



**9.2 COMMUNITY GRANTS ASSESSMENT PANEL REFERENCE COMMITTEE - APPOINTMENT 2023-2025**

**EXECUTIVE MEMBER: ALLISON KENWOOD, GENERAL MANAGER, COMMUNITY WELLBEING AND INCLUSION**

**PREPARED BY: EMMA BLACKFORD, TEAM LEADER GRANTS AND FUNDING**

**1. PURPOSE**

1.1 For Council to endorse the appointment of four community members to the Community Grants Assessment Panel Reference Committee and Terms of Reference 2023-2025.

**2. EXECUTIVE SUMMARY**

2.1 The role of the Community Grants Assessment Panel Reference Committee is to assess all applications received through the annual Community Grants Program and make recommendations to Council on the allocation of funding. This is conducted in an equitable and transparent manner aligned to the Council Plan objectives.

2.2 The Committee meets annually to assess applications from the annual Community Grants Program. The committee is divided into two panels assessing different grant categories, with each panel consisting of a Councillor, Council Officer and two Council endorsed Community Members.

2.3 Council endorsed Community Members are appointed to the Committee for a period of two years. The tenure of the current community representatives has now come to an end. A recruitment process was recently conducted to fill the four vacant positions.

2.4 This report recommends the appointment of four community members to the Committee, as detailed in Attachment 2 (Confidential).

2.5 The Community Grants Assessment Panel Reference Committee Terms of Reference has now been updated to align with the current Council Plan for Council and is provided for endorsement as Attachment 1.

**3. RECOMMENDATION**

That Council:

3.1 Notes that the four previous community panel member appointments have ended and formally thanks these committee members for their participation and commitment.

3.2 Appoints the four recommended applicants \_\_\_\_\_/ \_\_\_\_\_/ \_\_\_\_\_ and \_\_\_\_\_ to the vacant positions on the Community Grants Reference Committee from August 2023 through to December 2025.

3.3 Endorse the updated Community Grants Assessment Panel Reference Committee Terms of Reference 2023-2025.

**4. KEY POINTS/ISSUES**

4.1 The Community Grants Program enables Council to partner with local community groups and organisations to deliver programs that support an inclusive, liveable, sustainable, and vibrant Port Phillip community.



4.2 The Community Grants consists of three categories:

4.2.1 The **Community Strengthening** category funds local projects that:

- strengthen and leverage the capacity of the local community and/or local community sector supporting their ongoing sustainability
- are designed to meet the existing and emerging needs of local residents and encourage participation, social connection and value diversity
- contribute to the health and wellbeing of the community and address health inequities
- support environmental sustainability and circular economy.

The maximum funding for each grant is \$10,000.

4.2.2 The **Social Inclusion Partnerships** provides funding to:

- community organisations and groups to partner to develop and deliver projects and activities that increase social inclusion in the community
- engage residents who, for various reasons, may not otherwise have the opportunity to participate in or contribute to broader community life.

The maximum funding for each grant is \$5,000.

4.2.3 The **Program Support** category funds:

- funds small groups for ongoing program
- activities are generally social, such as group outings, or physical exercise such as walking groups.

The maximum funding for each grant is \$1,000.

4.3 The Community Grants Assessment Panel Reference Committee meets to assess applications from the annual Community Grants Program. The Committee is divided into two panels to assess different grant categories, with each panel consisting of a Councillor, Council Officer and two Council endorsed Community Members. The panel makes recommendations for the allocation of Community Grant Funding up to the value of \$285,000.

4.4 Community representatives are appointed for a two-year term.

4.5 Recruitment for new panel members took place in May and June 2023 with the vacant positions advertised in Council's community newsletter Community Sector News, Council's website, LinkedIn, social media and across Council Networks.

4.6 Through the recruitment process eight community members applied. Four applicants were assessed as meeting the criteria, and appropriate to recommend to Council for appointment as Panel members.

4.7 Following Council's endorsement the new panel members will be inducted and trained, in preparation for the grant application pre-assessment process conducted in August / September and grant assessment meetings scheduled for September / October 2023.

4.8 The Community Grants Assessment Panel Reference Committee Terms of Reference has been updated to align with the current Council Plan and is presented for Council endorsement.



**5. CONSULTATION AND STAKEHOLDERS**

- 5.1 Expressions of interest for community members on the Community Grants Assessment Panel Reference Committee were invited from 17 April to 22 May 2023.
- 5.2 Public advertisements were placed in the community sector newsletter 'CoPP This!', on the Port Phillip website, and promoted through social media and across Council networks.

**6. LEGAL AND RISK IMPLICATIONS**

- 6.1 If the nominated candidates are not endorsed the panel will not meet quorum and the community grants assessment process cannot proceed.
- 6.2 Due diligence was undertaken during the recruitment process which included the use of selection criteria to ensure applicants who are recommended for appointment to the Panel bring relevant knowledge and experience.

**7. FINANCIAL IMPACT**

- 7.1 No sitting fees are applicable for the Reference Committee. Panel members participate on a voluntary basis.
- 7.2 \$285,000 is allocated in the 2023-2 Budget for awarding to community groups and agencies through the Community Grants Program.

**8. ENVIRONMENTAL IMPACT**

- 8.1 Community organisations with environmentally sustainable themed projects may apply to the Community Grants Annual Program.
- 8.2 The Community Grants Guidelines and Application Form also requires all project applicants to consider environmental sustainability in their applications.

**9. COMMUNITY IMPACT**

- 9.1 The Community Grants program provides Council with the strategic opportunity to work in partnership with funded groups and organisations to:
  - 9.1.1 strengthen and leverage the capacity of local community groups and networks
  - 9.1.2 enable access to inclusive and accessible events, programs, and services particularly for: older people, people who identify as LGBTIQ+, people with disability, people from multicultural backgrounds, First Peoples, people at risk of or experiencing homelessness, and persons experiencing social and economic disadvantage
  - 9.1.3 build social connections, value diversity and address health and wellbeing inequities in our communities
  - 9.1.4 promote volunteering whilst enhancing the provision of community services, programs and support
  - 9.1.5 foster sustainability initiatives that maximise reuse and recycling opportunities and supports the circular economy
  - 9.1.6 support programs and projects that are innovative and or address local emerging needs within our community.



- 9.2 The Community Members on the Community Grants Assessment Panel ensure that local community knowledge and experience are appropriately represented for the grant's assessment process.

## 10. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

- 10.1 The Community Grants Assessment Panel Reference Committee is aligned with the current Council Plan 2021-31 through the following:

10.1.1 **Inclusive Port Phillip** - a place for all members of our community, where people feel supported and comfortable being themselves and expressing their identities.

- Port Phillip is more accessible and welcoming for people of all ages, backgrounds and abilities.
- Port Phillip is a place where people of all ages, backgrounds and abilities can access services and facilities that enhance health and wellbeing through universal and targeted programs that address inequities.
- People are supported to find pathways out of homelessness.

10.1.2 **Sustainable Port Phillip** - Port Phillip has a sustainable future, where our community benefits from living in a bayside city that is cleaner, greener, cooler and more beautiful. The importance of action in this area is emphasised by Council declaring a Climate Emergency in 2019.

## 11. IMPLEMENTATION STRATEGY

### 11.1 TIMELINE

11.1.1 All community members will be advised of the outcomes of their application in early July 2023, following Council's decision.

11.1.2 Induction and training of new committee members will commence in August 2023.

11.1.3 It is proposed that the Community Grants Assessment Panel Reference Committee will deliberate during September – October 2023 for the assessment of applications.

11.1.4 The Community Grants Reference Committee recommendations will be presented to Council for approval in November 2023.

### 11.2 COMMUNICATION

11.2.1 All applicants will be telephoned, advised of Council's decision and thanked for their interest in applying for the Reference Committee.

## 12. OFFICER DIRECT OR INDIRECT INTEREST

- 12.1 No officers involved in the preparation of this report have any direct or indirect interest in the matter.

## ATTACHMENTS

1. **Community Grants Assessment Panel Reference Committee Terms of Reference 2023-25**[↓](#)
2. **Confidential- Community Grants Assessment Panel Reference Committee Recommendations Appointments 2023-25**