



Southern Grampians & Glenelg PCP

POLICY - Competitive Funding

There are occasions when funding bodies request that the PCP select one lead agency and/or one target location for a funding submission. For example, this occurred between November 2006 and February 2007 on the following three occasions:

- DHS 'Go For Your Life' funding over 4 years
- VicHealth PICSAR funding over 3 years
- DHS 'Go For Your Life' Fruit & Veg funding over 12 months

On such occasions the PCP is often given little lead time before funding submissions are due.

The following policy has been agreed by the Executive Committee to apply when the PCP is required to select one lead agency or target location.

The policy aims to achieve the following:

- a fair, transparent and inclusive approach to PCP decisions;
 - an efficient and timely process to ensure that lead agencies have the maximum time available to complete their funding submissions after the PCP sub-committee has made its final decision;
 - equity of resourcing and/or opportunities for communities across the PCP catchment.
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1. Policy Application

This policy applies when the PCP is required by a funding organisation to select one lead agency or a specific target location for a funding grant. It also applies where the PCP has agreed that a funding submission should be targeted at a specific location and not applied across the PCP catchment.

2. Funding sub-committee

A funding sub-committee will make decisions under this policy, as follows:

- the funding sub-committee will report to the Executive Committee;
- decisions made by the sub-committee are final and do not require endorsement from the Executive Committee;
- all members of the sub-committee will be independent of the funding bidders and, where possible, be comprised of the Chair, Deputy Chair and Executive Officer of the PCP. Another member will be co-opted to replace any member that is party to a funding bid;

- The funding sub-committee will meet on an as-needs basis and will select a preferred submitter as soon as practicable after the date the funding is announced.

3. Decision to target one geographic location

The first decision to be made when being advised of a funding grant is whether the grant could apply across the PCP catchment or whether the grant could/should be applied to a specific geographic location within one LGA.

This decision will be made according to one or more of the following criteria:

- size of grant** – if the grant is less than \$40,000, it will be more usual to apply this within an LGA rather than across the PCP catchment;
- consistency of approach** – if there is an appropriate 'fit' between the activities of agencies (eg. between health services or between Shire Councils), then it may work well to apply the grant across the PCP catchment;

Process for making the decision:

- the EO will advise the PCP Executive Committee of the funding grant and provide 2 days notice for members to advise whether their agency would be interested in applying and whether they are interested in the grant applying across the PCP catchment or in one LGA;
- the EO will seek further information from agencies to understand their intentions for the grant, as needed.
- the Funding Sub-committee will assess the interest received and decide whether the grant should apply across the catchment or apply to one LGA, according to the criteria above;
- the EO will email the decision to the Executive Committee;
- If time permits, an extraordinary meeting of the Executive Committee will be convened to discuss any concerns with the decision.

4. Selection of lead agency

Once a decision is made that the grant will apply within one LGA, the funding sub-committee will select a lead agency.

The following process will be used.

- 4.1 The funding sub-committee will agree on selection criteria on each occasion of competitive funding according to the requirements of the funding.
- 4.2 The selection criteria will include (but may not be limited to):
 - i) **Readiness** – how the funding would build onto existing initiatives, eg. has a needs assessment/consultation been completed; are existing initiatives in place onto which the funding would compliment and sustain progress; has there been any other preparatory work completed;
 - ii) **Capacity** - does the agency have the capacity to undertake the work or is it constrained with other commitments;
 - iii) **Equity** – what resources have already been received and is there a need to support communities that are under resourced.
- 4.3 Funding will be advertised to all members, including the selection criteria and brief expressions of interest sought for PCP agencies to submit as the lead agency;

- 4.4 The funding sub-committee will be convened by the Executive Officer to consider expressions of interest received;
- 4.5 The funding sub-committee will seek input from submitters prior to final selection, as required;
- 4.6 The funding sub-committee will select the preferred bid according to the selection criteria;
- 4.7 The Executive Officer will advise submitters ASAP of final decision, including the basis of the decision.

4. Submitters:

- In the interests of the partnership, the final decision of the sub-committee will be respected by submitters;
- Unsuccessful submitters will be welcome to seek feedback on the basis of the decision from the Executive Officer.

5. Review:

- Agency staff who are concerned for the procedure or decisions made by the funding sub-committee should raise these concerns with their agency's Executive Committee representative.
- The Executive Committee representative may table their agency concerns in writing with the PCP Executive Committee.
- Issues that arise during this process will be used to improve the process for the future, unless the Executive Committee wish to/has the time to, review the decision before the funding grant is due.
- The funding sub-committee will report quarterly to the PCP Executive Committee on the decisions made. This will be reviewed as a mechanism for identifying if any one lead agency has regularly been chosen as a preferred bidder.

The Competitive Funding Policy was approved by the PCP Executive Committee on 16 May 2007.

Summary of Competitive Funding Process

