

GRANT COUNCIL POLICY

POLICY STATEMENT

To provide an equitable and transparent process when Council determines its financial support to applicants through the City's Grant program.

POLICY SCOPE

This policy applies to: Elected Members and City of Bunbury Officers.

POLICY DETAILS

The City of Bunbury provides funding for opportunities that activate Bunbury as a premier destination of culture and creativity for people to connect.

The Grant Program enables a range of quality and diverse opportunities to take place, through a transparent and equitable process. Each proposal seeking funding from the City of Bunbury must complete an application. These applications are reviewed and assessed against a scoring criteria based on the themes from the City's Strategic Community Plan.

POLICY PROCEDURE

1. Funding Rounds

The City of Bunbury Grant Program is funded from Council's annual budget each year. Grant rounds are open at various times throughout the year and these dates are specified on the City of Bunbury's website. Applicants are notified of the outcome of their application within 10 weeks of the closing date of the round or submission of their application.

The City will not accept or approve requests for grant funding that do not meet the criteria outlined in the guidelines or is not submitted within an open grant round.

2. Funding Categories

The funding categories reflect the themes of the City's Strategic Community Plan, that promote Bunbury as welcoming and full of opportunities. Categories and their criteria are detailed in the grant guidelines which are available on the City of Bunbury's website.

3. Funding Eligibility

Each category has a list of specific eligibility criteria which is detailed in the Grant Guidelines and available on the City's website.

The Grant Guidelines provide clarity as to:

- applicant eligibility;
- grant category criteria; and

- grant activity criteria.

A list of ineligible applicants and ineligible items that will not be funded are detailed in the grant guidelines.

4. Conditions of Funding

- The final decision on funding allocations lies with the City of Bunbury's Chief Executive Officer under authorisation from Council.
- Successful funding recipients must abide by all terms and conditions in the agreement, as provided by the City.
- An acquittal of funds must be provided within 6 weeks of the initiative or event completion date or by 30 June of the financial year the funding was allocated (whichever comes first).

5. Pre-Assessment Eligibility Check

City officers will complete a pre-assessment eligibility check on all applications submitted to clarify technical points such as eligibility or to request the provision of supplementary information that would assist the assessment process.

Applicants will have 48 hours to provide the City with the relevant information requested for their application to be considered. Failure to do so will deem the application ineligible.

6. Grants Administration Program

The Smartygrants software program is used for the lodgement of all grant applications. Assessments and related correspondence are electronic and recorded in one place. Applications must be submitted through Smartygrants and will not be accepted in any other format.

Should applicants have difficulty accessing or submitting applications via the online Smartygrants portal, they may contact the City's Grant Team to discuss options for support and resources to assist with submitting an application.

7. Assessment of Applications

Applications will be scored against a scoring matrix and ranked accordingly.

A minimum of three (3) people will review the applications within each category and recommend funding to be endorsed by the Chief Executive Officer under authorisation from Council.

The Bunbury Event Advisory Committee will review applications received for the Signature Events tier two (2) category and make recommendations, to be endorsed by the Chief Executive Officer.

Applications within each category are assessed in a competitive round against all other applications within the respective category. Successful applications are those that best satisfy the assessment criteria.

Through assessment the application may be recommended for partial funding. This decision is carefully considered with the view of maintaining the integrity of the event or project.

The City of Bunbury reserves the right to request further information in consideration of any application, as well as the right to reject any application that does not meet the eligibility criteria.

8. Canvassing Elected members or Employees of the City of Bunbury

An applicant or agent will be deemed ineligible if they canvass an Elected Member or employee of the City of Bunbury at any point during an open grant round. This includes attempts to provide additional information either directly/indirectly or request support or funding. The application may be disqualified and excluded from being considered in the grant round.

In the event supplementary information is requested to be provided, this must be submitted in writing to the Grants Officer directly to be distributed.

9. Confidentiality

All information contained in the application must be treated as confidential unless otherwise indicated. The City will maintain appropriate confidentiality and not disclose propriety information unless legally obligated to do so.

Details of successful applications will be listed on the City of Bunbury website including but not limited to the name of the applicant, project or event and the funding amount awarded.

10. Conflict of interest

City of Bunbury employees, Elected Members and grant panel members are required to disclose any real or potential conflicts of interest. These are addressed as part of the assessment process.

COMPLIANCE REQUIREMENTS

LEGISLATION

INDUSTRY

ORGANISATIONAL

- *Smartygrants online portal*
- [Grant Program Guidelines](#)

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