

GRANT POLICY

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Introduction

The Grant Policy applies to grants to the community that are considered and approved by United Way Glenelg for specific agreed purposes. It applies to all Community Partners where United Way Glenelg is providing a funding contribution directly to an organisation or auspice organisation.

United Way Glenelg provides ongoing, annual and, in some circumstances, multi-year funding to support the community to respond to community needs, provide programs and services that strengthen the Glenelg Shire community and deliver strategic outcomes for United Way Glenelg. United Way Glenelg is entrusted to provide this funding as per the commitment statement.

The following fall within the scope of the Grants Policy

- Community Fund
- Lewis Court Fund
- Shark Pitch

Definition

Grant means a sum of money given to organisations with an expectation that the money will be used for an agreed and specified purpose.

Acceptance of funding conditions means the information provided by a grant recipient that ensures that funds have been, or will be, administered responsibly and in line with the conditions of the grant program.

Purpose

This policy outlines United Way Glenelg's commitments and responsibilities in providing grants to the community and provides guidelines for the consistent management of grant programs across United Way Glenelg based on the principles of community development, good governance and best practice in grantmaking.

Objectives

In providing funding, United Way Glenelg aims to:

- make a positive impact on the quality of life and community spirit for all people who live in the Glenelg Shire community.

- collaborate with and allocate resources to individuals and groups, to improve health, education, and income stability outcomes for people of all ages.

Management of grants programs

In line with good governance and best practice in grantmaking, United Way Glenelg is committed to delivering grant programs that are:

- Ethical and accountable – grant processes are robust and stand up to scrutiny, governance is clear and strong, and appropriate policies and procedures are followed.
- Strategic and needs-based – a range of projects that align with United Way Glenelg’s strategic priorities, respond to community needs and provide outcomes that benefit Glenelg Shire residents.
- Community Partner focused and efficient – grant programs that are consistent across all funds, grant information is accessible and processes for applicants are well organised and streamlined.

Administration of grant programs

1. Application processes

Grant opportunities will be widely promoted across the Glenelg Shire community using a variety of promotional avenues to ensure everyone who is eligible to apply for a grant is given the same opportunity to do so.

The amount of detail required from the applicant will be proportional to the grant amount.

Each grant program will have its own set of guidelines. These guidelines will be provided in a consistent format across United Way Glenelg funds and will outline to the community the specific purpose, process and conditions of the grant program. Guidelines specific to each grant program will include the following:

- » Objectives of the program
- » Application process
- » Eligibility and assessment criteria
- » Acquittal/reporting process
- » Timelines
- » Funding conditions (if different to standard conditions detailed in point 3)

Community Partners must use the online grant application form to ensure a consistent, efficient and user-friendly format is obtained. United Way Glenelg will support Community Partners on the use of this form and Grant Information sessions will be held annually or upon request.

Personal information about individuals collected during the grant process will be treated under United Way Glenelg’s Privacy Policy.

2. Assessment processes

Where possible, community members who are United Way Glenelg donors will be involved in the assessment of grant applications as part of the Allocations Panel.

To ensure transparent decision-making processes, applications will be assessed based on criteria provided in the fund guidelines and in line with United Way Glenelg's Transparency and Accountability Policy.

Any Conflicts of Interest will be managed under the Conflict of Interest Policy and procedures.

To ensure an accountable and transparent assessment process anyone with a conflict of interest will not participate in any discussions or decision relating to the specific application.

All applicants will be informed of the outcome of their application in writing and offered the opportunity to discuss the application process.

Community Partner concerns and complaints will be managed by United Way Glenelg Executive Officer and referred to the Community Partners Sub-Committee.

3. Standard Conditions

The following conditions apply to all United Way Glenelg's grants and funding programs. United Way Glenelg's contribution is limited to the amount funded with all other costs associated with the project being borne by the grant recipient.

- The project must commence within 12 months of the *Acceptance of Funding Conditions* being signed and be delivered in a proper, timely and efficient manner using an appropriate level of care, skill, diligence and foresight. Organisations must request in writing if an extension of time is required.
- The Community Partner will use the whole of the funds exclusively for the project as described in the application for the funds, and not for any other purpose.
- Any variation to the funding agreement, such as the use of surplus funds, must be discussed with the Executive Officer and if appropriate the request be submitted in writing. This will then be reviewed and assessed by the Community Partners Sub Committee. It may require a corrective action plan to the agreement or be noted in the Community Partners committee minutes. The outcome will then be communicated back to the community partner. Any non-compliance may result in ineligibility for future funding rounds.
- Successful applicants must undertake to credit United Way Glenelg in all reports, media releases, launches and any other communication relating to the successful program. Materials, including logos, will be made available for this purpose. The evaluation report requires evidence of this in the form of newspaper articles, media release, flyers or promotional material.

- If an organisation granted funding amalgamates with another organisation during the funding year, United Way Glenelg reserves the right to review the situation and determine if the funding is still required.

4. Reporting

United Way Glenelg has a responsibility to ethically and fiscally manage all donations. As such, all funded community partners are required to submit an evaluation report.

An Evaluation Form is provided with all funding agreements and must be completed and returned to United Way Glenelg within two (2) months of project completion. Failure to comply may result in ineligibility in future funding rounds. United Way Glenelg has the discretion to request the return of funds where evaluation and evidence of acquittal of funds are not received.

Evaluations with Exceptions

Where an exception occurs throughout the project the Executive Officer must be notified as soon as practicable. This will be discussed with the Community Partner Sub Committee and a written account may be requested and evaluated. If the evaluation indicates material weakness, a corrective action plan must be submitted to United Way Glenelg for review to ensure continued compliance with the signed *Acceptance of Funding Conditions*. Unsatisfactory responses will result in ineligibility in future funding rounds.

Authorisation

President
United Way Glenelg

Review Date

March 2026

Related Policies

- Privacy Policy
- Transparency and Accountability Policy.
- Conflict of Interest Policy and Procedures