number of grants available.

GRANT ELIGIBILITY CONSIDERATIONS

This section of the guidelines aims to provide some more detailed information about some types of projects applicants may want to receive funding for.

- **Infrastructure**

The Small Community Development and Medium Community Development Grants can be used to improve infrastructure for eligible stakeholders. If applicants are applying for a grant to improve infrastructure, applicants will need to justify why this will benefit the community and how applicants know it is needed. Applicants will also need to be able to demonstrate why applicants cannot source funds for these upgrades elsewhere. For profit organisations are generally not eligible to apply for grants to improve infrastructure, however we do encourage applicants to speak with us, especially those operating out of a Council owned building. Applications for equipment / infrastructure costing more than \$2,000 must include at least two quotes.

- **Payment of Bills**

Applicants can request a grant to assist with payment of rates, utility bills and public liability insurance if applicants can demonstrate why applicants are unable to pay this using other resources and how this will benefit our community. The best grant category for payment of bills is the Small Community Development grant category. Grants will not be provided to cover a shortfall in the applicant / organisation's general operating costs, with the exception of a hall or ground hire rental subsidy that may be provided to secure the ongoing viability of a priority service to the community.

- **Schools**

Council acknowledges the important role that schools play in our community and so whilst schools are not excluded from applying for a grant through Council, applicants will need to justify why their existing budgets cannot include programs or infrastructure improvements that are being applied for.

- **Social Enterprises**

Social enterprises can influence the community and utilise social capital to provide positive changes. Like schools, social enterprises are not excluded from applying for a grant however applicants will need to justify why their existing budgets cannot include the program and how the project is aligned to the 2050 vision.

- **Fundraising**

Organisations whose main purpose is to fundraise are not eligible for financial assistance.

- **Applying for more than one grant**

Eligible stakeholders can apply for as many grants as they wish however, if successful, each applicant will only be awarded one grant, per category, per year. Applicants will be asked to give their preference for which grant should be awarded in their applications. Applicants can win another grant in a different category if it is for a separate project.

APPLICATION, ASSESSMENT AND ACQUITTAL PROCESS

Brighton Council aims to make the application and acquittal process for receiving grants as straight forward as possible. This process happens in five steps:

1. Community Grants are announced and advertised across all major platforms in March. General support is available from Council to assist people with the application process. Applicants can preview and download the application form from Council's website.
2. Grant applications are assessed by a panel of elected Councillors. This process is guided and monitored by Council officers. All applications will be considered on their individual merits. All information pertaining to the assessment and prioritisation of grant applications will remain confidential to the panel and Council officers.
3. Successful and unsuccessful grant applicants are notified in due course after submitting an application and funds distributed shortly after.
4. Grant recipients implement their projects, remaining mindful of acquittal requirements which are due three months after the project finishes. Acquittals from a previous year's grant from Brighton Council must be received by Council before any new grant funding is distributed to a recipient.
5. All successful grant recipients are advertised both on the Council website and in Council's Annual Report.

In order to receive a grant, eligible stakeholders must be able to:

- (a) Provide most recent audited financial statements at time of application for grants of \$1000 or more.
- (b) Address all questions in the application including proposed budgets, rationale, collaborations and outcomes. Understand that late grant applications will not be accepted.
- (c) Be willing to acknowledge Council's contribution to approved projects.
- (d) Use the grant for the purpose for which the grant was awarded.
- (e) Obtain all appropriate permits, approvals, insurance etc relating to the project/activity (if applicable).
- (f) If the organisation has received a grant previously this is required to be acquitted before a further grant application can be assessed.

In order to acquit a grant, recipients must be able to:

- (a) Complete the online acquittal report including photos, receipts and evaluation within three months of project completion.
- (b) Return any unexpended funds to Council through a refund.

CONTACT

If applicants have any questions about our Community Grants Program, please do not hesitate to contact Council on (03) 6268 7000 or email us at admin@brighton.tas.gov.au where applicants will be put in touch with the relevant Council Officer.

We look forward to receiving your application.