

COMMUNITY GRANTS PROGRAM

GUIDELINES 2017 – 2021

Through its **Community Grants Program**, Council provides the opportunity for financial support for groups and organisations to undertake projects, events, programs and activities identified within their Community Profile and/or Council's Plan 2017 - 2021 which will contribute to the municipality and support Council's vision to build upon our strengths of people, place and pride to inspire a positive future together.

These GUIDELINES will assist applicants to develop their application, and understand the process once applications are submitted.

How to develop your application

- Read these guidelines (also available from Council's Customer Service Centres or by visiting www.gannawarra.vic.gov.au/Council/Grants-and-Funding)
- Discuss your project with a Council's Community Engagement Team
- If eligible under the guidelines, begin your application via the online Grants Portal at <https://gannawarra.smartygrants.com.au/>
- Write your application as though no-one knows about your project, provide detail and information
- Review your application and how it links with the relevant Community Profile and Council Plan 2017 - 2021 (copies of this document is available on Council's website or by contacting Council on 03 5450 9333)
- Obtain quotes (if required) and complete budget, making sure income equals expenditure and in-kind income is offset by in-kind expenses
- Attach copies of relevant quotes and any written pledges of donated material/equipment
- Submit your application via the online Grants Portal at <https://gannawarra.smartygrants.com.au/>

How much can I apply for?

- The Community Grants Program now provides **two categories**:
 1. **Community Support Grant**, funding up to \$5000 per application
 2. **Events Grant** (with three categories to choose from)
 - Community Events (up to \$500 per application)
 - Minor Events (up to \$2000 per application)
 - Major Events (up to \$5000 per application)
- For more information on what can be funded see '**What will be funded?**' section below
- Groups/organisations may only submit ONE application per funding round (please note, applicants will be unable to apply for further rounds of funding until their project acquittal has been received and approved by Council)
- It is recommended that applicants provide matching cash funding (which can include 25% in-kind value) at a ratio of \$1:\$1 for their application (contact the Grants Officer for more information)

What will be funded?

Community Support Grant - funding up to \$5000 per application

Aim: To deliver projects, programs and activities that benefit the residents of Gannawarra Shire Council and that aligns with council priorities and strategic directions.

For example, this could include:

- Purchase of new equipment or materials
- Programs supporting the development of the group, providing opportunities to share skills and encourage participation
- Programs that address access issues for people with disabilities, cultural and linguistically diverse backgrounds and disadvantaged groups
- Programs that improve social connectedness and/or physical or mental health, and provide access to recreation and leisure opportunities for all ages, particularly youth

- Programs and activities that contribute to strengthening communities within the Gannawarra Shire Council and create new opportunities for community participation in social, learning and civic activities
- Programs that encourage volunteering and achieve a range of practical outcomes that directly benefit volunteers by making their work easier, safer and more enjoyable
- Projects which help protect and restore the natural environment and include projects that build community appreciation and knowledge
- Projects that support our historical past and the development of arts and culture initiatives

Projects, programs and activities that can demonstrate contributing to the Gannawarra Shire Council Plan 2017 – 2021, or assist in achieving the outcomes of the Community Profiles will be weighted more favourably in the assessment process.

Successful funding in this round does not imply ongoing funding. Groups should always work towards a sustainable funding model for ongoing projects.

Events

Community Events (up to \$500): to support community events including one-off celebrations that generate community participation in the Gannawarra Shire Council.

Minor Events (up to \$2000): to assist in conducting events which generate tourism activity.

Major Events (up to \$5000): to assist in conducting special events which generate significant tourism activity and provide an increased public profile for the Gannawarra Shire Council.

This event funding aims to encourage and assist the development and implementation of events that:

- Show the ability to have strong economic benefit and encourage visitation to the region
- Promote and encourage community participation across all sectors of the community
- Strengthen and develop community skills
- Celebrate diversity
- Reduce the isolation of individuals and groups within a community
- Are innovative, creative and inclusive celebrations of community
- Are inclusive and accessible to all members of the community, including youth and older persons
- Demonstrate partnerships with other local groups and individuals

Successful funding through the event category does not imply ongoing funding. Groups should always work towards a sustainable funding model for ongoing events.

Am I eligible?

The Gannawarra Shire Council invites applications from not-for-profit organisations or groups who meet the following criteria:

- Incorporated organisations/groups or those auspiced by an incorporated body
- Organisations/groups who have a limited capacity to raise funds
- Organisations/groups located within the Gannawarra Shire Council area and who primarily serve residents of the Gannawarra Shire Council
- Organisations/groups that are located outside the Gannawarra Shire Council who provide a service that primarily impacts upon Gannawarra Shire Council residents (evidence of this service may be required by external groups, organisations and individuals)
- Applicants previously funded by Council, who have satisfactorily fulfilled previous requirements regarding financial accountability and reporting
- Schools are ineligible to apply
- Applications for the purposes of State Government leverage are ineligible

Essential Criteria

Applicants must demonstrate that the project meets one or more of the following essential criteria:

- Address priority projects/actions from the Council Plan 2017 – 2021 and/or the Community Profiles
- Fosters ongoing community development which increases skills, knowledge and awareness, and engages community members in meaningful participation and involvement in community life

- Projects which are sustainable (i.e. without Council support) and create long-term benefits for the community
- Innovative or new projects, especially those which are based on partnerships and collaboration
- Projects that engage a wide cross-section of the local community and those that can also reflect the diversity of interests of the people of Gannawarra Shire

Projects and initiatives we are unable to fund

The following proposed funding purposes are **INELIGIBLE**:

- Activities, programs or projects with the objective of making financial profit, i.e. commercial businesses
- Projects considered to be a primary role and responsibility of another level of government
 - For example, if your application is for purchasing a uniform for your sports club, you should attempt to apply for the Sporting Uniforms program through Sport and Recreation Victoria prior to approaching Council's Community Grants.
- Recurrent operating or maintenance costs for day-to-day operations of the organisation/group
 - For example, Council's Community Grants is unable to fund applications to assist clubs to pay operational functions such as power or water bills
- Salaries, where the salary forms part of the organisation's usual responsibility (not including instructor or tuition fees)
- Projects which have already been completed or for costs that have already been expended
 - For example, Council's Community Grants is unable to fund projects that have already commenced. This includes any on-ground preparation works that may not strictly be what the funding is for, i.e. digging up foundations when the funding is for the actual installation of drainage.
- Projects that are clearly a duplication of an existing service, program, project or event
- Travelling allowances
 - Council's Community Grant is unable to fund petrol costs, bus hire etc
- Projects which have a political or religious purpose and objective
- Projects that are deemed to be inappropriate and offensive
- Commercial activities
- Prize money
- Multiple/recurrent applications from community group/organisation
 - For example, Council's Community Grants program cannot fund the same thing from the same group year after year i.e. new tennis balls every year for a tennis club
- Projects or activities that benefit a single person only
 - Applications for Council's Community Grants must show a broad benefit to the community, and also link in with the Council Plan 2017 – 2021 and/or Community Profiles.
- You receive funding for the project through another Council program/sponsorship
- You wish to fund computer products for administration use that does not contribute directly to the grant program
- You wish to fund the replacement of consumable items and/or equipment
- Your organisation supports or the intended purpose of your project promotes gambling or alcohol, drugs, or tobacco use

Do I need a permit?

- Applicants need to be aware that certain projects may trigger the requirement for a permit or multiple permits from Council or other organisations (e.g. land managers) prior to commencing any works.
- Early consultation will assist the applicant in determining a more accurate cost of a project.

How do applications get assessed?

- After discussing your application with Council, applicants submit a completed application
- Community Grant application is received
- Council officers assess applications against Eligibility Criteria and make recommendations
- If applications are deemed eligible, they are presented to Council for a final decision at an Ordinary Council meeting

Notes:

- Meeting the Eligibility Criteria is not a guarantee of funding. **The decision made by Council is final.**
- Applications that reflect priority projects identified within the *Council Plan 2017 - 2021* and/or the *Community Profiles* will be highly regarded. Over time it is expected that most applications for Council's Community Grants Program will include activities that are part of one of these Plans.
- All applicants will be notified of the outcome of their application within 8 weeks of its receipt at Council.
- Council will not be responsible for any expenses incurred as a result of an applicant's anticipation of successful funding.

How do I apply?

- Council's Community Grants Program opens for applications annually
- The Program will be advertised in local media and on Council's Facebook Page and website.
- Potential applicants can visit Council's website for a copy of the guidelines, view the Council Plan 2017 – 2021 and Community Profiles, and obtain assistance with preparing your application or for information relating to the assessment process.
- Completed applications must be lodged via the **online Grants Portal** at <https://gannawarra.smartygrants.com.au/>

What happens if my application is successful?

- Applicants will be notified within 8 weeks of the submission date
- Successful applicants will be required to sign a Funding Agreement, which outlines the conditions under which the grant will be made available.
- Funded projects are to be completed within the financial year that it is awarded, unless an extension of time approved for exceptional circumstances by Council
- Successful applicants will need to acknowledge council's support. For example, an official Gannawarra Shire Council logo must be used on any promotional material or at any official events associated with the activity and on any produced literature.
- Successful applicants will need to submit an acquittal to report on how the grant was spent.

Further information

If you require any further information or need clarification on anything listed in these guidelines, please contact Council on telephone 03 5450 9333 or via email council@gannawarra.vic.gov.au.

How to complete the Application Form

Applicant Details

- This information will be used in all Council correspondence relating to the funding application
- If applying for funding through an auspice organisation, please provide the name of the organisation in the section provided

Bank Details

- This section **MUST** be completed as part of your application
- Should your application be successful the funding amount will be deposited directly into your bank account
- The appointed Treasurer or Public Officer of the organisation should know whether your group has a registered ABN. If so, please enter the ABN on the line provided in the hard copy application or if using the online application on our website (<https://gannawarra.smartygrants.com.au/>) type it into the space provided.
- To see if your organisation is registered for GST, you can either check with your Treasurer or Public Officer, or refer to the website www.abr.business.gov.au for assistance

Project Details

- The Project Name will be used in all Council correspondence relating to the funding application. It will be the identifying name of your project. Please keep the Project Name short.
- The Project Summary should outline in 50 words or less what your project will do and/or achieve.
- Ideally, your application should address priorities in the **Council Plan 2017 - 2021 and/or Community Profiles**. Copies of these plans can be accessed on Council's website <http://www.gannawarra.vic.gov.au/Council/Council-Plan-2017-2021> or by contacting Council on 03 5450 9333.
- Describe the wider community benefit of your project. To assist, ask yourself these questions:
 - Why is your project a good idea?
 - What made you think of it?
 - What will it achieve?
 - Was your project identified as a priority in your Community Plan?

Budget

Income

- **Amount requested from Council's Community Grants program**
Amount of money you are requesting from Gannawarra Shire Council.
- **Cash contribution from your organisation**
Amount of money your group is contributing to the project, whether it is from membership fees, previous fundraising, entry fees, etc. **It is recommended that applicants provide matching cash funding (which can include 25% in-kind value) at a ratio of \$1:\$1 for their application** (contact the Grants Officer for more information).
- **Funding from other sources**
Any cash donation or cash sponsorship your organisation has received for this project from external sources, i.e. State Government, local business sponsorship etc.
- **In-kind/voluntary support**
Donations of goods and services (ask the business or individual to place a dollar value on their donation to enable an accurate costing).
Volunteer time is also counted as in-kind support. This is costed at \$25 per hour per volunteer. In-kind must be balanced out in expenditure as well as in the income. In-kind support cannot exceed 25% of the grant amount.

Expenditure

This side of the budget is a comprehensive list of all the costs associated with the project. It could include:

- Equipment hire
- Venue hire
- Materials
- Printing
- Postage
- Equipment purchase
- Permit/application fees
- Advertising

Please indicate with an asterisk (*) where the grant money would be specifically expended. What are you going to spend the grant money on? Failure to do this may render your application ineligible.

Quotes

If you are asking for funding to cover the purchase of equipment or to have works done, please obtain quotes to substantiate your figures. Be aware that service providers may vary their quote between putting in this application and when works take place or equipment is purchased. Under these circumstances, the applicant will be responsible for covering the cost of any shortfall.

Please note that the total income of the budget must equal the total expenditure of the budget.

Assessment Criteria

This section requires applicants to indicate how your project addresses the following assessment criteria: Why? How? Who? What? Each section is weighted as part of the assessment criteria.

Some suggested questions have been provided to assist in the completion of these sections.

Why? (30%)

- Why do you want to do this project?
- What circumstances and demand have created ideas for this project?
- Does it link with the Council Plan 2017 - 2021 and Community Profiles?

How? (20%)

- How will you deliver the project?
- How will the project be managed now and into the future?
- Will the project be an innovative and creative response to the identified needs?
- How much will it cost and how will you pay for it?
- How has the community been or will be involved in the project?

Who? (10%)

- Who will be involved in the project?
- Who will manage the project?
- Who are the partners (if any)? Have there been letters of support provided?
- Describe any voluntary or in-kind contributions?

What? (40%)

- What will the project achieve?
- How will it increase or maintain the use of the facility (if relevant)?
- To what extent will it increase people's involvement and participation?

Certification

Please make sure that the Certification on the final page of the online Community Grants Program application has the correct authorised person's name, date and contact details.