



RE3 Community Grants Guidelines

RE3 – Reset, Reboot,
Revitalise

COVID-19 Response

*Submissions open from
9am, 16 September 2020 until
11:59pm, 13 November 2020*

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1 RE3 COVID Response Community Grants Objectives

Council recognises the significant impact COVID-19 has had on individuals, families and the organisations and groups that provide services across the community. As part of supporting the community, Council is providing COVID Response Community grants of up to \$5,000 to assist organisations and groups to address the impacts of COVID-19 within their community.

The following types of activities will be prioritised for funding:

1. New one-off programs or activities that strengthen the Strathbogie Shire community in response to the impact of COVID-19 and;
 - aim to increase social connection and reduce social isolation, promote healthy relationships or improve social, physical and mental health during COVID-19 restrictions.
 - promote kindness and support for fellow community members
 - Increase the capacity of community to engage in the online environment such as training and development to use platforms like Zoom, Microsoft teams, phone film making to create and share stories etc.
2. The adaptation of existing services, programs or activities so they can sustain their operations or support operational changes to meet public health directives.
 - Technology equipment (iPad, laptops, monitors, keyboards, internet dongles, mobile handsets)
 - Signage about requirements/safety
 - Equipment to assist with maintaining physical distancing or reducing the need to share equipment
3. The implementation of activities outlined in COVID Safe Plans
 - buying cleaning and sanitising products
 - Portable or detachable sanitisers
 - Portable hand wash stations
 - Portable or detachable perspex screens
 - Personal Protective Equipment

2 Eligibility criteria and conditions of funding

To be eligible for a COVID Response Community Grant, your organisation must:

- Provide direct benefits to residents of the Strathbogie Shire (local organisations are prioritised)
- Be not-for-profit, as classified by the *Australian Tax Office in the Income Tax Assessment Act (1936)*
- Be a registered legally constituted entity (e.g. a co-operative, incorporated association or company limited by guarantee) or have an auspice
- Have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration

- Have a committee of management that accepts responsibility for the administration of the grant
- Hold an adequate public liability insurance policy to cover the staff, members and the general public, as appropriate
- Not have its own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- Have satisfactorily accounted to Council for the expenditure of any previous Council grants if received
- Comply with all other relevant Australian and Victorian legislation, including: accounting and auditing requirements; equal opportunity and antidiscrimination laws; human rights laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- Have an adequate risk management plan in place (as required).

2.1 Exclusions

- Individuals and private profit-making organisations
- Applications from groups or organisations that have an operating budget over \$1 million annually (organisations acting as an auspice and neighbourhood houses are exempt from this rule)
- Professional fees (e.g. labour, salary, wages) and administration costs (e.g. phone calls, correspondence, stationery)
- Applications from organisations or groups that own or operate poker machines, explicitly promote sports betting, or meet in venues that promote gaming
- Funding requests that Council considers are the funding responsibility of other levels of government
- Applications from primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)
- Applications from registered political parties
- Religious projects or activities run by (or involvement with) religious groups seeking to promote their spiritual beliefs
- Projects that seek to lobby the local, state or federal governments about laws, policies, practices or decisions of governments
- Projects or activities that have already started or have been completed (no retrospective funding) except for applications to adapt projects or activities so they can continue to operate under COVID-19 restrictions
- Funding of competitions, prizes, sponsorships, donations or gifts
- New building works, capital improvements, facility maintenance or fixed assets (e.g. air conditioners, shade sails, cubby houses and sheds)
- Projects that have been or are being funded by other parts of Council
- Operational expenses such as insurance and rental subsidies
- Interstate or overseas travel.

2.2 Conditions of funding

- Applications will be accepted to adapt existing services, programs, or activities to operate under COVID-19 restrictions,
- The project must be completed within six months of receipt of the grant.
- Successful applicants and organisations who auspice applications will be required to become a signatory to the terms and conditions that lists all grant conditions. This must be signed before grant funds are issued.
- Auspice fees are not accepted and must not be included in the budget.
- Acknowledgement of the Strathbogie Shire must be made in any promotional material or publicity features.
- Successful applicants will be required to acquit the activity on completion of the project or activity. All evaluation reports will be required to be completed online via SmartyGrants. A link to the online form will be emailed to applicants.
- If Council's grant funds are not spent, all remaining funds must be returned to Council.
- Council may make funding conditional on other specific conditions being met.
- If the project/activity or timeframe needs to be varied, the applicant must contact Council to discuss.

3 Assessment criteria COVID-19 Response

Council assesses each application on merit. Eligible applications will be assessed using the criteria listed below:

% OF SCORE	CRITERIA (What you need to tell us)	MEASURE (How we assess it)
20%	Who is delivering the activity/project? 1. Who is the individual/group/organisation and what do they do? 2. Is the group/organisation based within Strathbogie Shire? 3. What impact has COVID-19 restrictions had on members?	<ul style="list-style-type: none"> ▪ To what extent does the group/organisation demonstrate that it is able/equipped/resourced to support members that are impacted by COVID-19 restrictions? ▪ To what extent does the group benefit the local community and residents? ▪ How many local people are likely to benefit from the project?
40%	What is the need? 1. What has been the impact of COVID-19 restrictions on the group/organisation's operations? 2. How will the proposed project alleviate the impact of COVID-19 on the Strathbogie Shire community?	<ul style="list-style-type: none"> ▪ What is the level of need the project addresses? ▪ What outcomes should we see if this is successful? ▪ Is the project providing a solution to immediate needs within the community? ▪ What is the correlation between the need and the proposed project/solution?
40%	How will you manage the project? 1. What are the planned activities? 2. How is your proposal offsetting/responding positively to community needs emerging from COVID-19 restrictions? 3. What is your budget? 4. How will you manage delivery?	<ul style="list-style-type: none"> ▪ Is the budget clear and realistic? ▪ Is the project financially viable and does it demonstrate sound management? ▪ How will the benefits of the project be delivered to the community? ▪ Has the applicant been able to demonstrate how they will deliver the projects whilst adhering to Restricted Activities and Stay at Home directives?

3.1 Information privacy and personal information

Council treats all personal information provided as part of a grant application in accordance with the *Privacy and Data Protection Act 2014* and the *Public Records Act 1973*. The personal information requested is being collected by Council for the purpose of assessing, processing and allocating applications. The personal information will be used by Council for that primary purpose or directly related purposes. The information may also be used to update Council's customer databases to assist Council in discharging its functions or providing services. The personal information collected will not otherwise be disclosed unless permitted or required by law. If the information is not collected, we are unable to process your application. Requests for access to and/or amendment of personal information should be made to Council's Privacy Officer.

4 Budget advice

4.1 Expenditure

- When completing the online application, in the expenditure section, only include the amount requested from Strathbogie Shire Council - not the total project budget (which may be more).
- The total income (amount requested from Strathbogie Shire Council) and total expenditure must be the same amount.
- All budget costs must be realistic and justified for the project proposal.
- The budget in the application must be completed with GST exclusive amounts.
- All applicants must complete a budget using the budget table provided in the SmartyGrants online application form.
- Auspice fees must not be included in the budget.
- All items listed in the budget must include a description of the item and the dollar amount.
- Some applications may receive partial funding. If your project/activity does not receive full funding, you will need to consider how it could be amended.

5 Submitting your application online

Please submit your application online in SmartyGrants.

<https://strathbogie.smartygrants.com.au/RE3CovidResponse>

If you have not already registered for an account in SmartyGrants, you will find instructions here

<https://strathbogie.smartygrants.com.au/applicant/register>

Access to the guidelines and application forms is via the following website link

<https://www.strathbogie.vic.gov.au/community/20-community-funding/1678-re3-covid-response-community-grant>

Applications and all supporting materials are due 11.59pm Friday, 13 November 2020. Late applications will not be considered.

6 Assessment process

Applications will be assessed after the closing date and applicants will be notified of the outcome of their application in late December 2020.

Our process:

- We undertake an eligibility check based on the conditions of funding.
- Applications are assessed by Council officers against the assessment criteria to provide a summary report to Council.
- Assessments and applications are provided to the Council for approval

7 Grant Timelines

Date Time Applications Open Wednesday, 16 September 2020.

Applications close Friday, 13 November 2020 at 11.59pm

Late applications will not be considered Notification of results Late-December 2020

8 Contact details

For general information please contact Debra Ellis (03) 5795 0000 or by email info@strathbogie.vic.gov.au

There is also information on this grant opportunity on our website

<https://www.strathbogie.vic.gov.au/community/20-community-funding/1678-re3-covid-response-community-grant>