

Community Grants Committee Community Funding Guidelines Review Meeting Agenda



Meeting Name	Community Funding Guidelines Review	Meeting No.	1 - 2020
Meeting Date	Tuesday 8 December, 2020		
Meeting Time	1:00pm		
Meeting Location	Civic Centre, Committee Meeting Room		
Attendees	Cr Bob Hall Cr Jennifer Critch Cr Simon Keemink Cr Steve Douglas Cr Victor Tanti Paul Radalj Brooke Rafferty	By Invitation	
		Apologies	
		Distribution	As above

1. Welcome & Apologies

Meeting opened at 1:00pm

2. Appointment of Chairperson and Deputy Chairperson

Cr Steve Douglas nominated Cr Jennifer Critch as Chairperson of the Community Grants Committee, which was accepted.

COMMITTEE DECISION

MOVED CR STEVE DOUGLAS, SECONDED CR VICTOR TANTI

That the Committee endorse Cr J Critch as Chairperson of the Community Grants Committee.

CARRIED BY CONSENSUS

Cr Steve Douglas nominated Cr Bob Hall as Deputy Chairperson of the Community Grants Committee, which was accepted.

COMMITTEE DECISION

MOVED CR SIMON KEEMINK, SECONDED CR STEVE DOUGLAS

That the Committee endorse Cr B Hall as Deputy Chairperson of the Community Grants Committee.

CARRIED BY CONSENSUS

3. Community Funding Guidelines

Review and discuss the DRAFT Community Funding Guidelines (Attachment 1)

After discussions of the DRAFT Community Funding Guidelines (Guidelines), the following items were discussed and amendments proposed:

1. For all Community Funding Programs, the financial sustainability of the proposal and level of previous support must be taken into account and is to be added as an assessment criteria. AMENDMENT TO GUIDELINES under the "How are Applications Assessed" section to include:
 - *Demonstration of financial sustainability of the proposal into the future;*
 - *Level of support previously provide to the proposal (if applicable).*
2. For all Community Funding Programs, the focus must be on local community groups and organisations; this needs to be highlighted in the assessment criteria. AMENDMENTS TO GUIDELINES under the "How are Applications Assessed" section to be re-worded and to include:
 - *Demonstration of ~~economic~~ and community benefits to the Greater Geraldton residents*
 - *Demonstration of economic boost to the Greater Geraldton region*
3. For all Community Funding Programs, under the Accountability section, point six (6) is to be re-worded to say
AMENDMENTS TO GUIDELINES under the "Accountability" section to be re-worded to say:
 - 'If required *by the City*, provide Progress Report/s by the date/s stipulated in the Funding Agreement;'

The following discussions were noted:

1. City's Comms Team are requested to contact the successful applicants regarding the use of the City's logo in marketing and promotional material, ensuring it follows the City's Style Guide.
2. City's Comms Team will be asked to make the Community Funding Guidelines into a more attractive document for publication on the website and distribution to the public.
3. Quarterly Briefing Note to be prepared for Council on funding awarded through all Community Funding Programs.
4. Assessment Criteria and Scoring to be updated to reflect the changes to the Guidelines and distributed to the Committee by email for review and endorsement.

COMMITTEE DECISION

MOVED CR SIMON KEEMINK, SECONDED CR BOB HALL

That the Committee endorse the following amendments to the Guidelines:

1. **Include under the "How are Applications Assessed" section:**
 - *Demonstration of financial sustainability of the proposal into the future*
 - *Level of support previously provide to the proposal (if applicable)*
 - *Demonstration of economic boost to the Greater Geraldton region*
2. **Re-word under the "How are Applications Assessed" section to say:**
 - *Demonstration of ~~economic~~ and community benefits to the Greater Geraldton residents*
3. **Re-word under the "Accountability" section to say:**
 - *If required by the City, provide Progress Report/s by the date/s stipulated in the Funding Agreement*

CARRIED BY CONSENSUS

4. Community Grants Program – Round 24 Application

Review and discuss the DRAFT Community Grants Program – Round 24 Application (Attachment 2)

Following on from the discussions relating to the Guidelines, the following amendments to the Community Grants Program – Round 24 Application (Application) were proposed:

1. Under 'Project Details' determine if the proposal is a one-off project or if it will continue into the future. If they indicate that it will be an ongoing project, determine how the applicant will continue to deliver the project (i.e. is it dependant on external funding or will the applicant have the capacity to deliver the project on its own).

COMMITTEE DECISION

MOVED CR STEVE DOUGLAS, SECONDED CR SIMON KEEMINK

That the Committee endorse the following amendments to the Application:

1. **Under 'Project Details' determine if the proposal is a one-off project or if it will continue into the future. If they indicate that it will be an ongoing project, determine how the applicant will continue to deliver the project.**

CARRIED BY CONSENSUS

5. Close

Meeting closed at 1:50pm