



# Christmas Decorations Grant

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Funding Guidelines  
Up to \$5000 per Town



# Christmas Decorations Grant

## Funding Guidelines 2022

Strathbogie Shire Council is pleased to offer the Christmas Decorations Funding program for towns and localities within the Shire. This grant enables local community organisations to purchase and install Christmas decorations.

Townships eligible for the Christmas Decorations Grant are:

- Euroa
- Nagambie
- Violet Town
- Avenel
- Longwood
- Strathbogie

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### What can be funded?

- Purchase and installation of outdoor Christmas decorations such as lighting, Christmas trees, feature decorations, signage and banners and/or decorations that provide sensory experiences.
- Installations that will be located outdoors in public areas, such as main streets, and/or iconic, high visibility areas in each town/locality.
- Priority will be given to the purchase of decorations that can be used for multiple years and those that do not have any detrimental impact on the environment.
- Installation and decommissioning/removal costs.

Funded projects must be able to demonstrate community support, have a clear scope on what will be delivered and address safety and risk issues in the installation of decorations. Consideration will also need to be given to the ongoing storage and proposed lifespan of the decorations by the community group.

Grants are available for up to \$5,000 per township, multiple applications may be considered if within the \$5000 township allocation and the applications are complimentary.

**See the Strathbogie Shire website for information on how to apply.**  
[www.strathbogie.vic.gov.au](http://www.strathbogie.vic.gov.au)

Grant Round **OPENS**  
Applications **CLOSES**

Friday 1 July 2022 at 9.00am  
Monday 1 August 2022 at 5.00pm

**Council Officers are available to discuss your ideas on 5795 0000 or via email [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au)**

**Please read the guidelines carefully to ensure that you are eligible to apply and to assist you to complete all sections of the application process**

## Eligibility

- Groups should be a not-for-profit incorporated body, although not having a certificate of incorporation does not make a group ineligible to apply. In this situation, the group applying for the grant will need to nominate another incorporated not-for-profit Community Group, Organisation or Club willing to manage the grant funds (or “auspice the grant”) on their behalf. If you are considering making an application as an unincorporated body, please contact Council prior to making your application.
- Applicants are required to provide evidence a current \$20 Million Public Liability Insurance policy for this project.
- Funding is only available for Christmas installations. Events or activities cannot be funded by this program, please see Council’s Christmas Events and Sponsorship Grants for funding for Christmas Events.
- Funding is not available for Christmas installations where installation contravenes Council policy.
- The purchase of Christmas items can include the hire of contractors or equipment for installation and removal of the purchased items.

## What will NOT be funded

- Decorations that will be installed inside a community building.
- Installation at privately owned buildings / locations.
- Signage or promotional materials for a specific event.
- Events will not be funded.
- Retrospective funding e.g. projects that have already started or have been completed
- Individuals
- Groups and or organisations that operate for profit
- Fundraising activities
- Groups which are not incorporated, unless an auspicings arrangement has been agreed upon
- Politically based organisations or those who operate principally as a lobby group
- Applicants who have previously been funded by Council and have failed to comply with the financial, project monitoring and/or reporting requirements.
- Prize money and awards.
- Groups that receive direct income from electronic gaming machines and/or alcohol sponsorship.

## Budget

The budget should include details on all income (all sources of funding which will be used to

deliver the project) and expenditure (all costs involved in delivering the project). Income and expenditure must be equal. Please provide a copy of quotes with your application. Providing an in-kind contribution is not compulsory but would be viewed favourably by Council.

In-kind income means any goods and /or services contributed to the project that you would normally pay for but are being received at no cost to the project.

If you have volunteers working on the project, include their in-kind contribution values at:

- \$25 per hour for unskilled labour
- \$40 per hour for qualified tradespersons
- \$65 per hour for machinery hire including driver

## Assessment

Applications will be assessed by a panel of Council Officers with representation from across the organisation. If more than one eligible application is received for the same town, the project with the highest score will be recommended. If they both receive the same score, the projects will be placed on Share Strathbogie and a poll will be conducted to determine the preferred project.

In its assessment, the Panel will consider how the application meets/responds to the following:

- the objectives of the grant program
- the objectives of the Council Plan
- creates an increase in community involvement and participation
- addresses community safety and risk issues
- provides a clear identified project scope, location and outcomes
- has a clearly defined implementation, storage and maintenance plan.

Applications will be scored against the funding criteria and applications ranked in order of the score. The panel's recommendations regarding the outcome of applications will be presented to a Council meeting for decision.

## Approvals

In some cases, approvals and permits may be required to carry out the proposed project. Applicants should discuss their project with the responsible organisation e.g. Council or Victorian Government Department (i.e Vic Roads or Parks Victoria) prior to submitting their application. Your offer of funding will be made conditional to you obtaining regulatory approvals as required.

## Attachments

To assist with the approval of your application please provide attachments relevant to support your group's vision for the Christmas decorations detailed in your application.

Including:

- Pictures of materials or products you have sourced.
- Maps or plans of where the decorations will be located.
- Approval from the relevant landowner.

## Acquittal

You will be required to report to Council upon completion of your project. Your acquittal should include:

- A summary of the project including feedback on what went well and what you learnt from the project.
- A Financial Statement supported by copies of invoices or receipt.

- Copies of promotional material, any photographs of installations for the purpose of promoting the grant through Council publications and website.

The acquittal process is important because it enables Council to continuously evaluate the success of the grant program.

***All projects need to be completed and acquitted by 28 February 2023***

### **Note for Community Action Groups**

Community Action Groups will not be able to utilise the Community Action Group Festivities Funding for Christmas Decorations if they have received the Christmas Decorations grant (up to \$5000).; those funds of ***up to \$1,000 per annum for township community celebrations, engagement activities.***

They may utilise the Festivities funding for a Christmas activity, celebration or event but not to purchase, install or decommission decorations if they have received the Christmas Decorations Funding.

