

Excellence Grants for Individuals

Approval by:	Chief Executive Officer	Directorate:	Customer and Performance
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1. Purpose

The purpose of this procedure is to provide funding assistance to Knox residents, who are selected to represent either Victoria or Australia in a competitive endeavor or an elite performance.

2. Context

Knox City Council is committed to building a stronger and better community by increasing opportunities for local residents so they can achieve their goals and reach their full potential.

In order to reach the elite level of competition the individual and their family often have to make many social and economic sacrifices. The Excellence Grant for Individuals specifically aims to support these individuals in their pursuit of the highest levels of performance and development by providing funding to assist with the cost of:

- Travel;
- Accommodation; and/ or
- Uniform and equipment purchase or hire.

3. Scope

This procedure applies to individuals who live in the City of Knox and are competing or performing at a state, national or international level in the following areas:

- Sports and recreation;
- Education;
- Arts and culture; and
- Environmental and/ or humanitarian initiatives.

This procedure applies to all applications received and grants allocated through the Excellence Grants for Individuals Program. The Excellence Grants for Individuals program is not designed to supplement, subsidise or replace existing Council budget allocations.

4. References

4.1 Knox City Council Plans

- Knox Council Plan 2021-2025
- Knox Community Plan 2021–2031

4.2 Relevant Legislation

- Local Government Act 2020

4.3 Charter of Human Rights

This procedure has been assessed against and complies with the Charter of Human Rights.

4.4 Related Council Policies

- Council Grant Framework Policy
- Complaint Handling Policy and Procedure
- Knox City Council Governance Rule (Chapter 5 Conflicts of Interest)
- Fraud and Corruption Control Framework

4.5 Related Council Procedures

- Community Development Fund Procedure
- Minor Grants Program Procedure
- Knox City Council Fraud and Corruption Control Procedure

5. Definitions

In this procedure:

Acquittal	means information provided by the grant recipient that proves that funds have been spent responsibly and in line with the conditions of the grant program
Chief Executive Officer	means the Chief Executive Officer of Knox City Council.
Competition	means an organised contest of State, National or International importance in which people take part with the intention of winning.
Council	means Knox City Council, whether constituted before or after the commencement of this Procedure.
Delegate(s)	means a Council officer selected by the Chief Executive Officer to administer the Excellence Grants for Individuals program.
Event	means an event, conference, performance or exhibition of State, National or International importance that further develops the skill of the individual and their capacity to succeed in their chosen discipline.
Funding agreement	means an agreement between the grant recipient and Council that documents the agreed objectives of the grant and the accountability requirements of the grant.
Grant	means a sum of money given to an individual with an expectation that the money will be used for an agreed and specific purpose.
Individual	means a resident of the Knox Municipality.

6. Council Procedure

The objectives for the Excellence Grants for Individuals Program are to:

- Increase individual participation in their community;
- Increase inclusion and representation of underrepresented individuals;
- Assist individuals to develop skills and build capacity; and
- Foster pride for the great achievements of individuals in the Knox community.

Individuals can apply for a grant up to the following maximum grant limits:

- If the competition or event is held within Victoria - \$150
- If the competition or event is held outside Victoria but within Australia - \$250
- If the competition or event is held internationally - \$400

6.1 Annual Budget Allocation

A budget allocation will be made in each financial year to respond to requests for funding from individuals to assist with costs associated with representing Victoria or Australia in an eligible competition or event. The allocated funds will be distributed equally across the 12 months of the financial year. Unallocated funds in any month will be carried forward to the following month.

Once the funding allocation has been fully expended, no further grants may be made under this program within the financial year unless further funds are allocated by Council.

6.2 Applications that may be supported - eligibility criteria

To apply for an Excellence Grant for Individuals, the following criteria must be met:

- The applicant is a resident of Knox;
- The applicant has been selected or personally invited to participate in a competition or event by a national or state peak body or governing organisation of the specialised area;
- The applicant has not received an Excellence Grant for Individuals in the current or previous financial year.

6.1 Applications that won't be supported

An individual is not eligible to receive grant funding under this procedure if:

- The competition or event has already taken place;
- Council has awarded a grant under another procedure which benefits the individual applicant for the same competition or event;
- They have outstanding acquittal documentation from a previous Council grant;
- More than two (2) individuals from the same club/organisation have already received funding for the same competition or event;
- The applicant is being remunerated for their participation (excluding prize money);
- The funds are proposed to be used to contribute to membership expenses; and
- The competition or event exposes Council to adverse criticism due to controversial issues (e.g. political or cultural sensitivities).

6.3 Application Process

- Grant opportunities will be widely promoted using a variety of promotional avenues to enable everyone who is eligible to apply for a grant is given the same opportunity to do so.
- All requests for funding must be completed through the Smarty Grants Online Portal.
- Applications must include:
 - A letter or other official documentation from the peak body or governing organisation of the specialised area that confirms that the:
 - Competition or event is of state, national or international standard; and
 - Individual has been selected or personally invited to participate in the competition or event.
 - Applicants must also provide a letter detailing proof of costs to be incurred, e.g. airfare, accommodation or entrance fees.
- The Chief Executive Officer (or delegate) will consider, allocate and administer all grants received in accordance with this procedure.
- Personal information about individuals collected during the grant process will be treated in accordance with Council's Privacy Procedure and this procedure.
- Applications will be assessed in the order in which they are submitted.
- Where the applicant is under 18 years of age, the application must be supported by the individual's parent/guardian with all relevant grant funding being paid directly to the parent/guardian.

6.4 Timeframes

There is no closing date for the Excellence Grants for Individuals Program however, it is preferable that applications be received at least two (2) months before the start of the planned competition or event to enable assessment and payment of grant funds.

Applicants will be advised in writing of the funding decision as soon as practicable and within one (1) month of Council receiving the application.

From the date of notification of the funding decision, successful applicants should allow approximately 30 days for a grant payment to be received.

6.5 Funding Conditions

Successful applicants are expected to appropriately acknowledge Council's contribution in media, social media or other public relations opportunities.

Successful applicants may also be asked to assist Council in its future promotional and fundraising activities by attending functions or meetings to discuss, advise, display, perform or demonstrate individual ability and expertise.

6.6 Acquittal Requirements

Successful applicants must provide proof of purchase/expenditure within 3 months of the expenditure or within 12 months from receipt of the grant, whichever is the earlier.

Upon request, the individual must also provide Council with a short statement about their experience at the competition or event and one (1) image. Council reserves the right to use this statement and image when promoting the Excellence Grant for Individuals Grant program.

The acquittal needs to be submitted online via the Smarty Grants online portal.

Failure to acquit a grant appropriately may result in the individual being asked to repay Council in full for grant money received and exclusion of the individual from future grant rounds.

In the case that the applicant has to withdraw from the competition or event for any reason, or the competition or event for which funding has been awarded is cancelled, the applicant will be required to reimburse Knox City Council the full grant amount awarded.

6.7 Reporting to Council

A public report shall be presented to Council on a quarterly basis outlining grant expenditure for the period.

Information regarding applicants received throughout the application process may be included in the report to Council.

7. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this procedure. Where an update does not materially alter this procedure, such a change may be made administratively and approved by the Director Customer and Performance. Examples of minor administrative changes include changes to names of Council departments or positions, changes to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this procedure, it must be considered by the Chief Executive Officer.