

COMMUNITY GRANTS

Guidelines

Welcome

to the Strathbogie Shire Council Community Grants Guidelines
In this booklet you will find information about the different kinds of community grants provided by the Council, and clear guidelines about what the Council will and won't fund.

If at any point the information is not clear, or you have a question, please contact the Liveability Staff on 5795 0000 or Freecall 1800 065 993 or by email info@strathbogie.vic.gov.au

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GOALS OF THE COMMUNITY GRANTS PROGRAM

The passion, dedication and hard work of the Strathbogie Shire community are at the heart of everything that is great about this Shire.

The Council recognises that the community is best placed to identify and address their own issues, and have the strengths and skills to shape a strong and vibrant future.

The Community Grants Program is one way that Council supports the community to directly contribute to the Council Vision of *a Shire that drives and supports investment for population growth, shared wealth and wellbeing.*

The goals of the grants program are to:

1. promote self-help within communities
2. build skills and strengths in the community
3. encourage members of the community to participate in community building activities
4. support positive relationships between the community and Council
5. support the community to contribute to the Council Vision

FUNDING PRIORITIES FOR ALL GRANT STREAMS

As you read through these guidelines you will see that there are specific grant streams that are for different kinds of community activities.

No matter what grant you are applying for, all applications must contribute to the Council Vision by meeting at least two of the following funding criteria:

1. **Social Inclusion and Cohesion** – encouraging broad community participation and volunteerism and/or focusing on accessibility (physical and/or attitudinal) for people from groups that experience ongoing exclusion, including but not limited to: people with a disability, young people, older people, carers, people for whom English is not their first language, people of Aboriginal or Torres Strait Islander descent, and people who are lesbian, gay, bisexual, transgender and/or intersex.
2. **Natural Environment** – positive outcomes for the local natural environment and people's experience of 'nature', or addressing issues like food security, climate change and natural resource shortages.
3. **Amenity** – improving the amenity (access, usefulness and appearance) of community facilities and/or spaces that facilitate physical activity (i.e. sporting facilities, walking tracks, parks) or social cohesion (i.e. halls, picnic areas).
4. **Learning and Leadership** – developing community leadership or promoting education and learning opportunities for members of the community.
5. **Arts, Culture and Heritage** – promoting participation in arts and cultural programs, including art shows, performing arts, workshops, artists-in-residence programs, plus projects of historical significance including preservation and documentation projects.

SUPPORT FOR SUBMITTING APPLICATIONS

Each year Council provides information to potential applicants about the various grants available. A number of resources are available on the Council website to support applicants.

It is mandatory that all applicants discuss their application proposal with the Team Leader – Liveability before submitting their application. This is to ensure groups do not waste their own time by preparing applications that do not meet the funding or eligibility criteria.

Other key Council officers available for support:

Events Development Officer

Libby Webster

For advice about event planning and management, and support to complete the Event Planning forms.

Corporate Risk Officer

Hannah Sharp

For advice about risk management, and support to complete the Risk Assessment forms.

Team Leader - Youth

Inga Hamilton

For advice about involving young people in projects.

ADAC

Tracey Ried

For advice about issues related to disability access and inclusion.

Project Engineer

Mary Townsend

For advice about building works for Council owned assets.

All officers can be contacted by email at info@strathbogje.vic.gov.au

Or by calling 57950000 or 1800 065 993

THE GRANTS

Community Matching Grants

This grant matches the in-kind and cash contribution from community groups to enable a wide range of projects and purchases for community benefit, including but not limited to minor capital purchases (i.e. furniture, equipment, etc.), improvements to community facilities, project costs (i.e. printing, facility hire, consumables). Seed (leverage) funding for applications to other funders can also be sought from the Community Matching Fund.

Applications are assessed once per year – the closing date for 2017 is 4pm, Friday 7th July

Funding Range - Up to \$5,000

Special Eligibility Criteria

1. If the application is for minor capital works projects, it can only be for works that enhance or make non-essential modifications to community facilities, for the benefit of facility users. Council is responsible for essential modifications/repairs if the facility is owned or controlled by Council.
2. Groups are required to match the funds they are applying for. For example if the application is for \$2,000 the group must match with a \$2,000 contribution. The contribution can be cash, or a combination of cash and in-kind. The in-kind contribution cannot exceed 50% of the contribution. In the example given the in-kind contribution could not exceed \$1,000.
3. General minor maintenance will not be funded.
4. Seed (leverage) funding can be sought through the Community Matching Grant; however, the Matching Grant Special Criteria Item 2. above still applies.
5. Applications are only accepted from incorporated groups, or groups with an ABN (or groups auspiced by incorporated groups/groups with an ABN).
6. Applications for staged projects can be made but being awarded funding in one stage of the project does not guarantee funding for future stages.

Special Conditions

The grant must be fully acquitted by the 31st of May, 2018 unless otherwise negotiated.

Events Grants

Grants to fund a variety of events in the Shire of Strathbogie.

Applications are assessed once per year – the closing date for 2017 is 4pm, Friday 7th July.

Funding Range - Up to \$3,000 for one-off or inaugural events; \$2,000 for ongoing events, up to a maximum of 3 years.

Special Eligibility Criteria

1. Applications are only accepted from incorporated groups, or groups with an ABN (or groups auspiced by incorporated groups/groups with an ABN).
2. Applicants must complete the required event planning forms which can be found on the Strathbogie Shire website
3. Applicants must also complete a Risk Assessment Form

Special Conditions

The grant must be fully acquitted by the 31st of May, 2018 unless otherwise negotiated.

Quick Response Grants

Small, flexible grants for similar projects/activities as the Events or Community Matching Grants, but for applicants that have missed the submission dates for those grants.

Applications are accepted throughout the year but are assessed on a monthly basis.

Funding Range - Up to \$1,000

Special Eligibility Criteria

1. Groups are only eligible to receive this grant once per year and are not eligible for Quick Response Grants if they are currently expending other Strathbogie Shire Community Grant Funds.
2. Groups must have a minimum 25% matched contribution, either cash and/or in-kind.

Special Conditions

Quick Response grants must be acquitted within six months of date of approval letter unless otherwise negotiated.

William Pearson Bequest

The bequest is managed by the Strathbogie Shire Council and in following with the wishes of the bequest, it is solely for projects or events based in Euroa and that are for the benefit of children's playgrounds, parks and gardens, the Euroa Citizens Band or for the beautification of the town.

Applications are assessed once per year – the closing date for 2017 is 4pm, Friday 7th July.

Funding Range

There is a total of \$2,500 available per year and applications can be made up to this full amount.

Special Conditions

The Euroa Citizens Band may apply to this funding stream to support the stipend of a Musical Director.

The grant must be fully acquitted by the 31st of May, 2018 unless otherwise negotiated.

ELIGIBILITY REQUIREMENTS COMMON TO ALL GRANT STREAMS

Applications must meet the following criteria to be eligible for community grants:

1. Demonstrate benefits to the community by addressing at least two of the grant program funding priorities (see page 3 of this booklet).
2. From groups comprised predominantly of residents of the Shire of Strathbogie.
3. From groups that have open and significant membership, within the context of the particular group, of residents in the Shire of Strathbogie.

The following groups/applications/projects are not eligible for community grants:

1. Groups who have received Strathbogie Shire Council funding in the past three years but did not return the required acquittal and evaluation documentation, and/or comply with the Grant Terms and Conditions.
2. Groups who have previously been found to have misappropriated Strathbogie Shire Council funds.
3. Applications that do not include a minimum of 25% matched contribution (either cash or in-kind or a combination), with the exceptions of the William Pearson Bequest which requires no match; and the Community Matching Fund which requires a minimum of 50% matched contribution of which at least half must be a financial contribution; the other half may be in-kind.
4. Funds for salaries, wages or stipends (Euroa Citizens band's application for a stipend for the Musical Director excluded)
5. Ongoing minor facility maintenance.
6. State, Federal and volunteer emergency services.
7. Projects that have already commenced or been completed. Applications for a stage of multi-staged projects will be considered.
8. Applications that do not adequately complete the application form.
9. Applications received after the specified closing date.
10. Applicants that have not contacted the Community Development Officer prior to submitting their application.
11. Religious institutions/organisations.
12. For-profit organisations/groups.
13. Individuals.
14. Groups or projects that are receiving funding through a Community Action Group in the same financial year as the grant application.

FUNDING CONDITIONS COMMON TO ALL GRANT STREAMS

Managing a grant involves a fair bit of work so you need to decide whether your group has the time to manage the grant. Some grants have specific funding conditions, but the following conditions apply to all successful applicants:

1. Sign and abide by the Terms and Conditions of the funding agreement.
2. Provide all Acquittal and evaluation reports by the due date.
3. Spend the grant funds only as stated in the original application. Variations from this must be formally approved.
4. Acknowledge the support of the Strathbogie Shire Council on all promotional material produced in relation to the activities or purchases funded by the grant.
5. Unspent funds must be returned at the end of the funding period unless prior approval has been sought and given.
- 6. Invoices and GST**
 - a. For groups registered for GST the invoice to Council will be for the grant amount, plus 10% GST. For example, a \$4,000 Grant will be invoiced to Council as \$4,400 (including GST). The group then sends the \$400 GST component to the ATO.
 - b. For groups not registered for GST the invoice to Council will be for the grant amount, excluding GST. For example, a \$4,000 Grant will be invoiced to Council as \$4,000 (excluding GST). The group is requested to make a note "not registered for GST" on the invoice.

INFORMATION ABOUT COMPLETING THE APPLICATION FORMS

For Council to be able to assess your application, the application form must be completed in full. The on-line application will not allow you to progress through the form if you do not answer mandatory questions. Applicants must have an email address.

Applications that meet the eligibility criteria are assessed based on meeting the funding priorities; the potential community benefit (including partnerships and disability inclusion); and if they are sufficiently well planned. The following percentages represent how much each area contributes to the overall assessment of the application

Funding Priorities	10%
Community Benefit	40%
Partnerships	20%
Disability Inclusion	10%
<u>Project Planning</u>	<u>20%</u>
TOTAL	100%

What do we mean by community benefit?

Community benefit is the most important assessment criteria for the community grants program and is worth 40% of the assessment. The following questions might help you think about what the community benefit of your proposal will be:

- How many people will benefit?
- Are they from groups of particular disadvantage?
- How will they benefit?
- What will be the impact on people's lives?
- How will the proposal improve the community?

Why do we ask about partnerships?

The Council is committed to strengthening our communities and aims to encourage collaborative relationships between groups in the community – this might be through sharing of resources or working on projects together. The partnership section is worth 20% of the application assessment, demonstrating that encouraging partnering is a significant goal of the community grants program. Partnerships are formal agreements which involve a contribution from the partner to the project; this can be cash, in-kind labour or donation of materials. Formal letters from a representative of the group outlining their contribution are required to verify the partnership.

Sample letters verifying partnership is included in the guidelines after the Glossary on page 12 or you will find a link to it in the Useful Resources – Skill Building section in the Community Grants section of Council's website.

Letters of Support - Additionally, you may have groups which will benefit from your event or project but are not formal partners and are not making a formal contributing to the project. You can upload letters of support from these groups to support your application but they are not formal partnerships.

Disability access and inclusion

Have you thought if people with a disability will be able to benefit from your project? How will you ensure people with a disability can access your project/event? Strathbogie Shire Council has a strong commitment to addressing the issues of discrimination and exclusion experienced by people with disabilities and this section of the application is worth 10% of the total assessment.

Project Planning

Project planning is worth 20% of the application assessment because it is important that your project has been thought through and is realistic. In this section you would write about the stages of the project and the tasks required in each stage; how long each stage will take; who will do the tasks etc.

Different projects will of course need different levels of planning; simple purchases do not need much planning but events need a lot (and even have their own booklet of planning forms).

A Project Planning template is included in these guidelines after the Glossary on page 12 or you will find a link to it in the Useful Resources – Skill Building section in the Community Grants section of Council's website. You can use this template to help you plan your project and upload it to your application..

INFORMATION ABOUT OTHER GRANT-MAKERS

There are many grant programs available to community groups, below are some useful websites with information about other grant sources;

Department of Planning and Community Development Grants

<http://www.dpcd.vic.gov.au/home/grants/all-grants>

Foundation for Rural and Regional Renewal

www.frrr.org.au

Community Grants Hub

<https://www.communitygrants.gov.au/>

Regional Development Victoria

<http://www.rdv.vic.gov.au/home>

Creative Victoria

<http://creative.vic.gov.au/funding-and-support/programs>

Australia Council for the Arts

<http://www.australiacouncil.gov.au/grants>

Funding Centre – an excellent compilation of current community grants provided by Our Community (\$85 per year for not for profits)

<http://www.fundingcentre.com.au/grant/home>

For some grants, community groups can only apply through their local government body. The Strathbogie Shire Council has engaged in many successful grant partnerships with community groups so if there is a grant you are interested in but need to apply through local government, please contact Council on 5795 0000 or Freecall 1800 065 993 or by email info@strathbogie.vic.gov.au to discuss.

GLOSSARY

Accessibility

Accessibility is about how easy it is for someone to gain entry to a place, event or gathering. Barriers to access can be **physical** (for example, no ramps, non-compliant pathways, information not available in accessible formats or alternate languages), or **attitudinal**; which is where people are excluded from participation due to direct or indirect discrimination.

Acquittal

An acquittal report documents that fund recipients have administered the funds in-line with the terms and conditions of the funding agreement. The report details the success of the project in meeting its original objectives, financial reports of income and expenses, and supporting documentation including photographs, receipts and newspaper clippings.

Auspice

An auspice is an agreement where one organisation (the Principal Organisation) agrees to apply for funding on behalf of a second organisation that is not Incorporated or does not have an ABN (the Auspiced Organisation). If the funding application is successful, the Principal Organisation receives, holds and administers the funding to the Auspiced Organisation so that the Auspiced Organisation can complete the funded project.

In-kind contributions

In-kind contributions or support includes volunteer labour or administrative support, free venue hire or accommodation, and donations of goods. Skilled volunteer labour (for example, electricians, graphic designers) is valued at \$35 per hour; general volunteer labour is valued at \$20 per hour.

Incorporated

Being Incorporated means that a group has a legal 'identity' of its own; separate and distinct from the individuals who formed or make up the group.

Misappropriation

Misappropriation of funds is to use the funds wrongfully or dishonestly.

Not-for-profit

A not-for-profit organisation is an organisation whose primary objective is something other than the generation of profit, and which does not distribute any profits to the organisation's members. Any profits generated must be re-invested in the organisation to further its purpose and activities.

Public Liability Insurance

Public Liability Insurance protects a community organisation against its legal obligation to pay:

- compensation to third parties (for example, members of the public) for bodily injury, and/or
- property damage that may occur as a result of the community organisation's activities, and
- the legal costs that a community organisation may have if it needs to defend bodily injury and property damage claims made against it.

Seed or Leverage funding

Some grant-makers require applicants to contribute a certain percentage of the project costs themselves. Some of the Strathbogie Shire Council grant streams can be used as the community group's contribution when they make applications to other funders. These are called funds to 'seed', or 'leverage', another fund, thereby multiplying the money available to the project (if the application to the external grant provider is successful).

GRANTS PROJECT PLAN TEMPLATE

Project Name:

Project Manager:

Timeframe:

Commence:	<input type="text"/>
Completion:	<input type="text"/>

Project Team:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Project Purpose:

Project Outcomes:

Resources Required:

Financial Requirements:

Risk Assessment:

Project Communication/Promotions:

Milestone 1:	Key Actions:	By Who	By When
Due Date:			

Milestone 2:	Key Actions:	By Who	By When
Due Date:			

Milestone 3:	Key Actions:	By Who	By When
Due Date:			

Milestone 4:	Key Actions:	By Who	By When
Due Date:			

GRANT STREAM SUMMARY

Grant Stream	Max. Amount	Summary Details	Applications Due	Acquittal Date
Community Matching	\$ 5,000	For minor capital works and purchases, community projects – must match amount requested (of which 50% can be in-kind).	4pm, 7th July 2017	31 st May 2018
Quick Response	\$ 1,000	Small, flexible grants for similar projects as the Events or Community Matching Grants, must have a minimum 25% matched contribution, either cash and/or in-kind.	Open all year	Within six months of receiving the letter of approval
Community Events – ongoing & one-off/inaugural	\$ 2,000 & \$ 3,000	For events in the Strathbogie Shire.	4pm, 7th July 2017	31 st May 2018
William Pearson Bequest	\$ 2,500	For projects or events based in Euroa and for the benefit of children’s playgrounds; parks and gardens; the Euroa Citizens Band; or for the beautification of the town.	4pm, 7th July 2017	31 st May 2018