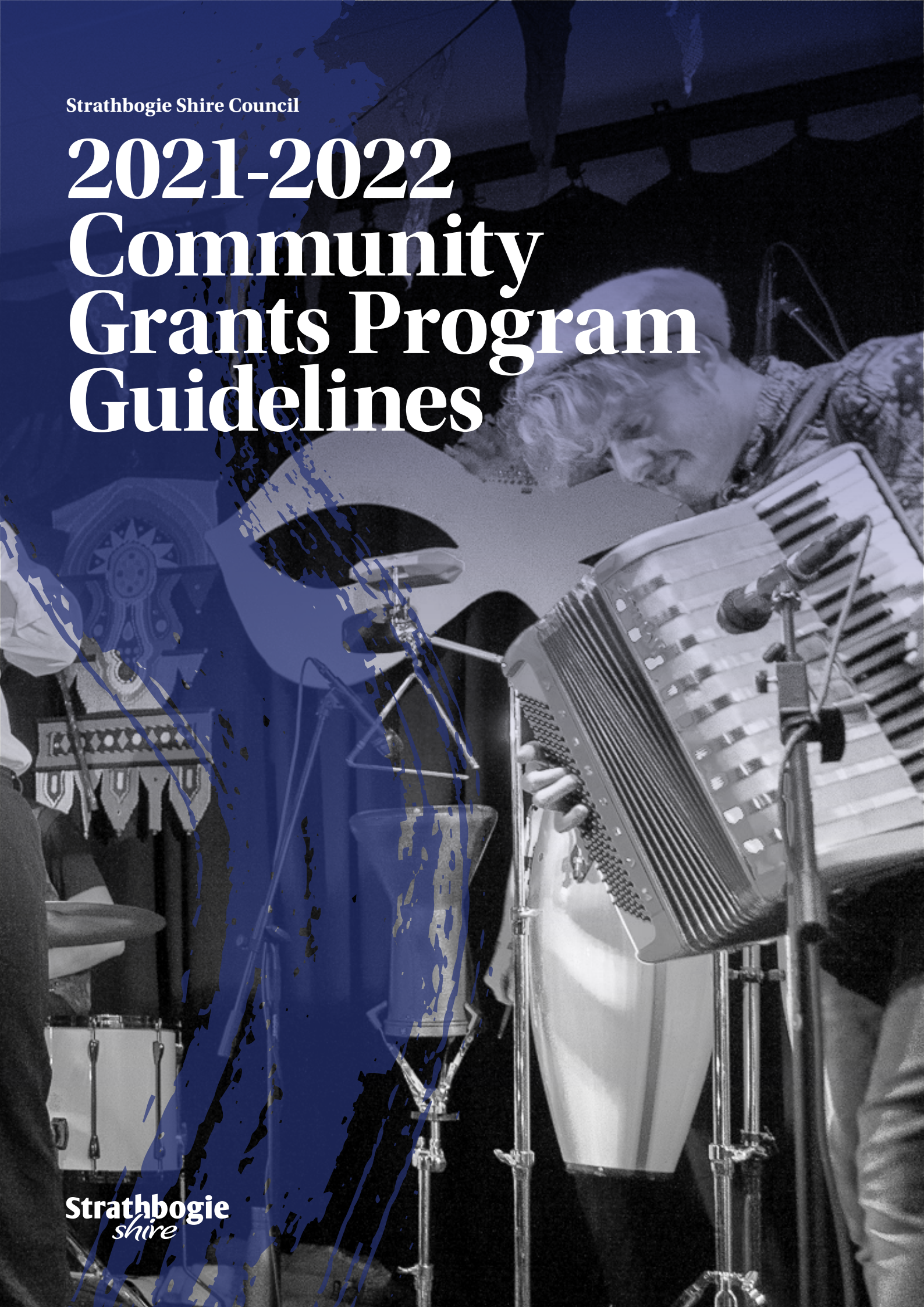Strathbogie Shire Council

2021-2022 Community Grants Program Guidelines

Strathbogie
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Online applications can be lodged at

www.strathbogie.vic.gov.au/community/community-funding/community-grants-program

If you are unsure about any information outlined in these Guidelines or would like to discuss your application further, please contact a member of the Community Services and Inclusion Team on 5795 0000 or by emailing info@strathbogie.vic.gov.au

Strathbogie Shire Council

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PO Box 177, Euroa 3666

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Contents

Important things you need to know before you start

Read the Guidelines carefully. It is important to have a full understanding of the Guidelines before you start completing the online application.

The term project is used throughout this document. Project means any activity, event, initiative or program that you are seeking funds for.

It is a condition of application that you discuss your proposed project with a member of the Community Services and Inclusion Team.

This will help to:

- Check your group is eligible for funding.
- Check your project is eligible to be funded and that you are applying in the correct category.
- Check your project is in line with the relevant Community Action Plan where applicable
- Clarify any queries you may have about the guidelines and online application process.

Please note if you apply under an incorrect category we are unable to move your application to a more appropriate category and your chance of receiving funding will be reduced.

The amount of funds awarded will be dependent on number and quality of applications. Please note: you may not receive the full amount of funds you have applied for.

The maximum grant amount for each category is as follows:

Active and Healthy Communities – $5000

Arts and Culture – $5000

Environment and Sustainability – $5000

Facilities and Infrastructure – $5000

Small Projects – $1000

Applicants are required to contribute towards the implementation of their project; this may include cash or in kind contributions or a combination of both. There is no minimum contribution required however evidence of the contribution must be provided.

Council will require evidence of appropriate Public Liability Insurance prior to the receipt of funds. The preferred minimum coverage is to be $20,000,000 or other amount to the satisfaction of Council.

Applications can only be received from incorporated groups. If your group is not incorporated, you will need to seek out an incorporated group or a Community Planning Reference Group (also known as Community Action Group) who is willing to auspice (endorse) your application.

If your group is submitting an application for funding you may also agree to act as an auspicing group for another non-incorporated group.

If your group has received Community Grants Funding previously you must have completed any outstanding project acquittal requirements before being eligible to reapply for the current round of the Community Grants Program. The Grant Acquittal Form is available on the SmartyGrants account that you used to apply for your previous Grant.

Any questions regarding acquittal requirements can be directed to the Community Services and Inclusion Team on 5795 0000.

Community Grants Program timeline 2021-2022

Applications open – June 1, 2021

Applications close – June 30, 2021

Applications assessed – July 2021

Recommendations to Council for decision – August 17, 2021

Applicants advised of outcome – August 27, 2021

Project can commence from – August 27, 2021

Project completed and acquittal submitted – May 31, 2022

Small Projects Grants – available to apply all year (or until funding allocation is exhausted) applications open from 1st July

It is a condition of application that you discuss your proposed project with a member of the Community Services and Inclusion Team.

Principles of the Community Grants Program

The Community Grants Program provides an opportunity for groups to undertake projects that complement the focus areas identified as priorities for the Strathbogie Shire Council.

Applications are sought for projects that:

Promote community engagement and participation.

Support gender equality and social inclusion and improve accessibility.

Contribute to building healthy and vibrant communities.

It is recommended that your project should directly relate to a strategic goal that is specified in one or more of the following documents:

Strathbogie Shire Council Plan 2017-2021 – click here

Strathbogie Shire Council Liveability Plan 2017-2021 – click here

A Community Plan developed by the Community Planning Reference Group in your community – click here

General guidelines – for all categories

1. Who is eligible to apply?

To be eligible for funding under the Community Grants Program, applicants must be:

A not for profit community group, organisation or club that is **incorporated.**

OR

An **unincorporated** not for profit community group, organisation or club only if they have a Community Planning Reference Group (also known as Community Action Group) or an incorporated body that is willing to act as auspice for the application.

2. Features of an eligible application

The project must be based in the Strathbogie Shire municipality.

The project will generate positive outcomes for Strathbogie Shire residents and/or visitors.

The applicant is able to demonstrate their own contribution to the project in the form of funds or in kind support.

There is demonstrated support for the project from other groups within the community (such as formal partnerships, letters of support and/or a financial commitment to the project).

The applicant is able to demonstrate sound project planning.

The project considers gender equity, inclusion, accessibility and cultural diversity as well as environmental impacts/benefits.

3. Who is not eligible to apply?

An individual.

An unincorporated not for profit community group, organisation or club without an appropriate auspicing body.

Emergency services, Educational Institutions and Religious organisations for non-operational projects provided they have exhausted all funding options from their auspicing bodies.

Any group who has an overdue acquittal of a previous Community Grant.

Any group already receiving other financial support from Council (such as a Community Planning Reference Group) or where their funding and service agreement precludes access to other Council funding.

Private, profit making organisations.

4. What is not eligible for funding?

Applications for retrospective funding, including for projects that are due to start before **27th August 2021.**

Applications seeking funds to cover the cost of fundraising, prizes and/or wages.

Applications seeking sponsorship to attend conferences or sporting events.

Projects that are to occur primarily outside of Council's municipal boundary.

Applications from federal or state government agencies and private profit making organisations or individuals.

Applications that are incomplete such as: not attaching evidence of public liability insurance coverage and not attaching copies of relevant quotes.

Projects that are already receiving other financial support from Council or an alternate funding source.

5. Community Grants and GST

Where the applicant is registered for GST Council will pay the grant amount requested plus 10%. The Applicant will then remit to the Australian Tax Office (ATO).

If the applicant is not registered for GST, or is not auspiced by a group registered for GST, 10% will be added to GST items as part of the total grant sum.

Grant maximum amounts to remain as suggested, noting that the amount will cover GST, with any amount over that to be funded by the applicant.

6. Grant conditions

Successful applicants will be required to:

- Enter into a funding agreement and adhere to the conditions of the agreement.

- Spend the grant money only as stated in the original application. Approval for any proposed variation to the project must be sought in writing via the Manager Tourism & Community Services, and permission received in writing, prior to a new project or variation commencing.

- Return any unspent funds at the completion of the project or the end of the agreement unless prior approval has been obtained to expend the funds.

- Complete a project plan and obtain all necessary permits, compliance requirements as deemed necessary for your application.

- Obtain all necessary approvals (e.g. letter from land owner) and permits (building/planning or other statutory requirements) associated with your project; failure to do so will result in the project being delayed, or potentially, stopped.

- Any joint application from multiple clubs for the same project must have sign off by all clubs that they will work collaboratively to deliver the project. Individual applications for the same project will not be accepted

- Inform Council officers of changes to key project contact details, including telephone number, email or postal address.

- Ensure any outstanding acquittals are submitted by 31 May 2022 (or other date as agreed to by Council). (If this is not done, your application will not be considered).

- Invite Council officers and Ward Councillor/s to the project launch if applicable.

- Acknowledge Council in all public and promotional materials.

How to apply

All applications are completed online at:

www.strathbogie.vic.gov.au/ community/community-funding/ community-grants-program

Please answer all questions and attach all information as requested.

Failure to answer all questions and attach all information as requested will render your application ineligible and your application will not be assessed.

- **Note 1:** We acknowledge that there has been leniency on this criteria in the past however due to the increasing number of applications for Community Grants Funding it is no longer possible to assess incomplete applications. Your understanding in this matter is appreciated and we look forward to receiving your application with all requested documentation included.
- **Note 2:** Depending on the specific project, additional information, such as a building permit or event approval may be required for the implementation of your project.

This is different from the required documents for a complete application. If applicable, this information will be sought when a project has been short listed and will not impact on your eligibility for assessment.

Applicants may only submit one application for Community Grants per year.

Late applications will not be considered, and no extensions will be granted.

A successful funding application in any round does not imply ongoing funding.

Specific grant category guidelines

The Community Grants Program is divided into five categories, each of which has specific guidelines. Please make sure you refer to the specific guidelines for the relevant category before you start.

Sometimes the project may appear to be applicable to more than one category – if this is the case, please discuss this with the Community Services and Inclusion Team to for advice about which is the best category to submit your proposal.

Once the application has been submitted it is not possible to change it to a more appropriate category and your chance of success may be reduced.

Active and Healthy Communities

(To be read in conjunction with the general guidelines)

The Active and Health Communities category supports:

- Local projects that promote collaboration and resource sharing among groups.
- The development of new or expanding existing programs and activities for example craft workshops, walking groups, community engagement programs or formal and informal sport and leisure activities.
- The purchase of project related equipment/materials e.g.: purchase of printer, materials for workshops and/or project costs such as printing, facility hire, consumables.
- Building more capable community groups for example committee of management training, leadership/ skill development and/or volunteer development and/or skills training initiatives that will increase the efficiency of volunteer roles and responsibilities.

- Provision of essential equipment with priority given to safety equipment e.g. defibrillator, safety padding.

The project should be free or low cost for the community to attend.

Applicants must keep a record/ register of volunteer involvement and audience attendance at all activities associated with the project and submit with the project acquittal report.

Eligibility

Successful applications/ applicants will be required to:

- Demonstrate how the project contributes to developing the health and wellbeing of residents of the Strathbogie Shire.
- Demonstrate the Community benefits of the project for example how will the project strengthen and develop community skills, promote awareness and/or action with regards to community issues and provide opportunities to increase skills/knowledge of community members

- Demonstrate how the project is accessible and inclusive of all members of the community and if it addresses gender equality.
- Demonstrate sound Project Planning/Management and Risk Management skills.

Successful funding in this round does not imply ongoing funding.

Groups should always work towards a sustainable funding model for projects that are intended to be ongoing.

Arts and Culture

(To be read in conjunction with the general guidelines)

The Arts and Culture grant category supports:

- Arts and Culture based initiatives that engage the broader community in creative activities i.e. workshops, residencies, master classes, tours, exhibitions.
- Local artists and organisations to develop art projects that increase the community participation in the arts.
- Local arts and culture based activities that celebrate diversity and reduce isolation. Local arts and culture based activities that promote awareness of community issues and strengthen and develop community skills. Opportunities that assist to sustainably build the region's tourism products that relate to Arts and Culture.

The project should be free or low cost for the community to attend.

Applicants must keep a record/register of volunteer involvement and audience attendance at all activities associated with the project and submit with the project acquittal report.

Please note: In previous years Community Grants Program has provided funding for Events, however, as of 2019-2020, Event funding has been transferred to the Sponsorship Program. Click: Sponsorship Program

Please discuss your project with the Arts Culture Economy Team.

Eligibility

Successful applications/applicants will be required to:

- Demonstrate how the project contributes to developing the cultural vibrancy of the Strathbogie Shire area and supports local creativity and innovation.
- Demonstrate the Community benefits of the project for example how will the project strengthen and develop community skills such as leadership, performance skills, event management.
- Demonstrate how the project is accessible and inclusive of all members of the community and if it addresses gender equality.
- Demonstrate sound Project Planning/Management and Risk Management skills.

Successful funding in this round does not imply ongoing funding.

Groups should always work towards a sustainable funding model for projects that are intended to be ongoing.

Environment and Sustainability

(To be read in conjunction with the general guidelines)

The Environment and Sustainability category supports:

Community groups to undertake a range of environmentally sustainable projects which improve our natural and built environments, for example, community garden projects or the provision of essential group equipment.

Environmental projects for waste and resource management, and recycling initiatives.

Sustainability projects to improve energy efficiency or implement sustainable transport initiatives.

Conservation and climate change projects such as landscape restoration and re-vegetation projects or pest, plant and animal control projects.

The development of Environmental and Sustainability educational programs, behavioural change project, field days or workshops, development brochures, booklets and other resource materials.

The project should be free or low cost for the community to attend.

Applicants must keep a record/register of volunteer involvement and audience attendance at all activities associated with the project and submit with the project acquittal report.

Eligibility

Successful applications/applicants will be required to:

Demonstrate how the project contributes to environmental sustainability outcomes and benefits.

Demonstrate the Community benefits of the project for example how will the project strengthen and develop community skills such as leadership, performance skills, event management.

Demonstrate how the project is accessible and inclusive of all members of the community and if it addresses gender equality.

Demonstrate sound Project Planning/Management and Risk Management skills.

Successful funding in this round does not imply ongoing funding.

Groups should always work towards a sustainable funding model for projects that are intended to be ongoing.

Facilities and Infrastructure

(To be read in conjunction with the general guidelines)

The Facilities and Infrastructure category supports:

- Minor capital purchases such as furniture and equipment.
- Improvements to community facilities such as minor capital work projects or make non-essential modifications to community facilities, for the benefit of facility users.
- Small infrastructure projects such as costs towards an all abilities ramp.
- Children's playgrounds or recreational space improvements.

The project should be free or low cost for the community to attend.

Applicants must keep a record/register of volunteer involvement and audience attendance at all activities associated with the project and submit with the project acquittal report.

Eligibility

Successful applications/applicants will be required to:

- Demonstrate how the project contributes to improving and developing facilities and infrastructure in Strathbogie Shire.
- emonstrate the Community benefits of the project, for example, how will the project impact on user groups of the facility.

- Demonstrate how the project is accessible and inclusive of all members of the community and if it addresses gender equality.
- Demonstrate sound Project Planning/Management and Risk Management skills.
- Provide evidence of approval from the building owner for any works to be undertaken.

Successful funding in this round does not imply ongoing funding.

Groups should always work towards a sustainable funding model for projects that are intended to be ongoing.

Small Projects Grants

(To be read in conjunction with the general guidelines)

Small Projects Grants are available for applicants that have missed the submission dates for Community Grants from other categories.

Groups are only eligible to receive this grant once per year and are not eligible for a Small Project Grant if they are currently expending other Strathbogie Shire Community Grant Funds.

Small Project Grants must meet the criteria for one of the four Community Grant Categories:

- Active & Healthy Communities
- Arts & Culture

- Environmental & Sustainability
- Facilities & Infrastructure

Small Projects Grants must be acquitted within six months of the submission of their Terms and Conditions unless otherwise negotiated with the Manager Community Services & Inclusion.

Application process

Applications are accepted all year (or until funding allocation is exhausted) from 1st July 2021

Small Project Grants are assessed on a monthly basis.

- Applications should be received before 12 pm on the last Monday of the month

- Applications then undergo pre-eligibility checks before being forwarded to Assessors
- Applicants will be advised of the outcome by the first Monday of the month

Any application received after 12pm on the last Monday of the month will be assessed the following month.

Eligibility

As per Community Grants Category under which the applicant is applying.

Evaluation Process

All Community Grant submissions will be evaluated by Strathbogie Shire Council's Community Grants Program Assessment Panel.

The Community Grants Program Assessment Panel will be made up of three (3) Council officers from within the Community Services & Inclusion team. Additional advice will be provided by other officers dependent on their area of expertise in the grant categories of Arts & Culture, Environment & Sustainability, Facilities & Infrastructure and Projects

The panel will consider all eligible applications submitted. A list of ineligible applications received will also be presented to the assessment Panel.

All applications will be reviewed and assessed against a scoring matrix to ensure consistency, equity and transparency across the program. All recommendations will be consistent with the eligibility criteria and funding priorities as outlined in the Strathbogie Shire Community Grants Program Policy document.

Where the Strathbogie Shire Community Grant Program Assessment Panel chooses to make a recommendation (either to fund or not fund) that sits outside the Strathbogie Shire Community Grants Program Policy and/or these Terms of Reference, the rationale for such recommendation will be detailed in a report to Council.

Criteria description	Weighting
Alignment to Community Grants Outcomes and Strategic Plans	30%

- Are the application's aims and outcomes clearly identified?
- Does the application support the Community Grants outcomes and Strategic plan of Council and/or Local Community Reference Group Strategic plan?
- How is the project evaluated – how will they know if the project has achieved the community grants outcomes?
- Does the application address environmental sustainability?

Community Need	20%

- Is there a clearly identified and demonstrated local need for this application?
- Does the application and activities identified effectively address this need?
- Has the application appropriately engaged with the local community?
- Have local people, participants, members or service users been involved in identifying this need and have input into the response?

Organisational Capacity	20%

- Is the application well planned and achievable within the timeframe?
- Is there a clear link between the community need, the community outcomes and the activities that will be delivered?
- Does the application identify appropriate partners that will work with them in a collaborative way?
- Is the scope of the project appropriate?

Access and Equity	15%

- Does the application address issues of social exclusion or barriers to participation?
- Does the application target vulnerable sectors of the community?
- Is the application accessible and inclusive?
- Does the application address issues of disadvantage?

Budget	15%

- Does the budget accurately reflect the scope and scale of the application?
- Have other funding sources been identified?
- Have the resources that are required to deliver the project been clearly identified?
- Is the application financially viable and does it demonstrate sound management?