

Newcastle City Council

Policy

Community Place Making Grant Policy

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Community Place Making Grant Policy



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Policy expert/writer	Strategic Planning Services
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Relevant legislation/codes	<i>Local Government Act 1993</i> (NSW) s.610E
Related policies/documents	Community Place Making Toolkit
Related forms	Community Place Making Grant Program Application Form Celebrate Your Achievement acquittal form Project Planning and Management templates

Community Place Making Grant Policy



	Communications Plan template
Required on website	Yes
Authorisations	Functions authorised under this policy including Council Officers authorised to perform the function.

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Part A Preliminary

1 Purpose

- 1.1 The purpose of this policy is to provide a framework for Council to provide grants for place making initiatives for local community projects to achieve safe, vibrant and welcoming places.

2 Definitions

- 2.1 **Agreement** means the agreement entered into by Council and an applicant whose application for a Place Making Grant has been successful.
- 2.2 **Community Place Making Grant** means financial assistance provided by Council as a financial contribution or value in-kind, to support a project, service or activity.
- 2.3 **Community Place Making Grant Panel** means the panel comprising:
 - 2.3.1 Lord Mayor
 - 2.3.2 One Councillor from each ward
 - 2.3.3 Director Planning and Regulatory (or nominee)
 - 2.3.4 Director Infrastructure (or nominee)
 - 2.3.5 Team Coordinator.
- 2.4 **Community Stakeholder** means any person or organisation that operates, lives, works or undertakes recreation in a particular place including residents, property owners, businesses, not for profit organisations and government agencies.
- 2.5 **Council** means Newcastle City Council.
- 2.6 **Financial Assistance** means payments given to individuals or organisations that are not commensurate with a reciprocal benefit received by Council.
- 2.7 **Guidelines** means any guidelines published in connection with Council's Place Making Grant program in any year.
- 2.8 **Place Making** means the active participation of Community Stakeholders in the planning and management of Public Places to achieve safe, vibrant and welcoming places and long term community benefit.
- 2.9 **Public Places** means
 - 2.9.1 Community land owned by Council;
 - 2.9.2 Land over which Council has care and control; or
 - 2.9.3 Publically accessible land owned by another government body or not for profit agency where written permission has been granted for a community project.
- 2.10 **Relevant Council Officer** means the Council employee responsible for administering the Community Place Making Grant Program.
- 2.11 **Value in Kind** means goods or services supplied by Council in connection with a Place Making Grant, including the waiver or discounting of fees and charges for Council facilities. For the avoidance of doubt, the waiver or reduction of fees and charges in accordance with this policy are fees or charges that Council determined payment should be so waived or reduced in accordance with s.610E of the *Local Government Act 1993*.

3 Scope

- 3.1 The policy applies to all applications for Community Place Making Grants.

4 Principles

- 4.1 Council commits itself to the following principles:
- 4.1.1 **Creating safe, vibrant and welcoming** Public Places and neighbourhoods where people feel a strong sense of ownership in their community and a commitment to making things better.
 - 4.1.2 **Facilitating active participation** by Community Stakeholders in the use and development of Public Places at the early planning stages of projects.
 - 4.1.3 **Developing Public Places** that reflect community and cultural values, needs and aspirations and that work well for people.
 - 4.1.4 **Creating Public Places** that feel safe for all including the most vulnerable in the community.
 - 4.1.5 **Accountability and transparency** - The policy provides a framework for the transparent and merit-based provision of support and a system of accountability for the recipient.
 - 4.1.6 **Alignment with Council strategies** - The policy aligns with Council priorities outlined in the Newcastle 2030 Community Strategic Plan and Council's Social Plan (2015).
 - 4.1.7 **Value for Money** - The policy ensures Council considers the value for money received in return for Council's investment.

Part B Scope of Program

5 Amount of sponsorship available

- 5.1 The total amount available under the Community Place Making Grant Program will be determined annually by the Elected Council in connection with the Operational Plan and Delivery Program.
- 5.2 The maximum amount of support available to an applicant under the Community Place Making Grant Program is \$4,000.
- 5.3 Council may decide to offer to an applicant an amount less than what is applied for.
- 5.4 A monetary figure will be allocated to all Value in Kind awarded under the Community Place Making Grant Program, in accordance with its true cost to Council. This amount will be included in the total amount of Community Place Making Grant allocated to any successful applicant.
- 5.5 If awarded a Community Place Making Grant, applicants are prohibited from seeking additional support from other business units, services or committee of Council for the same expense relating to the project/service/activity.
- 5.6 Any amendments to the total budget allocated the Community Place Making Grant Program must be approved by the elected Council.
- 5.7 Only single year commitments may be approved under this policy.

6 Program structure

- 6.1 Council will hold two competitive rounds for the Community Place Making Grant each financial year.
- 6.2 All information will be made available on Council's website.
- 6.3 Council will require your project/service/activity to publicly acknowledge Council's support. The application form will require information on how this will be achieved (including, for example, the inclusion of Council's logo on advertising and collateral, invitations to events and functions for Council representative to present awards). For successful applicants, this requirement will be included in the formal agreement and you will be required to provide evidence in the acquittal reporting.

7 Role of the Community Place Making Grant Panel

- 7.1 Assess and approve proposals lodged for Community Place Making Grants;
- 7.2 Authorise the payment of Community Place Making Grants to successful applicants;
- 7.3 Assist in the implementation of the Policy;
- 7.4 Advocate and assist with the application of Place Making principles as well as other relevant Council strategies and plans; and
- 7.5 Assist Council Officers to identify opportunities for community participation in Council projects in Public Places.

8 Quorum and attendance at Community Place Making Panel meetings

- 8.1 A quorum of the Community Place Making Grant Panel meetings will comprise three of the members provided in clause 2.3.
- 8.2 The Relevant Council Officer will convene meetings of the Community Place Making Grant Panel and other Council officers may attend as necessary. Only the Community Place Making Grant Panel members listed in Clause 2.3 will have voting capacity.
- 8.3 All Community Place Making Grant Panel members and Council officers in attendance must ensure they meet their obligations under the Code of Conduct at all times as well as obligations under other relevant legislation.

Part C Eligibility and assessment

9 Eligibility Criteria

Council will not support applications that do not meet all of the following criteria:

- 9.1 Applicant must comprise a minimum of three individuals or a registered organisation with an ABN (or ACN) or Not for Profit organisation.
- 9.2 Applications from groups of individuals and businesses who can't demonstrate partnership with the community will not be accepted.
- 9.3 Applicants must lodge a completed application using Council's standard Community Place Making Grant Program Application Form in accordance with any published Guidelines.
- 9.4 Applications must be received on or before the advertised due.
- 9.5 The project/service/activity must be scheduled to occur within three months of receiving funding or as agreed with the Council.
- 9.6 Applications for a repeat project in the same location, in consecutive grant rounds will not be supported.
- 9.7 Applications requiring development approval are not able to be funded.
- 9.8 Applicants must have complied with, to Council's satisfaction, the conditions of any previous grant, or sponsorship received from Council.
- 9.9 The project/service/activity must occur in a publically accessible place in the Newcastle Local Government Area.
- 9.10 The project/service/activity must be consistent with the community values defined in the Newcastle 2030 Community Strategic Plan.
- 9.11 The Applicant must be capable of obtaining all regulatory approvals for the project/service/activity.
- 9.12 Applications for support to fund the purchase of furniture/fittings, travel, salaries or private expenses will not be supported.
- 9.13 Applications for profit generating activities by individuals or companies.
- 9.14 Applications assessed by Council to hold unacceptable risk will be rejected.

10 Assessment Criteria

Applications that satisfy the Eligibility Criteria set out in section 9 will then be assessed against the following Assessment Criteria:

- 10.1 Show evidence of local community involvement, interest group and / or local business partnership, assessed through range of groups involved.
- 10.2 Deliver place activation, increases safety and/or amenity, assessed through number, age range and diversity of participants.
- 10.3 Deliver community benefit to those who live, work and/or recreate in the place through enhancement of community wellbeing, innovation and creativity, healthy lifestyles or community infrastructure assessed through opportunity for community members to be involved or new/refreshed infrastructure provided.
- 10.4 Recognition of Newcastle' identity and community capacity assessed through celebration of Newcastle's history, culture and stories assessed through evidence of community capacity building, skills and/or knowledge developed.

11 Assessment of applications

- 11.1 The Relevant Council Officer will conduct a preliminary assessment against the Eligibility and Assessment Criteria set out in sections 9 and 10 of this policy.
- 11.2 It is open to the Relevant Council Officer to amend estimates and projections included in the application prior to assessment, based on information available to Council or Council's past experience. Any significant changes should be notified to the applicant with the reasoning documented.
- 11.3 If the applicant does not agree with amendments suggested by the Relevant Council Officer, the application will still be presented to the Community Place Making Grant Panel for assessment with information from the Relevant Council Officer as to why amendments are recommended.
- 11.4 The Community Place Making Grant Panel will be convened to assess applications. The Community Place Making Grant Panel's assessment must be recorded on an evaluation form and retained in Council's records management system.
- 11.5 Recommendations on allocation of support will be made in accordance with the results of the Panel's assessment.
- 11.6 Any deviation from the approach set out in clauses 11.1 – 11.5 must be approved by the Chief Executive Officer with the reasoning documented.
- 11.7 Each Council Officer involved in the assessment and approval of applications under this Section must comply with Council's Code of Conduct, in particular, the provisions covering Conflicts of Interest.

Part D Agreements, payments and acquittals

12 Agreement

- 12.1 Successful applicants and Council must sign an Agreement, containing Council's terms and conditions of Community Place Making Grant, prior to any monies being released.
- 12.2 Council may terminate the Agreement at any time but will pay for commitments made, subject to milestones being met, to the date of termination.
- 12.3 The Agreement will provide that Council is able to withhold the final payment under the Agreement pending receipt of a satisfactory acquittal report.
- 12.4 The Agreement may include a statement relating to how Council will conduct any regulatory activities with the applicant.

13 Payments

- 13.1 No payments will be made before the Agreement is signed by both parties.
- 13.2 Payment will be in accordance with the Agreement.
- 13.3 Council officers as outlined in schedule 1 can authorise payment of grant money.
- 13.4 All invoices must be received before the end of the financial year in which the Community Place Making Grant was awarded and the project/service/activity held (unless otherwise agreed).
- 13.5 Council will not be liable for any amounts over and above the Community Place Making Grant amount as set out in the Agreement.

14 Acquittal Report

- 14.1 Successful applicants must provide a final acquittal report to Council within the timeframe specified in the Agreement.
- 14.2 The information required will be specified in the Agreement and may include:
 - 14.2.1 final accounts (audited, if appropriate);
 - 14.2.2 evidence of how Council was acknowledged during the event;
 - 14.2.3 an assessment of the benefits realised against the benefits anticipated or estimated in the application form;
 - 14.2.4 formal advice of funds not spent (funds not expended for the purpose outlined in the application must be returned to Council).

Schedule 1 Authorisations

Authority	Position
Preliminary assessment of applications	Relevant Council Officer
Assess and approve applications	Community Place Making Grant Panel
Sign Agreement on behalf of Council	Business Unit Manager
Authorise payments	Business Unit Manager

Approved: _____

Date: _____

Chief Executive Officer