

OFFICIAL

Strathbogie Shire Council

# Community Grant Guidelines

April 2024

*Strathbogie*  
SHIRE COUNCIL

## Community Grant Guidelines

**Strathbogie Shire Council's Community Grants** contribute funds to projects that align with the 2021-2025 Council Plan bringing people together to connect, collaborate, celebrate, upskill, share resources, and put ideas into action.

Strathbogie Shire Council values the role community plays in building a resilient, inclusive, vibrant Shire.

Positive outcomes of funded projects may include, for example, social connection, inclusion, health, wellbeing, safety, community arts, positive cultural or environmental outcomes, economic development, and increased visitor economy.

The **2021-2025 Council Plan** can be found at [2021-2025 Council Plan](#)

For the purposes of these guidelines, the term 'project' refers to any activity, initiative, or program proposed for funding under the Community Grants program.

### Community Grant Program

#### Reducing Emissions Category

These grants support Council's Climate Change Action Plan to reduce emissions and will assist community groups to save on energy costs. This grant is for the installation of energy saving initiatives at community managed, Council owned facilities during the 2024-25 financial year including upgrades to energy efficient appliances and moving from gas to electrical appliances. Reducing Emissions grant allocations will be determined at the next available Council Meeting following eligibility assessment. Applicants must provide a contribution to the project budget which can be cash or in-kind.

**Maximum Grant Available:** \$20,000

**Key dates:** Opening 17 April, closes 11 June 2024

#### Community Strengthening Category

These grants support local community groups and creatives to implement accessible community projects that they design and deliver. It focuses on people and social connection; building community capacity around the principles of respect and equality; and locally led responses to opportunities and needs. These grants support larger projects that will be completed within the 2024-25 financial year. Community Strengthening grant allocations will be determined at the next available Council Meeting following eligibility assessment. Applicants must provide a contribution to the project budget which can be cash or in-kind.

**Maximum Grant Available:** \$10,000

**Key dates:** Opening 17 April, closes 11 June 2024

#### Quick Response Category

Like the Community Strengthening grant, these grants contribute funds towards accessible community-led projects but give you more flexibility to respond to currently presenting opportunities and/or needs. These grants support smaller, spontaneous projects that can be completed within three months. Quick Response grant allocations will be determined by the Chief Executive Officer (CEO) and confirmed within four weeks of receipt of your application.

**Maximum Grant Available:** \$1,000

**Key dates:** Opening 1 July 2024, closes 31 May 2025

## Before you get started

1. Read these guidelines and check your group and your project's eligibility
2. Discuss your application with Council's Community Development Officer prior to submission by calling 5795 0000.

Note: Council Officers can assist with the application process but cannot review draft applications.

## To apply

Applications must be submitted online at [Community Grants application](#)

## Who can apply?

- ✓ Incorporated groups based in Strathbogie Shire, or unincorporated not-for-profit groups based in Strathbogie Shire with auspice from an appropriate incorporated association with:
  - A minimum \$20,000,000 Public Liability Insurance
  - An ABN
  - A bank account

## Who cannot apply?

- ✗ An individual
- ✗ Emergency services
- ✗ Educational institutions
- ✗ Religious organisations or institutions
- ✗ Political organisations
- ✗ Commercial, profit-making organisations
- ✗ State or federal government agencies
- ✗ State sporting organisations or governing bodies
- ✗ An elected member or employee of Strathbogie Shire Council. Elected members or employees of Strathbogie Shire Council cannot be involved in the development of an application and are not eligible to sign or be listed on any grant
- ✗ **Quick Response Grant** - groups who have an overdue acquittal or owe money to Council from a previous Community Grant
- ✗ **Community Strengthening and Reducing Emissions Grants** - groups who are unable to complete acquittals for 2023-24 Community Strengthening and/or Quick Response Grants by the 31<sup>st</sup> May 2024.
- ✗ Groups who owe money to Council from a previous grant
- ✗ A group or organisation that receives revenue from electronic gaming machines
- ✗ Groups who have already received or been approved for funding from the same funding category in the 2024-25 financial year
- ✗ An auspice organisation that has provided auspice to another Community Grant application in the same grant category in the 2024-25 financial year

## Auspice

To auspice is to lend support to another person or group. In the context of grant applications, the auspice organisation is the one that receives the grant money on your behalf and is ultimately responsible to ensure the project is completed and funds are spent according to the Funding Agreement. The auspice organisation does not deliver the project.

Eligible organisations will need to seek an auspice organisation if your organisation does not meet the 'who can apply' criteria. If you require an auspice, the auspice organisation must meet the 'who can apply' criteria and you will need to provide a letter confirming the auspice agreement.

An auspice will only be accepted for unincorporated organisations or incorporated organisations who do not have an ABN, and/or a minimum \$20,000,000 Public Liability Insurance, and/or a bank account.

More information about using an auspice arrangement can be found at [What is auspicing? | Not-for-profit Law \(nfplaw.org.au\)](#)

## What will and won't be funded?

### YES

#### Community Strengthening Grant and Quick Response Grant

- ✓ Projects that promote the Community Vision
- ✓ Projects that will have positive social and/or environmental, and/or cultural outcomes e.g. *promote inclusion, community connection, physical activity, wellbeing, safety, community arts, environmental conservation, action on climate change, cultural awareness, upskilling volunteers*
- ✓ Projects that express or celebrate local identity and the unique values of individual places and townships
- ✓ Projects that celebrate and showcase Strathbogie Shire supporting economic development and the visitor economy

#### Reducing Emissions Grant

- ✓ Projects that reduce the emissions and energy costs of community managed, Council owned facilities including:
  - o The replacement of inefficient gas or electrical appliances with energy efficient electrical options [Energy Rating Calculator](#)
  - o Solar panels and batteries to offset nighttime electricity usage, not as an alternative power supply during power outages
- ✓ Solar panels and batteries must be installed by a Clean Energy Council certified installer [Clean Energy Council | Renewable Energy Australia](#)
- ✓ Works for solar panels, wall mounted air conditioning, and fixed appliances must be approved by Council
- ✓ All projects must be approved by the facility's Committee of Management

### NO

- ✗ Applications received after the funding round closing date
- ✗ Projects that have already received Council funding or been approved for another grant from Council for the 2024-25 financial year
- ✗ Projects delivered outside of the Strathbogie Shire municipality
- ✗ Retrospective funding for projects that have already occurred or have commenced
- ✗ Projects that don't align with our Community Vision
- ✗ Projects for political purposes and/or promotion
- ✗ Projects that celebrate January 26th
- ✗ Projects that are the responsibility of other agencies (e.g. charities, government agencies)

- ✘ Applications that can't confirm they will be able to obtain the required permits and permissions
- ✘ Costs of attending conferences or sporting events; travel or accommodation
- ✘ Fundraising costs or prizes
- ✘ Catering costs
- ✘ Operational costs e.g. rent, utilities, insurance
- ✘ Staff wages (this does not include payment of contractors or services to deliver the project) or payment to a service provider under the same ABN as the applicant
- ✘ Projects that will result in a Council asset that has not received prior approval
- ✘ **Reducing Emissions Grants** – projects that have not been approved by the facility's Committee of Management
- ✘ Projects that install solar batteries solely for use as an alternative power supply during power outages
- ✘ **Community Strengthening Grant and Quick Response Grant**- projects that are defined as facility maintenance on community and Council owned buildings; small appliances are acceptable.

### **Applicant contribution – Community Strengthening and Reducing Emissions Grants**

Community Strengthening Grant and Reducing Emissions Grant applicants must provide a contribution to the costs of the project. Your contribution can include cash and/or in-kind contributions.

In-kind contributions are contributions by volunteers and suppliers in terms of time, goods, or professional services donated to the project or event.

You can calculate the value of in-kind time for services such as:

- General committee/community member contribution (e.g. planning, coordination, etc) at \$40 per hour
- Specialist or expert contribution (e.g. tradesperson, professional services) at \$80 per hour

Council can also provide in-kind contributions to your project e.g. event equipment, Council owned venue hire. All requests for Council in-kind contributions must be approved and included in your application. Any in-kind contributions requested from Council must be included in the total amount you are applying for which cannot exceed the maximum grant funds available.

For example, if you are requesting the maximum of \$10,000 for a Community Strengthening Grant and request a \$2,000 Council in-kind contribution, Council's contribution would be in-kind to the value of \$2,000 and grant funds (cash) to the value of \$8,000.



## Can I apply for a grant?

I am part of a community group based in Strathbogie Shire and not on the 'who cannot apply list'



## How will my application be assessed?

The assessment process involves three steps.

### Step 1: eligibility check

Council Officers conduct eligibility checks on all applications, refer to the 'Who can apply' and 'What will and won't be funded' sections. If your application is ineligible, you will be notified within five business days from receipt of your application.

### Step 2: pre assessment panel screening

Applications that meet the eligibility criteria undergo pre assessment panel screening where they must meet the following criteria before they can move to Step 3:

Applications must:

- Be complete and have provided required documentation
- Provide a balanced budget including accurate in-kind contributions, evidence of other funding sources, and quotes
- **Community Strengthening Grant** and **Reducing Emissions Grant** - demonstrate a contribution from the applicant
- Include the value of the in-kind contribution from Council, if applicable, into the total amount of funding requested not exceeding the funding maximum, refer page 1.
- Have evidence of community support
- Have identified level of impact on adjacent residents and landowners
- Have listed partner organisations and other funding sources if applicable
- Have listed required permissions including landowner consent and permits if applicable
- Have approval from council for any Council assets resulting from the project
- **Reducing Emissions Grant** a Clean Energy Council certified installer will be engaged to install solar panels and batteries
- **Reducing Emissions Grant** - demonstrate a reduction in emissions and energy costs
- **Reducing Emissions Grant** - have works permission for the installation of any fixed appliances have works permission from Council

If your application does not meet these criteria, you will be notified within five business days from the date of the assessment screening. You will be provided the opportunity to update your application and resubmit within five business days of receiving notice.

### Step 3: assessment panel review

The Community Grants Program is a competitive process, funds are awarded based on merit. When your application meets the pre assessment panel screening criteria, your application moves to the final assessment stage where it will be reviewed by a panel made up of three or more Council Officers using the following criteria and weighting:

**40% Why?** What need does the project address and does the community support it?

**40% What?** What is the project delivering and what does it hope to achieve?

**20% Who?** Who is delivering the project and what capacity do they have to deliver?

### Funding Recommendations

Each application will receive a total score based on responses to all the questions in the application.

Applications will be either recommended for funding with a funding amount, or not recommended for funding.

All eligible **Community Strengthening Grant** and **Reducing Emissions Grant** applications will be presented to a Council meeting for the final funding decision.

All eligible **Quick Response Grant** applications will be awarded under Chief Executive Officer delegation and presented to Council for noting.

### **Funding Information**

The final decision on whether to fund or not to fund your project is informed by a rigorous assessment process. You must also be aware that you may not be allocated the full amount you requested. This decision could be based on the results of the assessment or to assist Council to manage demand to ensure fair and equitable access to the Community Grants program.

Grant funds will not be dispersed until all acquittals and any monies owed from previous grants are completed.

You will be advised in writing of Council's decision which will be final. There is no review or appeal process.

### **Funding Agreement**

When a grant is awarded, you will be offered a Funding Agreement with Council specific to your project.

In accepting a Strathbogie Shire grant, you are committing to:

- Signing a Funding Agreement prepared by Council, specific to your project.
- Being responsible for the management and delivery of the project
- Providing a Risk Management Plan if required
- Using the funding provided for the approved activities/items only.
- Not undertaking any changes to budget items in the application without prior written approval from Council
- Returning any unspent funds at the completion of the project or the end of the Funding Agreement unless prior approval in writing from Council has been obtained.
- Providing an Acquittal Report in line with the conditions outlined in the Funding Agreement
- Notifying Council of any changes to key project contacts and providing relevant contact details within five business days of the changes
- Obtaining the necessary permits, approvals and landowner consent, and meeting any costs associated with those permits
- Acknowledging Council's funding support in line with Strathbogie Shire Council's 'Acknowledgement and Publicity Guidelines' [20210603-Guidelines-Acknowledgement-and-Publicity.pdf \(strathbogie.vic.gov.au\)](#)
- Adopting a 'buy local' and environmentally sustainable forward approach to procurement
- Understanding Council is not responsible for meeting any shortfalls should the project run over budget
- Understanding Council reserves the right to withdraw support if you do not comply with Council policies or any written agreement entered into. This includes the return of funds or variations to the Agreement.



Payment will be made to the nominated bank account following receipt of a signed Funding Agreement and an invoice.

### **Funding duration**

A successful grant application does not result in ongoing funding. Council provides funding for the term specified in the Funding Agreement. You or your group are responsible for the future sustainability of your project beyond the funding period. All acquittals must be submitted by 31 May 2025.

### **GST**

Council grants are not subject to GST and the grant amount does not include GST unless otherwise stated.

However, exceptions may apply if all the following conditions are met:

- the relevant grant applicant is registered for GST and
- the applicant makes a taxable supply in return to the council and
- the applicant provides a valid tax invoice to the council.

The above provisions are subject to change as per tax regulations.

Applicants that are registered for GST and able to claim GST paid for expenditure associated with the grant funds, will have claimable GST factored into grant allocation decisions.

### **Variations**

Any requests for variations to the Funding Agreement including budget items must be submitted to Council in writing.

You will be notified of the outcome of budget item variation requests within:

- four weeks if the requested amount is under \$1,000
- six to eight weeks if the requested amount is over \$1,000

You will be notified of the outcome of all other variation requests within two weeks of receipt of the request.

**GRANT PROCESS**

