

GRANT FUNDING 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 activates 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 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.

2. Funding Categories

The funding Categories reflect the themes of the City's Strategic Community Plan, that are designed activate Bunbury as a premier destination of culture and creativity for people to connect. Categories and their criteria are detailed in the Grant funding guidelines which is available on the City of Bunbury's website.

3. Funding Eligibility

Each category has a list of specific eligibility criteria, this is detailed in the Grant Program guideline which is available on the City's website.

The Grant Guidelines provide clarity as to:

- Applicant eligibility;
- Grant category criteria;
- Grant activity criteria; and

- Eligible and ineligible items funded.

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 will be provided with a grant agreement, all terms and conditions as set out in the agreement must be abide to.
- 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

Council 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 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 Grants 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 delegated authority from Council.

The Bunbury Event Advisory Committee will review applications received through the Signature Events tier two (2) category and recommend funding 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.

All assessors or committee members are required to complete their review of the applications by the timeframe given. Any assessors that fail to do so will be unable to vote and allocate funding.

Through assessment the application may be recommended for partial funding or an amount that is less than the minimum figure listed for the grant category. 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 considering any application, as well as the right to reject any application that does not meet the eligibility criteria.

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

If prior to the determination of a grant, an applicant or any agent canvasses an elected member or employee of the City of Bunbury or attempts to provide additional information either directly or indirectly. 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](#)

Document Control					
Document Responsibilities:					
Owner:	Chief Executive Officer	Owner Business Unit:	Director Sustainable Communities		
Reviewer:	Team Leader Community Partnerships	Decision Maker:	Council		
Document Management:					
Adoption Details	Council Decision 042/22 22 February 2022	Review Frequency:	biennial	Next Due:	2025
Review Version	Decision Reference:	Synopsis:			
DOC/909464[v3]	Council Decision 254/23	Reviewed with minor changes – <i>Name changed to Grant Funding Council Policy</i>			
DOC/909464[v2]	Council Decision 280/22 20 December 2022	Reviewed with minor amendments and name change from <i>Grant Funding Program Council Policy</i> to <i>Grant Council Policy</i>			
DOC/909464[v1]	Council Decision 042/22 22 February 2022	New Policy adopted which replaces previous Grant Funding Policy – DOC/455721[v4] and Minor Grants Policy – DOC/4557309[v2]			
Date Printed	21-Dec-23				