Community Grants and Partnerships Framework

CONTEXT

Grant making is changing rapidly, particularly in Victoria where the majority of Australian philanthropic and other charities are historically headquartered. Grant makers are increasingly looking to adopt best practice: becoming more deliberate in their intent; recognising the need to be nimble and harness innovation; streamlining processes to improve responsiveness; and placing ever more value on partnerships and leveraged funds.

Whilst the community grant programs consistently achieve high quality outcomes, Council recognises the need to continuously improve and is well positioned to adopt these emerging best practice principles.

PURPOSE

Council is committed to ensuring our communities thrive. Through the Community Grants and Partnerships Framework we provide funding, expertise and support to not-for-profit organisations that deliver outcomes aligned to Council Plans. The Community Grants and Partnerships Framework enables Council to:

- empower our communities to identify and respond to local areas of need
- partner with community organisations to deliver shared outcomes
- activate community participation amongst residents
- build capacity within the community sector

Council encourages our communities to take an active role in identifying and responding to social issues. The Community Grants and Partnerships Framework outlines how Council supports community activities and guides our decision making regarding which initiatives and priorities will receive this support.

To be eligible for funding under the Community Grants and Partnerships Framework, an organisation must be either a:

- not-for-profit organisation (including sporting organisations)
- school
- social enterprise (for Social Innovation Partnerships only)
- body corporate (for community gardens only)

Annual program guidelines for all programs will detail: eligibility criteria, application processes, key dates, assessment criteria, and the assessment process.

PRINCIPLES AND PRACTICES

The following best practice principles and practices underpin the new Community Grants and Partnerships Framework and inform the priorities for funding:

PRINCIPLE	PRACTICE
IMPACT	We take a purposeful and strategic approach to funding projects that deliver meaningful social impact.
INCLUSION	Inclusion, access and participation are the hallmarks of healthy, thriving, prosperous, self-reliant, inclusive and resilient communities.
CONNECTION	We connect meaningfully with our communities and stakeholders and we foster more connected communities for our residents.
PARTNERSHIP	We know we can't solve tough problems alone. Through collaborative partnerships we work with others to deliver exceptional outcomes.
INNOVATION	Our communities experience constant change. We discover new solutions to changing needs and foster innovation in addressing our social challenges.
TRANSPARENCY	We are transparent in our funding priorities, processes and decisions. All of which are published on our website.

PROGRAM STREAMS

The Community Grants and Partnerships Framework supports community connection, social inclusion, and access and participation through the annual **Connected Communities** grant stream. This stream includes small grants, impact grants, the Community Use of Town Hall Scheme (CUTHS), Aboriginal grants and Inclusive Sport and Recreation grants. In order to improve community responsiveness and facilitate timely impact, this grant program balances access to low-scale community funding and stream-lined administrative processes, with clearer grant objectives and a focus on local residents.

The **Social Innovation Partnerships** program will direct funding to tackle Council's big social issues. Funding is provided for two years to support innovative projects and social enterprises that address Council's priority focus areas. Eligibility to apply for a second round of two funding will be limited to projects that demonstrate outcomes and incorporate a growth or replication strategy. These measures will facilitate the piloting of well-developed program ideas and improve access to substantive Council support for more groups.

Neighbourhood Houses partner with Council to deliver critical lifelong learning, community development and social capital outcomes across the municipality. Neighbourhood Houses are a focal point for communities and are sophisticated operations, however funding streams available often do not consider the fixed costs of program delivery. **Community Funding Agreements** recognise the importance of Council's long term collaboration with our local Neighbourhood Houses and our ongoing commitment to their success.

The Community Grants and Partnerships Framework consolidates Council's commitment to **Partnerships** with and the **Professional Development** of stakeholders investing in our communities, including corporate and philanthropic Melbourne. Council's capacity building initiatives go beyond program funding and aim to build capability across the sector by being responsive and flexible to

need. By showcasing what works and acting as an interlocker, Council is uniquely positioned to leverage funds and broker connection between social issues, community need, groups capable of responding, and those with means to provide support.

COMMUNITY GRANTS AND PARTNERSHIPS PROGRAMS

Community Grants and Partnerships Program	Value	Annual Budget (2018-19)	Application Round	Focus area
Connected Communities Grants Grants to support community connection, social inclusion, access and participation.				
Connected Communities Small Grants (Includes Residents Groups Operational Funding)	Up to $1,550	$500,000	Annual	Funding may prioritise, but is not limited to supporting vulnerable or high need communities. Streamlined processes promote responsiveness and reduce the administrative burden on small groups focussed on participation. Improved accountability measures ensure substantive funding delivers outcomes and informs the work of Council and our partners.
Connected Communities Impact Grants	$1,551 - $20,000			
Community Use of Town Hall Scheme (CUTHS)	Up to $7,000	$300,000	Monthly	Grants to enable community groups affordable access to civic spaces.
Aboriginal Melbourne Grants	Up to $10,000	$40,000	Monthly	Grants to support and empower Aboriginal and Torres Strait Islander people to engage, connect and take local action within City of Melbourne.

Community Grants and Partnerships Program	Value	Annual Budget (2018-19)	Application Round	Focus area
Inclusive Sport and Recreation Grants **Category 1:** Inclusion Support Grants (ISG) **Category 2:** Individual Participation Grants (IPG) (Program/budget managed by Libraries & Recreation)	• ISG up to $500 • IPG: *up to $300 individual for national competition; *up to $500 *team for national competition up to *$500 individual for international competition; *up to $700 *team for international competition.	$20,000	Quarterly	Support for children and young people who reside in the City of Melbourne to participate in community sport (ISG) and for promising individuals to achieve their sporting goals (IPG).
Social Innovation Partnerships **Project partnerships to tackle Melbourne's social priorities through innovation grants and social enterprise.**				
Round 1: 2018/19 and 2019/20 **Round 2:** 2020/21 and 2021/22	$15,000 - $80,000	$600,000	2 years	Project funding to tackle City of Melbourne's social priorities and create sustained social change. Includes grants to support social enterprises build their capability and improve their business models. Annual guidelines will specify social priority areas.
Community Funding Agreements **Collaborative partnerships with neighbourhood houses to deliver community development outcomes for our communities.**				
Neighbourhood Houses	$100,000	$400,000	4 years	Long term collaborative partnerships with Neighbourhood Houses to support the delivery of community development outcomes for our communities.

Community Grants and Partnerships Program	Value	Annual Budget (2018-19)	Application Round	Focus area
Partnership & Professional Development Providing community organisations with opportunities to develop skills and knowledge to enhance community outcomes				
Corporate and Philanthropic Melbourne Partnerships				Brokering funding, expertise and relationships across sectors to enhance social outcomes for the City of Melbourne.
Community Education & Professional Development	Upon application	$35,000	Monthly	Support for community groups to build organisational capacity through workshops or sector conferences.
City of Melbourne Networking and Learning Events		$5,000	Annual	City of Melbourne will host an annual cross-sector networking and learning event, showcasing inspiring case studies and guest speakers, possibly with an award.
TOTAL ANNUAL BUDGET		**$1.9m**		

2. What has changed?

The table below outlines the key changes between the Community Funding Policy 2013-2017 and the Community Grants and Partnerships Framework 2018.

Program	*PREVIOUS* **Community Funding Policy 2013 - 2017**	*REPLACEMENT* **Community Grants and Partnerships Framework**	**Detail of Proposed changes**
Annual Grants	Up to $3,000 $3001 - $10,000 $10,001 - $20,000	**Connected Communities Small Grants** (up to $1,550) **Connected Communities Impact Grants** ($1,551 - $20,000)	a) The re-brand of Annual Grants to a more outcome-focused approach that funds community led activities that increase community connection, social inclusion and participation. b) Connected Communities Small Grants will move to a simpler, lower resource model with only a basic application and reporting structure. They will not be externally assessed but be assessed against transparent criteria. This program includes Residents Groups operational funding and will pick up Seniors Groups activities and other small projects. c) Connected Communities Impact Grants will run the same as the current Annual Grants.
CUTHS	Melbourne Town Hall Meat Market Up to $6,000 org/year	Melbourne Town Hall Meat Market **Kensington Town Hall** **Up to $7,000 org/year**	d) Inclusion of Kensington Town Hall to enhance utilisation of facility and provide a more affordable offering for small community groups. e) Enhanced transparency of CUTHS through clearer assessment criteria provided online; and the online publishing of successful applications. f) Increased annual cap by $1000 to cover costs associated with new compulsory security requirements for events held in the Melbourne Town Hall.

Aboriginal Melbourne grants	Grants up to $10,000 processed monthly via Community Grants BP.	Grants up to $10,000 processed monthly via Community Grants BP.	g) No change to Aboriginal Melbourne grants.
Sports and Recreation Grants	Individual Athlete Grants Up to $2000 Monthly rounds	**Inclusive Sport and Recreation Grants** Cat 1: Inclusive Support Grants (up to $500) Cat 2: Individual Participation Grants: • up to $300 individual/national • up to $500 team/national • up to $500 individual/international • up to $700 team/international Quarterly rounds	h) Increased focus on providing assistance to financially disadvantaged young people to engage with sport. Applicants to the Inclusion Support Grants must hold a Health Care Card. i) To be eligible, applicants in both categories need to be a resident of the City of Melbourne.
Long Term Funding	Long Term Funding Minimum $20,000 No maximum 4 years	**Social Innovation Partnerships** ($15,000 - $80,000) 2 years discrete project funding Option to re-apply for second round only if aligned to a growth or replication strategy.	j) Two year project funding for innovative projects addressing City of Melbourne's social priorities and create sustained social change. k) The Guidelines will specify social priority areas and may include, but are not limited to: gender equality and preventing violence against women and children; African Australian youth engagement; pathways out of homelessness; and embracing diversity within our communities. l) Social enterprises are also eligible to apply for Social Innovation Partnerships.
Strategic Partnerships	Non-competitive 4 year funding in accordance with Neighbourhood House Policy 2013. • North Melb. $83,984 • Kensington $87,573 • Carlton $80,181 • The Centre $100,758	**Community Funding Agreements (Neighbourhood Houses)** 4 years funding conditional on achieving annual shared and agreed community development outcomes. $100,000 each	m) Retirement of stand-alone Neighbourhood House Policy 2013; funding to be managed within the community Grants and Partnerships Framework. n) Equal funding for all four Neighbourhood Houses. o) The focus of the funding will shift from program funding to the delivery of agreed and shared community development outcomes.

Community Capacity Building Program	City of Melbourne managed delivery of a series of capacity building workshops for community groups.	**Partnership and Professional Development**	p) Address low engagement in workshop offering through community groups applying for financial support to attend sector conferences or workshops. q) Develop relationships across corporate and philanthropic Melbourne to increase engagement with, and leverage of, our programs and create more impact for our communities. r) City of Melbourne to host an annual cross-sector learning and networking event.
Governance (Management and monitoring of the community grants)	Grant Manager role under-utilised and inconsistent in level of support provided to grant recipients	**Increase formalisation and effectiveness of Grant Manager role**	s) Formalise the Grant Manager role and provide guidelines, training and forums to increase effectiveness of role.

Community Consultation

PARTICIPATE MELBOURNE COMMUNITY FEEDBACK – KEY THEMES

A key part of the consultation process for developing the new Community Grants and Partnership Framework was to better understand community expectations of our grant programs. A Participate Melbourne survey was open from 9 - 22 October 2017. The survey attracted 69 public submissions. Emails were sent to community stakeholder groups and previous grant applicants to alert them to the survey. The survey comprised five questions designed to ascertain community expectations and perceptions of City of Melbourne's community grant programs.

Responses have been collated into key themes, where applicable, and are summarised here under each question.

Q1. Which CoM community grant programs are you aware of?

Annual Community Grants	52	75%
Long Term Funding	14	20%
Aboriginal Grants	10	14%
CUTHS	31	45%
Individual Athletes Grants	3	4%
None of the above	5	7%

Q2: Do you think council community grant programs are important for communities?

Yes	69	100%
No	0	0%
Not sure	0	0%

Q3: Why grants are important for communities	No. of mentions
Vital funding for small community groups/projects that couldn't exist otherwise	16
Support community engagement and participation / self-determining action	12
Create sense of community / connectedness / cohesion / trust / thrive	6
Access to Council's assets such as Town Halls / support for events	6

Wellbeing of seniors	5
Grants connect Council to communities / Council's role is to support communities	4
Responsiveness to local need / vulnerable and marginalised groups	3
Cultural inclusion / integrate diverse communities	2

Q4: Types of projects that should be funded	
(The following summarises responses according to best fit descriptions)	
Participation and engagement programs	Social cohesion and inclusion programs
Programs engaging people with disabilities	Programs engaging people who are disadvantaged / vulnerable
Cultural diversity projects and events	Health, recreation and wellbeing programs
Creativity, craft and performance programs	Volunteer programs
Women and youth programs	Social Enterprises
Community gardens	Local interest and local history projects
Sustainable living and environmental projects	Programs and activities for seniors
Children's programs and toy libraries	Family-based programs
Community safety and crime prevention	Cooking, food and meals programs

Q5: Types of projects that should not be funded	
(The following summarises responses according to best fit descriptions)	
Programs with negative social impacts (gambling, discrimination, gender bias)	Projects that restrict democracy and engagement
Political projects	Religious programs

Programs that focus on one minority group as these are divisive and not inclusive	Programs lacking social or cultural benefits or lacking a practical outcome
Organisations that don't rely on the funding	Programs that are already being funded
Capital works and infrastructure	Programs replicating already available services
Projects that are individual-based or exist for personal gain	Commercial, government, private or profitable projects
Programs outside of the municipality	Controversial or divisive projects
Individual athletes grants	Large sporting club programs

Community Funding Policy 2013-2017

Community Funding Policy 2013 - 2017

Introduction

The City of Melbourne is a dynamic and vibrant place, home to 93,617 people[1] and hundreds of community organisations, all striving to make Melbourne a great place to be. Council recognises that the local not for profit community sector plays a critical role in empowering people to have an active role in shaping their own future and achieving their aspirations.

Policy purpose

The Community Funding Policy outlines how the City of Melbourne provides funding to not for profit community organisations whose work in the community enriches the municipality and aligns with the outcomes City of Melbourne aims to achieve.

Context - community funding and delivery structure

The community funding and delivery structure provides the operating framework used by the City of Melbourne in order to fund and deliver its services and outcomes. The structure has four streams:

- **Direct service provision -** services that are delivered directly by City of Melbourne staff (e.g. libraries, City of Melbourne operated children's centres).

- **Contracted procurement -** (as defined in section 186 of the Local Government Act). This relates to services and goods that City of Melbourne has contracted to another organisation to provide on its behalf (e.g. syringe disposal, home care services). It includes services where Council has a legislative or contractual responsibility to deliver but where Council has decided to engages a third party, or for services Council has determined are part of their core business. Contract arrangements allow for specificity in the type of service purchased.

- **Long Term Funding -** multiple year funding agreements for the provision of community programs that are not part of Council's core business but support the Council Plan. They can include community determined programs and activities that respond to Council determined outcomes or to identified strategic partnerships that support Council Plan.

  Long term funding responds to development outcomes that may require extended time frames to be achieved and longer term operation to maximise community engagement. They are informed by a strong evidence base of need. These types of agreements do not have the same level of specificity as contracts however must be accountable, transparent and equitable in their allocation.

- **Annual funding -** for community determined programs and activities that respond to Council determined outcomes and are informed by an evidence base of need. They are time limited and project- based activities undertaken over a 12 month period and are valuable for testing and piloting new ideas. Programs and activities funded under this program generate participation and have an impact on short term immediate outcomes.

Services, programs and activities may shift across streams within this structure over time.

Definitions

In the context of the Community Funding Policy, the following definitions are applied:

Grant: a sum of money provided to an organisation or individual following a competitive, open and transparent application process. The grant is given to deliver community determined programs and

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[1] Source – Australian Bureau of Statistics – Census 2011

activities that achieve particular outcomes supported by City of Melbourne. The programs that come under the umbrella of the community funding policy provide grants, not sponsorship. Whilst there is the requirement for all grant recipients to include City of Melbourne branding on their promotional materials, this is not the primary purpose of grants and is therefore not considered sponsorship.

Strategic partnership: A partnership that has been entered into between Council and a community organisation so they can work collaboratively to achieve common outcomes. Strategic Partnerships include the provision of a sum of money to deliver on an idea or initiative that will improve people's quality of life and aligns with Council strategic priorities.

Sponsorship: providing goods, services, money or in kind (e.g. fee waiver) contribution to an entity in return for commercial leverage, promotion, activation or exposure by another entity to achieve defined objectives.

In kind: a situation whereby the provider facilitates the grant or sponsorship funding in other than a cash payment, for example fee waiver for use of public space. The Community Use of Town Hall Scheme is an in kind contribution with the City of Melbourne making a payment on behalf of the successful applicant.

Not for profit: an entity that does not return profits or surplus to members, owners, directors or committees and is not primarily guided by commercial goals. Any funds raised or profits made within a not for profit community organisation are held and/or invested back into the organisation.

Community organisation: Not for profit organisations and groups that encompass a wide range of activities, programs and services aimed at improving people's quality of life. The community sector varies significantly in size and can range from small volunteer run and locally based groups to large national organisations with many staff (also known as community sector, not for profit organisations, the third sector, civic sector, community service sector, community service providers). The funding programs outlined within the Community Funding Policy only fund schools and not for profit community organisations that are legal entities.

Policy context

All councils have a responsibility to *improve the overall quality of life of people in the local community* and have a role in *fostering community cohesion and encouraging active participation in civic life[2]*.

The City of Melbourne is guided by the Future Melbourne Community Plan. Future Melbourne has a vision for a bold, inspirational and sustainable city and it provides the overarching structure for the Council Plan.
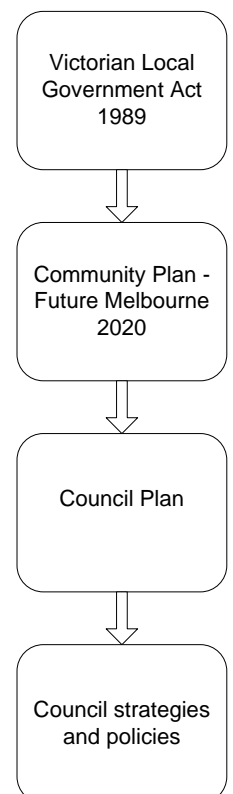
The Council Plan is adopted by each new Council and sets the priorities for their term at Council. Council's strategic documents provide more detailed response on Council's priorities and how it is the Council will deliver the Council Plan.

The Community Funding Policy outlines how it is that community organisations may be funded to deliver on common quality of life outcomes.

Funding objectives

In providing funding to not for profit community organisations, Council aims to achieve the following objectives:

- provide a mechanism that allows Council to work with community to support shared outcomes

Victorian Local Government Act 1989
↓
Community Plan - Future Melbourne 2020
↓
Council Plan
↓
Council strategies and policies

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[2] As outlined in the Victorian Local Government Act 1989

- provide the opportunity for community to identify and respond to local issues, concerns and priorities that link with Council priorities

- build community capacity and empower the community to take an active role in improving their quality of life

- foster community involvement and participation

- provide a cost effective means to deliver community outcomes.

Principles

The Community Funding Policy has a focus on the people of the City of Melbourne. Community strengthening principles underpin the approach taken to grant making. These principles guide both how we work with the community and the projects that will be prioritised for funding.

These principles include:

- asset based thinking and building on the strengths that exist within community

- evidence based approach that acknowledges the needs and aspirations of our community

- access and equity to ensure a socially inclusive community

- collaborations and partnerships

- valuing the social, economic and environmental sustainability of our City.

In addition, Council is committed to the principles of:

- efficient and effective delivery of the program

- transparency and accountability in decision making.

Community funding model
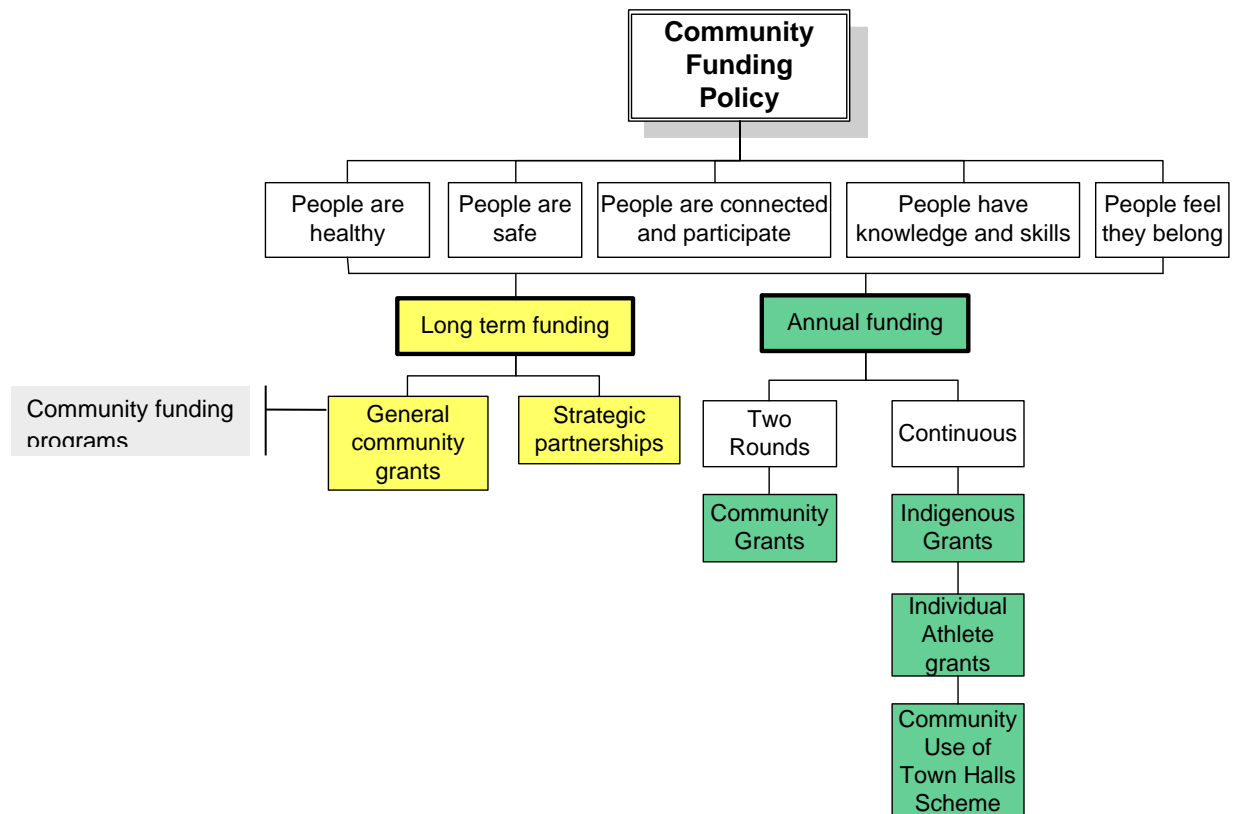
Community funding outcomes

Aim: To contribute towards Council's vision for the City, the community grants provide funding to not for profit community organisations and schools to improve people's quality of life. Community grants have a focus on local and / or vulnerable people. Council will consider proposals that can contribute to the following broad outcomes:

>   **People are healthy:** Relates to people's physical and mental health and wellbeing and to increasing opportunities for physical activity.

>   **People are safe:** Relates to people's perceptions of feeling safe within their community and their knowledge of how to reduce personal injury and harm.

>   **People are connected and participate:** Relates to people's connections to their community. Community often relates to geographic locations but can also relate to family networks, support networks, people with common or shared beliefs, values, friendships, interests and activities. Participation relates to people volunteering, participating in civic life, being engaged in decisions and involved in planning, developing and delivering solutions.

>   **People have knowledge and skills:** Relates to people having the opportunity for life long learning and gaining the knowledge and skills required to participate in education, employment and their community.

>   **People feel they belong:** Relates to people having the opportunity to freely express and celebrate who they are, regardless of culture or identity. People feel they belong and have an understanding of other people, their culture and identify.

Whilst the grants aim to improve the quality of life of all people, priority is placed on proposals that:

- target sectors of the community that face barriers and are excluded from participating
- focus on addressing disadvantage.

Community Funding Programs

The specific conditions and processes of each community funding program are outlined within the respective program guidelines that sit alongside this policy and are stand alone documents.

Eligibility criteria

To be eligible for funding within the Community Funding Policy, organisations must meet the following criteria:

- Organisations must be:
  - o   a not-for-profit constituted body such as an incorporated association, or
  - o   sponsored or auspiced by a not-for-profit organisation, or
  - o   a school.
- Organisations must be located within, or offer a project within, the City of Melbourne municipality.
- Organisations must have fully acquitted previous completed applications and have no outstanding debts to the City of Melbourne.

A single project, event, activity or program will only be considered for one City of Melbourne grant program at a time. Applications must have a focus on local and / or vulnerable communities.

Long Term Funding

Long term funding has two mechanisms that allow Council to provide funding to community organisations and schools either via a competitive or a non-competitive process. A description of the characteristics of each mechanism follows.

General community grants

- A competitive application process to fund community organisations to deliver community identified initiatives.

- These initiatives support Community Funding Outcomes and may support Council strategic documents.

- General community grants have an impact on long term development outcomes and are informed by a strong evidence base of need.

- Minimum funding of $20,000 per year with no maximum per year.

- The term of general community grants is two years with the option to extend a further two years, subject to compliance with requirements.

- Organisations are eligible to apply for one general community grant.

- Wherever possible, City of Melbourne will be a co-funder of initiatives, in order to foster sustainability, non-dependency and to demonstrate organisational viability.

- General community grant recipients enter into a Community Funding Agreement (CFA) with Council. The CFA will outline quarterly reporting requirements and a mutually agreed evaluation framework that focusses on performance and outcome measures.

- CFAs have consistent financial year time frames, with no new CFAs to be entered into at different times.

- Decisions are made in a confidential Council meeting due to the competitive nature of applications, though to ensure transparency, final decisions on successful applicants are made public on the City of Melbourne website.

More detailed and specific information about Long Term Funding – general community grants, including the processes and timelines are outlined in the Long Term Funding Guidelines.

Strategic Partnerships

- Non-competitive process to fund community organisations to deliver Council identified initiatives.

- These initiatives align with Community Funding Outcomes and to Council's strategic documents.

- The partnerships are with sole providers or management identified strategic partners that Council is able to work with collaboratively to deliver community outcomes.

- Council has no direct responsibility to deliver these initiatives. Strategic partners are identified to leverage opportunities to meet community needs and deliver on outcomes identified in Council strategic documents.

- Strategic partnerships are negotiated by management and approved by Council through the annual budget and planning processes with transparent decisions made in open Council and published on website.

- Strategic Partnerships have consistent reporting and contractual agreements. Recipients are required to enter into a CFA with Council that outlines quarterly reporting requirements and a mutually agreed evaluation framework that focusses on performance and outcome measures.

- Recommendations on the term of the CFA for strategic partnerships will be made by management, taking into consideration the time required to have an impact on outcomes and the term of the strategic documents to which they align.

- Strategic Partnerships can be both opportunistic and responsive to partnership requests or deliberate and in response to Council strategic documents.

Annual Funding

Annual funding has two types of programs - programs that are continuously open all year and a program that has two rounds per year. The Community Grants program has two rounds and a broad focus and reach. The continuous programs are open all year, primarily to meet the needs of specific sectors of the community and to provide timely responses to applicants. A description of their characteristics is provided here, with the detailed and specific requirements of each program available within their program guidelines.

Annual Funding – two rounds:

Community Grants program

- Grants for time limited and project based activities that align to the community funding outcomes and are undertaken over a 12 month period.
- Funding is provided for calendar year programs with two funding rounds per year.
- There are three levels of funding:
  - Up to $3000
  - Between $3001 and $10,000
  - Between $10,001 and $20,000
- Applications over $10,000 are accepted in the first round only as the second round has a smaller budget and a shorter period of time to deliver projects.

Annual funding - continuous programs:

Indigenous grants

- Grants for projects that align to the community funding outcomes and target the needs of Aboriginal and Torres Strait Islander people.
- Funding of up to $10,000 per application.
- Program is open all year for submissions, or until funding for that financial year has been allocated.
- Applications requesting more than $10,000 will be considered via the first round of the Community Grants program.

Individual Athlete grants

- Grants for individual athletes representing their club or organisation in international competitions.
- Athletes are required to play, train or compete 60 per cent of their time in the City of Melbourne or be residents of the City of Melbourne.
- Up to $2000 is available for costs associated with training and competitions.
- Open all year for submissions, or until all funding that financial year has been allocated.

Community Use of Town Hall Scheme (CUTHS)

- Support for not for profit community organisations to hold one off or special events that align with the community funding outcomes within Council's civic spaces.
- Civic spaces include the Melbourne Town Hall, North Melbourne Town Hall and the Meat Market.
- In kind contribution to community organisations to the maximum value of $6000 per financial year, primarily to cover hire costs.

- CUTHS does not cover the costs of catering for events.
- Open all year for submissions or until all the funding for that financial year has been allocated.

Assessment processes and decision making

Annual Community Grants and Long Term Funding - General Community Grants	Indigenous Grants	Community Use of Town Hall and Individual Athletes
Applications received with preliminary sorting by staff for eligibility ↓ Council staff provide assessment advice to independent external assessment panel members on applications ↓ External panel members undertake assessment and make recommendations to Council ↓ Council make final decision	Applications received with preliminary sorting by staff for eligibility ↓ Council staff provide assessment advice to independent external assessment panel members on applications ↓ External panel members undertake assessment and make recommendations to Director, Community Development ↓ Director makes final decision ↓ Monthly briefing paper to Councillors on decisions made (or as required)	Applications received with sorting and assessment advice by staff ↓ Manager provides assessment recommendation to Director Community Development ↓ Director makes final decision ↓ Monthly briefing paper to Councillors on decisions made (or as required)

The details of the assessment criteria are specific to each program and are detailed within the program's guidelines.

General terms and conditions for successful applicants

Funding Agreements

Successful applicants will be required to execute a funding agreement that is appropriate and matches the level of funding provided. Agreements will detail conditions of funding including:

- the programs or activities that the organisation has agreed to provide
- the monitoring and reporting requirements
- the grant amount and payment schedule

The City of Melbourne will not provide successful applicants with funds until they have complied with all requirements, terms and conditions outlined in their funding agreements.

Performance management and evaluation

The evaluation and performance of each agreement will be measured against the Community Funding Outcomes and their associated measures. Funded organisations will reach agreement with the City of Melbourne on the appropriate collection and reporting of data against each of the agreed outcomes and measures.

This evaluation and reporting process is to be reasonable and commensurate with the purpose and amount of funding as well as the capacity of the organisation receiving the funding.

Managing performance and risk

The City of Melbourne is committed to building the capacity of not for profit community organisations. As such, the City of Melbourne adopts a developmental approach to risk management and performance issues.

The City of Melbourne will use monitoring and reporting arrangements to track the performance of organisations. Prevention and early intervention will be emphasised by building practical relationships with funded organisations to support them in the development of the skills and capacity to deliver programs. This approach aims to prevent performance challenges that could otherwise arise.

The City of Melbourne may take corrective action when performance monitoring and reporting indicate that the funded organisation is failing to achieve the requirements outlined in funding agreements.

Reporting and acquittals

The reporting and acquittal arrangements will be recorded in the funding agreements and will match the level of funding provided.

City of Melbourne's interest in reporting is directly linked to its requirement to report on how public funds are spent and whether funded organisations have achieved what the City of Melbourne aimed to achieve. Whilst the City of Melbourne is committed to minimising the administrative load on funded organisation, it is also committed to the collection of high quality and relevant data and communicating that back both to Council and to community.

An annual event hosted by the City of Melbourne is part of Council's reporting program and will highlight best practice, what has been achieved by the grants program and by the local community.

Policy evaluation

Twelve months after the expiration of this policy, the City of Melbourne will carry out an independent Community Funding Policy evaluation that will focus on:

- the effectiveness of the Community Funding Policy as a whole in achieving outputs and outcomes aligned with City of Melbourne priorities
- the effectiveness of the operational processes and arrangements of the Program, and
- the efficiency of City of Melbourne's management and administrative processes for the Program.

The results of this evaluation will be used by City of Melbourne to inform the implementation of the next Community Funding Policy.