

# GRANTS POLICY

<b>Approval Body:</b>	ELT
<b>Endorsement Date of Current Version:</b>	7 January 2026
<b>Current Version:</b>	<p>2.0</p> <p><i>Policy documents change from time to time and it is recommended that you consult the electronic reference copy on the Casey Council's Website to ensure that you have the current version. Alternatively, you may contact Customer Service on 9705 5200</i></p>
<b>Compulsory Review Cycle:</b>	4 years
<b>Review Date:</b>	<p>7 January 2026</p> <p><i>It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively.</i></p> <p><i>Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of the approval body.</i></p>
<b>Responsible Department:</b>	Active Communities
<b>Responsible Team:</b>	Community Activation
<b>Relevant Legislation:</b>	<p>Local Government Act 2020</p> <p>Privacy and Data Protection Act 2014</p>
<b>Relevant Council Documents:</b>	<p>Council Plan 2025-29 (including Municipal Public Health and Wellbeing Plan 2025-29)</p> <p>Long-Term Community Vision 2035</p> <p>Code of Conduct</p> <p>Privacy Policy</p> <p>Gambling Harm Minimisation Policy</p> <p>Complaint Handling Policy</p> <p>Casey Grants Policy Gender Impact Assessment</p>
<b>ECM ID:</b>	15857706

## 1. Purpose and Intent

Grant funding is essential for supporting and strengthening local communities. Through ongoing, annual and multi-year grant programs, the City of Casey provides a range of funding opportunities that support residents, enable the community to respond to local needs, provide programs and services that benefit community members and deliver outcomes that align with Council's strategic aims.

This policy outlines Council's commitments and responsibilities in providing grants to the community and provides guidelines for the consistent management of grant programs across Council. The policy supports community development, inclusion, best practice in grants administration and fair and transparent decision making. It also ensures that applicants are aware of conditions and responsibilities in relation to grant funding from Council.

## 2. Scope

The policy applies to grants to the community that are considered and approved by Council for specific agreed purposes. It covers Council officers, assessors and individuals, auspices, organisations or groups that are applicants or recipients of Council grant funding. It applies to all Council Departments involved in the promotion, assessment and management of grant programs where Council is providing a grant directly to an organisation, auspice organisation or individual. (Refer to Appendix 2 for Council grant programs within the scope of this policy).

## 3. Definitions

Key term	Definition
<b>Council</b>	means Casey City Council, being a body corporate constituted as a municipal Council under the Local Government Act 2020
<b>Councillors</b>	has the same meaning as in the Local Government Act 2020
<b>Council officer</b>	means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
<b>Grant</b>	means a sum of money given to a group, organisation or individual with an expectation that the money will be used for an agreed and specified purpose.
<b>Applicant</b>	means the individual, organisation or community group that has applied for and/or received the grant.
<b>Acquittal</b>	means information provided by a grant recipient that ensures that funds have been administered responsibly and in line with conditions of the grant program.
<b>Assessor</b>	means a person that undertakes a task of reviewing a grant application and making a recommendation on funding and conditions.
<b>Auspice</b>	means an organisation that agrees to distribute and manage a grant on behalf of another organisation. The auspice is mainly responsible for financial and acquittal requirements.
<b>Project</b>	means the program, activities, event or service being funded through the grant.
<b>Recipient</b>	means the person, organisation or group that has been approved for or received a grant.

## 4. Policy

### 4.1 Objectives

In providing grant funding, Council aims to:

- Strengthen the Casey community through support of a diverse range of activities, services, and programs that are responsive to community needs.
- Create a thriving and active community that is healthy, safe, inclusive, connected and reflects the diversity of Casey.
- Build the capacity of local organisations and foster partnerships within the Casey community to support planned growth, collaboration and sustainability.

### 4.2 Management of grants programs

The principles of good governance and best practice in grant administration underpin the management of Council's grant programs. Council is committed to providing grant programs that are:

#### 4.2.1 Ethical and accountable

Council will ensure:

- grant processes are robust and stand up to scrutiny
- governance is clear and strong
- appropriate policies and procedures are followed
- due diligence is applied to applications and reports
- community members have a role in assessment where applicable
- assessment is transparent, consistent and against stated criteria
- grant recipients are published on Council's website.

#### 4.2.2 Strategic and outcomes focused

Grant programs offered by Council should support projects that:

- respond to community needs and emerging community priorities
- address service gaps
- provide outcomes that maximise benefits for Casey residents
- strengthen community organisations and networks
- represent good value for money
- align with Council's strategic priorities.

#### 4.2.3 Inclusive and accessible

Council is committed to:

- widely promoting grant opportunities
- reducing barriers for participation by people from different genders and diverse groups
- providing a range of accessible resources, support and training to applicants and assessors
- addressing unconscious bias and equity in grant processes.

#### 4.2.4 Customer focused and efficient

Council will have:

- well documented and accessible grant information
- consistency in grant programs across Council
- well organised and streamlined processes
- requirements that are proportionate to the grant amount provided and identified risks

- opportunities for applicants to provide feedback to improve grant processes and customer experience.

## 4.3 Administration of grants programs

### 4.3.1 Application processes

Grant opportunities will be widely promoted across the municipality using a variety of promotional avenues. Council officers will keep Councillors informed of grant opportunities and invite Councillors to share information about grants within their wards.

Each grant program will have its own set of guidelines which will be published on the City of Casey website or provided by email. These guidelines will outline to the community the specific purpose, process and conditions of the grant program. Guidelines specific to each grant program should include the following:

- Objectives of the program
- Application process
- Eligibility and assessment criteria
- Acquittal/reporting process and requirements
- Timelines
- Funding conditions (if different or in addition to standard conditions detailed in Appendix 1)

Council will use an online grants administration system to ensure a consistent, efficient and user-friendly customer experience. Customer support to use this system will be provided at Grant Information sessions or upon request.

Personal information about individuals collected during the grant process will be treated in accordance with Council's Privacy Policy.

Council is unable to provide grant funding on an ad hoc basis or outside its established grant programs. Any unsolicited requests for funding will be referred to a relevant grant program where available and must meet the specific criteria and guidelines to be considered.

### 4.3.2 Assessment processes

Council officers will conduct eligibility assessment against submitted applications and progress eligible applications to the assessment stage. An application may be considered ineligible if it does not meet the criteria stated in the guidelines, if the applicant is not compliant with requirements for a previous grant, or if Council determine that supporting the applicant or project may pose reputational damage.

Where practicable and appropriate, community members will be involved in the assessment of applications and will adhere to Council's Code of Conduct (which applies to employees and volunteers) and conflict of interest obligations and procedures. Depending on the specific grant procedure, assessment panels may comprise of:

- a mix of community representatives and Council officers
- community representatives only
- Council officers only

Community representatives include members of Council's endorsed Community Selection Panel pool, and from time to time subject matter experts from the community sector and other councils.

In accordance with Victorian Auditor-General's Office recommendations, Councillors do not have a role in assessing and making recommendations on grant applications. Council officers will inform Councillors of the outcomes of annual and multi-year grant programs for organisations following the assessment and approval period.

Assessors will be appropriately trained and inducted and where possible, undertake an individual assessment of applications prior to assessment panel discussions and processes.

All assessors are required to declare any conflicts of interest and these will be managed according to the Local Government Act 2020 and Council's conflict of interest obligations and procedures. To ensure an accountable and transparent assessment process anyone with a conflict of interest will not participate in any discussions, assessment or decision relating to the specific application.

To ensure transparent decision-making, applications will be assessed based on criteria provided in the program guidelines. In addition, assessors may also consider the distribution of funded projects across the municipality, other funding received by the applicant and the comparative outcomes for Casey's priority populations.

Where approved grant funds are not taken up by an applicant, Council officers may refer to panel assessments and obtain relevant approval to allocate this funding to those identified as 'reserve' projects or those ranked next in panel assessment scoresheets.

Council may reject any applications that it determines do not align with Council's priorities or values, or it deems could be detrimental to Council's reputation.

All applicants will be informed of the outcome of their application in writing and offered the opportunity to discuss the application process. Unsuccessful applicants can seek feedback from officers in relation to funding conditions and assessment panel decisions.

Any further concerns and complaints will be managed according to Council's Complaint Handling procedure.

### 4.3.3 Reporting processes – variations, reports and acquittals

Requests from applicants to make variations or changes to funded projects or project expenditure items must be received through Council's formal processes and will be assessed and approved by Council officers. Council approval should be gained before project or budget changes are implemented.

Grant recipients are required to account for use of grant funds through a reporting or acquittal process which describes the progress or outcomes of the project and details project expenditure and use of grant funds. In some cases, receipts are required to be submitted to substantiate grant expenditure. The required reporting or acquittal process will be outlined in the grant guidelines, correspondence from Council or funding agreement.

If an applicant is unable to provide required receipts or submit reports and acquittals to the satisfaction of Council, the applicant may be ineligible for further funding, or have grant payments withheld until rectified.

## 4.4 Standard grant conditions

The standard conditions that apply to all Council's grants and funding programs are detailed in Appendix 1. Applicants will seek and accept grant funds based on these conditions. Additional conditions or requirements may also be detailed in grant program guidelines, correspondence from Council in relation to the grant, and grant agreements.

## 4.5 Budget allocation of grants

Council will determine funding pools for grant programs annually as part of its budget process. Council reserves the right to change these amounts as deemed appropriate.

## 4.6 Responsibilities

Who	What
Community Activation and other Council Departments responsible for grant programs	Develop grant guidelines and administer grant processes
Community Activation	Coordinate Community Selection Panel pool
Community Activation and Communications	Publish grant recipients on Casey website
Governance Department	Privacy Policy
Chief Executive Officer, Directors, Managers and other leadership positions	Be aware of and comply with relevant standards and statutory obligations

## 4.7 Breaches

NA

## 5. Relevant Forms

Title	Link
Conflict of Interest	<a href="#">Disclosing conflicts of interest</a>
Making a complaint	<a href="https://www.casey.vic.gov.au/make-complaint">https://www.casey.vic.gov.au/make-complaint</a>

## 6. Document History

Date approved	Change Type	Version	Next Review Date
7 January 2026	Major changes made to document layout, terminology and expanding detail on grant processes in line with review period.	2.0	7 January 2030
23 November 2021	Minor Changes – template and increased clarity	1.1	23 November 2025
9 November 2021	Document Initiation	1.0	30 June 2021

## Appendix 1

### City of Casey standard grant conditions

1. When an organisation or individual accepts a grant and/or signs an agreement it means that they accept the conditions within this policy, guidelines relevant to the specific grant program, funding agreement or correspondence from Council.
2. Council's financial contribution is limited to the amount granted with all other costs associated with the project the responsibility of the grant recipient.
3. Funding must only be used for the purposes outlined by Council in the grant correspondence or agreement. Changes or variations can only be made if requested through Council's formal process and approved by Council officers beforehand.
4. If more than 10% of the grant is not spent, the unexpended funds must be returned to Council in full, unless stated otherwise in guidelines, Council correspondence and/or agreement.
5. Council reserves the right to withdraw funding and/or cease partnership with a grant recipient if Council deems that the project is not progressing satisfactorily, the organisation ceases to be eligible, the organisation breaches funding conditions, or the project risks the positive reputation of the City of Casey. If this occurs, the grant recipient will be fully liable for costs involved and grant funds must be returned to Council.
6. Where an applicant applies with an auspice, the auspice organisation will be responsible for receiving and distributing grant funds and ensuring grant projects and acquittals are completed. The auspice organisation must meet the eligibility requirements for the grant and complete Council's Auspice Agreement form prior to grant funds being paid.
7. The organisation or individual receiving the grant must comply with applicable legal and insurance standards in relation to the project, and obtain all relevant permits or approvals from Council or other statutory bodies before they proceed with their project.
8. The organisation or individual receiving the grant must comply with all relevant Child Safety laws relating to the project including but not limited to the Child Wellbeing and Safety Act 2005.
9. The organisation or individual receiving the grant cannot use Council's logo in promotional material unless they have approval in writing by the City of Casey.
10. Grant funded projects cannot be held in a venue that has Electronic Gaming Machines, or receive support from the gambling industry. Refer to Council's Gambling Harm Minimisation Policy for definitions and further information.
11. Applicants that have an outstanding debt to Council or have not met the requirements of past grants, including submission of reports or acquittals to the satisfaction of Council, may be ineligible for future grants or have grant payments withheld until rectified.
12. Any other funding conditions will be outlined in individual program guidelines, Council correspondence and/or funding agreements.

## Appendix 2

**City of Casey grant programs fall within the scope of the Grants Policy.**

- Achievement Grants
- Ageing Positively Festival Grants
- Biodiversity Incentive Scheme Grants
- Business Grants
- Community Grants
- Community Service Organisation Funding
- Community Service Organisation Growth & Attraction Fund
- Creative and Cultural Development Fund
- Environment Grants
- Equipment and Training Grants
- Event Funding
- Living Lab Grants
- Major Event Sponsorship
- Meals Subsidy Program
- Minor Capital Works Investment Program
- Quick Response Grants

Note: Grant programs listed in this Appendix may be updated periodically in accordance with grant name changes, discontinuation of grant programs or introduction of new grant programs.

### Contact the City of Casey:

**Web:** [casey.vic.gov.au](http://casey.vic.gov.au)

**Email:** [caseycc@casey.vic.gov.au](mailto:caseycc@casey.vic.gov.au)

**Phone:** 03 9705 5200

**Post:** PO Box 1000, Narre Warren VIC 3805

**NRS:** 133 677 (for the deaf, hearing or speech impaired)

### Customer Service Centres:

**Narre Warren:** Bunjil Place, Patrick Northeast Drive

**Cranbourne:** Cranbourne Park Shopping Centre

**ABN:** 43 320 295 742



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