



COMMUNITY GRANTS PRIVACY COLLECTION STATEMENT

Your personal information will be collected during the grant application and assessment process for the purpose of reviewing your eligibility of the application. Moyne Shire Council "Council" will be advised of your application and communicated to throughout the submission, assessment and acquittal process. Council is required to collect this information for financial management and reporting requirements under the Local Government Act 2020.

Council uses Enquire by Tactiv Pty Ltd software program to administer grant applications.

Grant Application

Your application and information will be assessed against the grant assessment criteria. Council is committed to protecting the privacy, confidentiality and security of personal information in accordance with the Privacy and Data Protection Act 2014.

All applications will be treated as Public Documents. The applicant organisation name will be published and not the authors name.

While the Grant assessment process is underway

The application will be assessed for Eligibility. The program officer (assessor) will share your information with Moyne Shire Council Leadership and Councillors. Documents that will be shared includes supporting documents such as financial statements/bank statements, land owner consent, certificate of currency for insurance and other applicable documents.

Council Meetings

Community Grants will be discussed at Council. Ordinary Council Meeting Agendas are made publicly available on Moyne Shire Council website. Successful grant applicants are announced at Ordinary Council Meetings, published in the agenda's and minutes. Ordinary Council Meetings are also live streamed on social media. All personal contact details will be removed from published submissions. Third party information provided in submissions will be redacted for privacy.

Acquittal (evaluation and financial reporting of the Grant)

Successful applicants will be required to submit a completed acquittal report. The report must include

- Statement of expenditure and income associated with the grant
- Outcomes that were achieved as a result of the grant
- Evidence including photos of how Council's support was recognised

Information submitted in the Acquittal report will be used for auditing purposes and photos can be used for communication purposes.



Requesting copies

If you would like a copy of your application or your material collected by the Grants Officer please make a request by contacting moyne@moyne.vic.gov.au

You can find out how your data will be handled by visiting <https://www.moyne.vic.gov.au/Your-Council/Privacy>

If you have any concerns in respect to the way your personal information or application or other material will be used please contact Council's Governance Coordinator on 1300 656 564.