

# Knox Grants Accountability

The role of a database

### **Accountability Basics**

### To whom are we accountable?

- Council
- Ratepayers
- The Knox community

### What are we accountable for?

- The distribution of public funds to meet community expectations
- The appropriate & proper use of public funds
- The adequate reporting on the use of public funds

### How do we maintain accountability?

- Documented policies
- Clear processes
- Consistent & thorough record keeping



### Why we give grants



Council provides grants to local, 'not-forprofit community organisations to assist them in undertaking projects that aim to enhance life for people living in Knox.

"....to create safe, strong and caring communities with unique character..."

### Knox CDF Database - Current Scope







### **Key Features of Knox CDF Grants Database**

- A register of community organisations (current & archived)
- Generates correspondence & standard documents with specific project details
- Processes scoring & ranking of projects
- Generates reports
- Maintains records of projects and processes

# **Database features: Register of Organisations**



E8	Organisation Details								
	Organisation Details								
	Organisation Details		Correspondance						
	Organisation Name:	Coonara Community House Inc	Contact Title:	Mrs					
	Service Description:	Community House	Contact First Name:	Leanne					
	Service Location:	22 Willow Road	Contact Surname:	Fitzgerald					
	Suburb/Postcode:	Upper Ferntree Gully 3156	Contact Position:	Team leader					
	Phone:	9758 8708	Phone (H):	03 9758 9801					
	Fax:	9753 6034	Phone (W):	Note: Dbl Click					
	Email:	coonarahouse@optusnet.net.au	Mobile:	on Payee to ADD new					
	ABN:	65 554 350 180	Alternative Payee:	▼ Payee details.					
	Registered for GST?:	Y Y/N	Email:	coonarahouse@optushome.com.au					
	Incorporated?:	Y Y/N	Postal Address:	PO Box 7041					
	Operational Invite?:		Suburb/Postcode:	Upper Ferntree Gully					
	Deductable Gift Recipient		General Contact						
	Income Tax Exempt Charity	y Y/N	Contact Surname:						
	Exclude From Guidelines Mailout		Contact Position:						
	Auspice Body	Y/N	Phone (H):						
	Registration Of Interest	Date Entered:	Phone (W):						
	Period:		Mobile:						
	Notes?	Income Tax Exempt Charity	Email:						
	History of Alterations								
	Date N	Votes							
	▶ 14/10/2005 de	etails updated from CDF application	A	Cours   DETUDAT					
	1/12/2005 Pr	resident- Lynne Gibb, Secretary - Sally Dusting-Lair	Archive	Save RETURN					
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### **Generates Standard Documents: Acquittal Form**





#### PROVISION OF «SECTION» FINANCIAL ACQUITTAL FORM

	Knox City Council	Perio	od of Agreement	«Previous» to «Po	eriod»
То	be completed and retu	rned by «FAC	OReturnDate» to:		
	Knox Cit Locked I	Position» y Council	3152		
1.	Name of Organisation	1:			«Organisation»
2.	Name of Project:				«ProjectTitle»
-	Amount allocated by	Council:			«AmtApproved»
				GST:	«GST»
				Total:	«Total»
3.	The following must be	e attached to	this Acquittal Form	:	
	<ul> <li>Itemised report of</li> </ul>	f funding expe	enditure		
	<ul> <li>Annual Audited F</li> </ul>	inancial state	ment; or		
	<ul> <li>Receipts (organis receipts)</li> </ul>	sations not pro	oviding an audited	statement must prov	ided copies of
4.	Expenditure of funding	g:			
	ACTIV	TTY/ITEM		\$	
	(Add attachment if red				-

5. Unexpended funding YES / NO. If yes, amount DECLARATION: I, acting in the authorised position of Print Name ..... for the «Organisation» Name of Organisation declare that to the best of my knowledge all details supplied on this form are accurate and complete. All funding provided for the project as approved by Knox Council has been expended in accordance with the Service Agreement or is otherwise returned with this Acquittal Form.

### **Generates Standard Documents: Outcomes Report**





#### COMMUNITY DEVELOPMENT FUNDING

REPORT OF PROJECT OUTCOMES 1<sup>ST</sup> APRIL «PERIOD» TO 31<sup>ST</sup> MARCH 2006

To be completed and returned by «FACODate» to:

«OfficerName» «OfficerPosition» Knox City Council Locked Bag 1 WANTIRNA SOUTH

3152

Name of Organisation:

Name of Project:

Amount received from Council:

GST Amount:

"Organisation»

"ProjectTitle»

"AmtApproved»

"GST»

Describe the outcomes of the project (refer to Service Agreement signed on receipt of grant).

«Total»

Project Aim	Project Outcome	How Outcome Measured
«ProjectAimAmended»		



#### COMMUNITY DEVELOPMENT FUNDING

### REPORT OF PROJECT OUTCOMES 1<sup>ST</sup> APRIL «PERIOD» TO 31<sup>ST</sup> MARCH 2006

Copies of supporting documentation such as publicity material, operational statistics and annual reports must be provided.

DECLARATION:	
I,	acting in the authorised position of
Position Held for the	«Organisation» Name of Organisation
declare that to the best of my knowledge all complete.	details supplied on this form are accurate and
Signature:	Date:

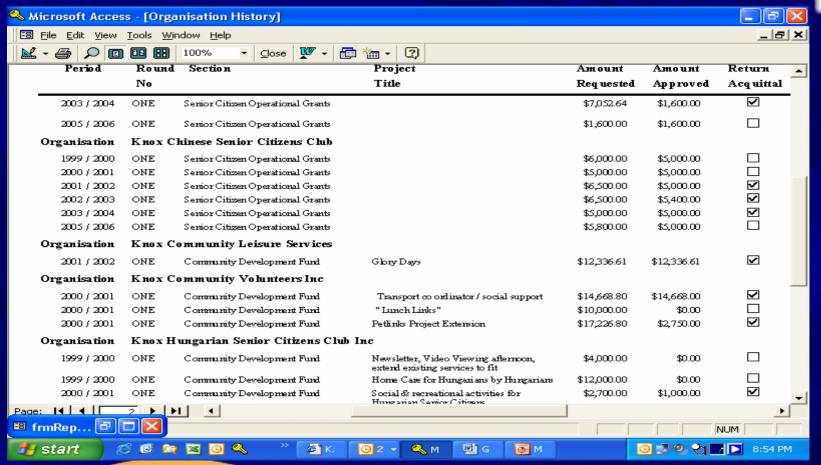
# **CDF Evaluation Scoring Screen**



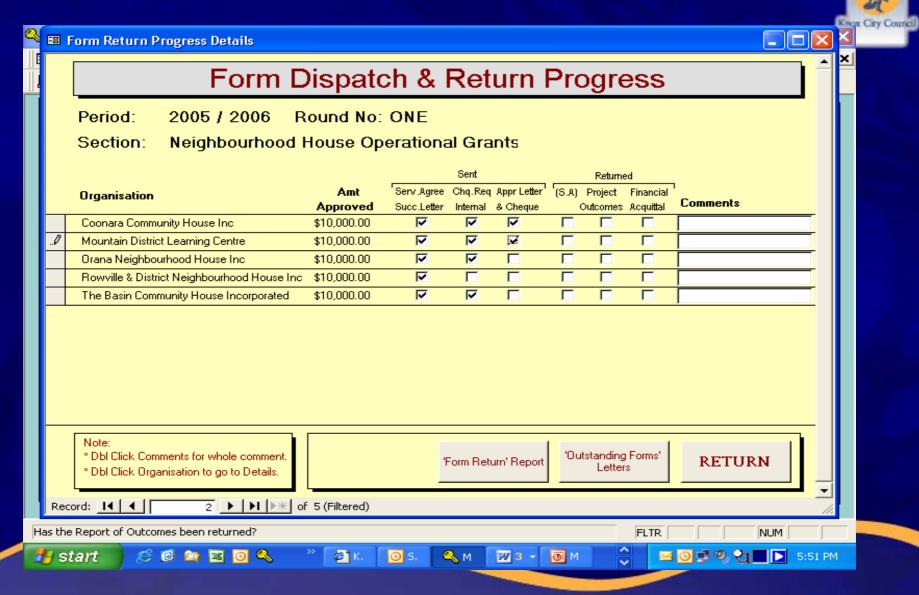
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		Raw	Scores				
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	Criteria	Pe	cuniary Interest? Score (0-5)	Г	Note:Tick if applicable Weighted Sco	e but donot enter any scores. PFE	
•	Council Plan	ly targets actions in Council's current Community	/ & <b>]</b>	0	0.00		
	Project is feasible and	financially viable	0	0	0.00		
	Applicant demonstrates	s a community need	0	0	0.00		
	Project has the capacit and/or target specific o	y to support a wide range of community member community need.	s 0	0	0.00		
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### Database Feature: Reports (by organisation/project type)





### Database Feature: Records (project details & processes)



### **Addressing Risk Factors**



- Establishing bona fides of organisation & eligibility of project
- Previous grant record
- Cross-organisational consultation/ reference check information to Panel
- Panel scoring process ( & declaration of conflict of interest)
- Service Agreements
- Acquittal requirements

Specific for Operational Funding (Council approved separately)

- annual & half yearly progress meetings (plus ongoing liaison)
- Service Agreements
- Acquittal requirements

# Establishing bona fides & checking eligibility



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CDF Application	on				
Applicant Details   Project Details   Aims, Outcomes   Project Benefits   Financial Status	Project Cost/Save				
Project Costs Breakdown  6.1 Cost of Project  Total Cost of Project: Amount Requested:  Multiple Applications?  Intention to submit applications for other projects for this period?  Additional Information Req?  DONOT Save Project  SAVE/RETURN	Attached Documents  If Organisation is Incorporated: Evidence of continued Incorporation Most recent Annual Report Financial Statement Auditor's Report Req N (Y/N)  Statement of Purpose developed for incorporation List of Committee and Office Bearers  If Organisation is NOT Incorporated: Financial Statement List of Committee members  If application is for an amount over \$5000 Evidence of Risk Management Practices Business Plan				
Total Cost of the project.					
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### **Panel Declaration Form – Conflict of Interest**



#### DECLARATION BY MEMBER OF THE EVALUATION PANEL FOR COMMUNITY DEVELOPMENT FUND

I				
of				
	ept the invitation to be part of the Evaluation Panel for the Community Development Fund 5/2006 subject to the following conditions:			
1.	that I will not disclose any information acquired through my membership of the Panel without the prior written consent of the Council;			
2.	that I will advise the Evaluation Panel, in writing and as soon as practicable, of any actual or potential conflict of interest which may arise during my membership of the Panel;			
and declare that I do not have, and have not had in the previous twelve months, an association with a prospective applicant which could be defined as a pecuniary interest under Section 78 of the Local Government Act, 1989.				
I have read the list of applicants for the 2005/2006 Grant and have listed below the applicants with which I have an association, which could be defined as a conflict of interest:				
Sign	ed:			
Witn	ness:			
Date	=			

# **Panel Scoring Process**



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==	■ Edit Raw Scores						
	Raw Scores						
	Section: Panel Member: Organisation:	Panel Member: Deb Robert Category:		General 20 \$0.00			
	Criteria	Per	cuniary Interest? Score (0.5)	Г.	Note:Tick if applicable but donot enter any scores.  Weighted Score		
>	Council Plan	ly targets actions in Council's current Community	8 0	0	0.00		
	Project is feasible and		0	0	0.00		
	Applicant demonstrates	s a community need	0	0	0.00		
	Project has the capacit and/or target specific of	y to support a wide range of community member community need.	s 0	0	0.00		
		essarily duplicate or seek to compete with an	0	0	0.00		
			Т	otal:	0.00		
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### **Challenge for Grantmakers**



- Balancing accountability requirements with the community development objectives of grantmaking.
- Ensuring the reporting & acquittal process is meaningful and helpful to both the grantmaker and the grant recipient.
- Keeping sight of why grants programs exist to assist local communities in meeting their needs and achieving dreams that build community strength