



**AGENDA APPENDIX**  
**Council Meeting**  
**Wednesday 25 June 2014**

AGENDA ITEM FOR SEPARATE DISTRIBUTION TO COUNCILLORS AND EXECUTIVE LEADERSHIP TEAM DUE TO DOCUMENT SIZE.

THE ITEM IS ACCESSIBLE VIA THE COUNCIL WEBSITE OR BY CONTACTING COUNCIL ON 03 5662 9200.

**E.11 2014-2015 COMMUNITY GRANTS PROGRAM GUIDELINES**

Appendix 1 – 2014-2015 Community Grants Program Guidelines



*South Gippsland  
Shire Council*

# South Gippsland Shire Council Community Grants Program



2014 - 2015  
Guidelines & Information



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### Introduction

Council sets the Community Grants allocation each financial year when formulating the annual budget. Funds allocated through the Community Grants Program need to result in beneficial projects/activities for the South Gippsland Shire.

Community Grants funding will be available under the following categories:

- Small Emergency Grants Program
- Projects and Equipment;
- Celebrations, Festivals and Events;
- Planning Development Studies;
- Major Projects; and
- Major Events

### Objectives

The following objectives of the South Gippsland Shire Council Community Grants are outlined in the Council Community Grants Policy:

- a. Grants for a range of initiatives that support the achievement of the strategic goals and outcomes of the Council Plan and enhance the quality of life, heritage, recreation and cultural opportunities of the broader South Gippsland community.
- b. A program that is flexible and responsive to the needs of the community.
- c. A program that minimises the administrative burden on volunteers without undermining good governance and asset management principles.
- d. Further opportunities to volunteer groups and organisations, which would otherwise have limited access to funds to expand or maintain community engagement within the community.
- e. Support to Community Groups to increase self reliance without encouraging a relationship of dependence.

## Key Dates

Small Emergency Grants Program	Example
Open	1 July 2014
Close - Applications received and assessed on a monthly basis	16 day of each month
Recommendations	After 15 day of the following month

Community Grants	Dates
Community Grants 1st and 2nd Rounds Open - Minor Projects and Equipment - Celebrations, Festivals and Events - Major Projects - Planning Development Studies - Major Events*	1 July 2014
<b>Round 1 Applications Close</b>	1 September 2014
Officer recommendations presented to Council for approval	26 November 2014
<b>Round 2 Applications Close</b>	31 March 2015
Officer recommendations presented to Council for approval	24 June 2015

\*Prospective applicants to the Major Events category are required to contact Council's Grants Officer prior to submission.

***All Community Grants applications must be received prior to 5pm, on 01 September 2014 for consideration in Round 1 and 5pm, 31 March 2015 for consideration in Round 2.***

**NO APPLICATIONS OR DOCUMENTATION CAN BE ACCEPTED AFTER THIS TIME.**

### Other Key Points

Under the Community Grants Program there are five grant categories, they are as follows (refer to guidelines for definitions):

Grant Category:	Min. Funding Allocation	Max Funding Allocation	Contribution Ratio Required	
			Example	Example
Small Emergency Grants Program	\$1,000	\$5,000	Up to 85%	Min 15%
Minor Projects and Equipment	\$1,000	\$5,000	\$1	\$1
Celebrations, Festivals and Events Grants	\$1,000	\$5,000	\$1	\$1
Major Projects	\$5,000	\$10,000	\$1	\$1
Planning & Development Studies	\$1,000	\$10,000	\$1	Nil
Major Events**	\$1,000	\$5,000	\$1	\$2***

\* Applicants to the Small Emergency Grants Program are able to seek funding of up to 85% of total project cost.

\*\* Applications under the Major Events category will be able to apply for up to five consecutive years. Any such funding will remain subject to the terms and conditions as set out by Council, and will not be as of right; the allocation will be reviewed every year.

\*\*\* A Major Event applicant must demonstrate at least a contribution of \$2 for every \$1 Council contributes. Contribution may be in-kind or cash.

- *An applicant can only be approved for funding once per category, in a financial year.*
- *An applicant's contribution may either be cash, in-kind or a combination of both.*
- *If an applicant is unsuccessful in Round 1, they are eligible to resubmit their application in Round 2.*

## Eligibility Criteria

Applicants to the Community Grants Program must be:

- a. A community organisation or group managed by a volunteer committee of management; and
- b. A Section 86 Committee of Council or a properly incorporated body. Unincorporated applicants may be auspiced by a third party that is incorporated. (Note: There is no limit on the number of applications an organisation may auspice); and
- c. Based within the South Gippsland Shire or be able to demonstrate that they service a significant number of residents of South Gippsland Shire; and
- d. Operating in accordance with equal opportunity and non-discriminatory philosophies and occupational health and safety guidelines.

Government agencies and/or organisations that are the responsibility of a Government Agency are not eligible. However, applications will be considered for projects associated with facilities that are Council owned/or managed from which a Government funded agency operates.

## Ineligible Applications

The following applications are ineligible for assessment under the Community Grants Program:

- a. Applications that are received after the advertised deadline. The late delivery of an application by Australia Post is not sufficient cause for it to be considered.
- b. The applicant has not committed the required contribution as outlined in the application form.
- c. For funding outside the stated maximum and minimum funding allocation as detailed in the application.
- d. Applicants that have not filed an acquittal with Council for any previous grant or in any other way not complied with the conditions of funding will be considered ineligible until said acquittal
- e. is satisfactorily filed or such conditions of funding are met.
- e. Has not supplied evidence of approval by the relevant land owner and/or lease for where the project is located on land that is not owned by the applicant.
- f. Applications for ongoing administration costs.
- g. Applications seeking retrospective funding
- h. That do not to adhere to the Trade Practices Act and National Competition Policy.
- i. That has not included financial status by providing an end of year report including a financial report and a copy of all current bank statements. (This is to prove that applicants have financial capacity to meet their commitment to the project and are unable to fund the project from their own sources).
- j. Applications by individuals other than where the individual is authorised to apply on behalf of a community group or organisation
- k. Incomplete applications.
- l. Applications are ineligible if they are unable to demonstrate that the project or event is predominantly to the advantage of the general community of South Gippsland Shire Council.
- m. Applications for programs or initiatives where Council considers the purpose of the program or initiative, or activities within it, is to advance the organisation's religious beliefs or political positions, irrespective of what those beliefs or positions might be. However, religious or politically affiliated groups may apply for grants for programs or initiatives that comply with this policy.
- n. Activities that are the core business of other Government programs
- o. Repair of facilities damaged by vandalism, fire or other natural disasters where the damage should be covered by insurance.



### Additional Circumstances

As prior planning for events can be lengthy, applications for Celebrations, Festival and Events may be assessed outside the approved funding rounds as stated in these guidelines.

However, an application must be submitted to Council a minimum of 12 weeks prior to the date of the event to allow appropriate time for assessment and decision of Council.

All applications are still subject to further evaluation by the Community Grants Program Assessment Panel and Council.

### Selection Criteria

To ensure applications are assessed fairly, all eligible applications will be assessed against the response and information provided in the application. Further assessment may also be made against the following criteria:

- a. Level of financial support already provided by Council for the project seeking support.
- b. Level of financial support previously provided by Council to the applicant.
- c. Level of demonstrated financial and/or in-kind contribution by the applicant.



## Information for Applicants

The following is some detail of what is expected for each question of the application and some further tips. Chances are this document won't anticipate every question applicants may have; so please contact the Grants Officer, Penni Ellicott, on (03) 5662 9378 or by email [penni.ellicott@southgippsland.vic.gov.au](mailto:penni.ellicott@southgippsland.vic.gov.au), should you require further assistance.

## Applications to the Small Emergency Grants Program

Small equipment items must be tangible and for the primary benefit of the volunteers and does not include installation costs. Applications to this program are to clearly demonstrate the following objectives:

### **WHY does your organisation need this emergency grant? (50%)**

- Demonstrate that your organisation can not continue to function effectively without the immediate grant?
- Why can it not go through the standard Community Grants Program?

### **WHAT will the grant achieve for you organisation? (50%)**

- Will it assist current or encourage new volunteers?
- How will it assist volunteers within your organisation?
- Will it be more cost effective?

### Applications to the Community Grants Program

#### **Question 1 - Project Category**

##### **Which one to tick?**

#### **Minor Projects and Equipment**

These grants are usually for minor capital works, purchase of equipment or the costs associated with the establishment of a new or improved service. An application cannot be made for any on-going or operating expenses for a program or service. This includes a regular annual program that your club runs, as these will be considered a recurrent cost and therefore ineligible.

#### **Celebrations Festivals and Events**

These grants are for the running of 'not for profit' Celebrations Festivals or Events and not for fund raising purposes for an organisation/s or a third party. All such activities funded will have a focus on community strengthening and/or the enhancement of the quality of life, heritage, recreational and cultural opportunities of the citizens and visitors to South Gippsland Shire, and not be of a predominately commercial nature.

#### **Planning & Development Studies**

Studies are for the development of documented research that details the viability or business case of a proposed community based project or facility.

#### **Major Projects**

Applications under this category will be for projects that are well planned, with appropriate approvals in place. A detailed budget and where applicable, designs are to be attached to the application. Applications can also be submitted on behalf of multiple groups. Minimum funding request is \$5,000 and up to \$10,000.

#### **Major Event Grants**

These grants are for events that can demonstrate that it will or does attract State and/or nationally recognised artists or competitors, and/or a large participation from outside of South Gippsland. That is, participation is not dependent on local attendance but has a focus on attracting a much wider audience or participation. These events are not fund raising activities for other charities and/or organisations.

**Prospective applicants must contact Council's Grant Officer before submitting an application.**

#### **What happens if I choose the wrong one?**

Officers will simply redesignate it to the appropriate category and it will still be fully considered, provided all other eligibility criteria are met. Seeking advice from the Grants Officer will assist in reducing any confusion.

#### **Question 2- Project Name & Description**

Needs to briefly outline what the grant is for? Applications to the Celebrations, Festival and Events category need to include the date of their event.



### **Question 3 - Project Location**

This refers to where the project or event is going to happen, not the address of the club or organisation. It is important that the land owners and/or property controllers are consulted prior to submission and evidence provided with the application. Works to be completed on Council owned / controlled property requiring permission from Council's Building and/or Property Unit **must** submit their request at least six weeks prior to the Community Grants closing date.

### **What's a Road Reserve?**

This is not just the asphalted or trafficable area, it usually includes the space between one property boundary across to the opposite property boundary, i.e. the land between one fence line and the fence line directly opposite across the 'road'.

### **Question 4 - Applicants Details**

Do not use abbreviations or acronyms. Give the full name of the Applicant Organisation. The contact person should be the person who will be managing the grant application and will be the primary point of contact with the organisation through-out the life of the project.

### **What's a Section 86 Committee?**

These are committees directly appointed by Council under Section 86 of the Local Government Act 1989, and are given a formal delegation to do certain things on the Council's behalf; such as look after a hall or a piece of land.

### **Question 5 – Auspice Organisation**

If your group is not incorporated or a Section 86 Committee, you need to have another Group that is an incorporated group auspice your application.

The details of the auspicing group should be completed and signed in the space provided on the application.

### **Question 6 – GippsSport**

#### **(applicable to applications from sports clubs only)**

GippSport is part of Regional Sport Victoria.

It is funded to support community sport sports club in all areas of operation. The organization is committed to developing strong partnerships, especially with its funding providers, local government and Primary Care Partnerships.

GippSport aims to:

- Support grassroots sport & recreation;
- Encourage participation in active recreation;
- Encourage access for all;
- Create welcoming and inclusive clubs; and
- Promote health through sport.

GippSport currently manages and operates the following programs to achieve these aims:

- Healthy Sporting Environments which is funded by VicHealth;
- Access for All Abilities which is funded by Sport and Recreation Victoria;
- Regional Sport and Recreation which is funded by Sport and Recreation Victoria;
- Good Sports which is funded by the Australian Drug Foundation; and
- Most Disciplined Player and Thank You Volunteer Programs.

Council encourages sporting clubs to be associated with GippSport. For more information or become involved in these programs visit [www.gippsport.com.au](http://www.gippsport.com.au)

### **Question 7 – Project Description**

If you don't have enough room for any of these questions, simply write in the relevant space 'see attached' and attach your response to the application.

#### **7.1 WHY does your organisation want to do this project? (30%)**

- Demonstrate the extent to which the project responds to the need of your organisation and the why it is necessary?
- Is the project identified or supported by any Business Plans, Master Plans, Feasibility Study OHS reports etc.
- Will it increase participation numbers, membership, revenue, proceeds etc?
- Will it assist current or encourage new volunteers?

#### **7.2 HOW will your organisation carry out the project? (20%)**

- Demonstrate how the project will be delivered including, project scope, innovative, sustainable and environmentally friendly project components and practices.
- Is a Project Management Framework (PMF) provided? (If so, please provide details on the pro-forma provided)
- Includes evidence of confirmation of funding contributions (both financial and in-kind) and an In-kind pro-forma provided.
- Address issues around safety, risk management, accessibility and compliance with relevant anti-discrimination legislation.

- Includes the provision of quotations, concept and any consultation undertaken with stakeholders, partners and potential users (**where possible local suppliers should be given the opportunity to quote on projects**).

- **If required, Planning Permits must be obtained and provided with the application.**

- Major Projects must include any Designs and Detailed Costings where applicable.

#### **7.3 WHO will be involved in the project? (10%)**

- Who will be managing the project effectively and experience do they have?
- What stakeholders will be involved in the project? Have they provided a letter of support?

#### **7.4 WHAT will the project achieve for the Community? (40%)**

- Demonstrate how your organisation and this project will meet the needs of the community?
- Is your project identified and /or supported by a Community Direction Statement
- Council's various strategies such as Open Space Strategy, Recreation Plan, Access & Inclusion Plan, Sustainability Strategy, Bike Paths & Trails Strategy etc (Council's Various Plans and Strategies are available at [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au).)
- Preference will be given to a project that encourages multi-use and does not duplicate a service and/or facility within the community.

### **Question 8 - Project / Event Budget and Timeline**

All dollar figures provided should be GST inclusive.

#### **What's an In-kind contribution?**

It is a non-cash contribution made by the applicant towards the completion or the conduct of the project. Commonly this will include the labour of members of the applicant or the use of members' equipment. A business may also supply material or services at a discount. The difference between the retail value of a product and the discounted price for the project can also be counted as an in-kind contribution.

**A voluntary Labour and In-kind Support Information Sheet must be completed and returned with the application form. This form is available on the Council website.**

### **Question 9 - Authorisation Clause**

If you have a constitution or articles of association, these should tell you who can authorised the application. If you have neither, your 'president' and another office bearer should be the authorised person/s.

#### **Checklist – Attachments**

Supporting documentation is often what gets applications across the line. They can be used to demonstrate that your project has broad community support or identified as a key priority by other stakeholders, for example a co-tenant is aware and supportive of the project.

- **Latest annual financial report and current bank statement.** This is so Council can confirm that your organisation has the ability to meet its financial commitments to the project. This is very important and is actually something that the application will be assessed on, so make sure you include both of the listed documents.

- **Letters of support:** should be provided if they are relevant to the application i.e. a group that will directly benefit from the project or are providing funds and/or in-kind support.

- **Photos and or newspapers cuttings:** provide the assessing panel a view of the project that may be hard to visualise in writing alone. Photos need to be scanned and provided on A4 sheets or a JPEG file.

Refer to the checklist at the back of the application for additional attachments that may be required to support your application.



### Assessment

#### ***Small Emergency Grants Program***

- a. Applications are received and collated by Grants Officer up to the 16th day of the Month.
- b. An Assessment Panel undertakes an assessment and review of applications against the selection criteria to make a draft recommendation report to the Chief Executive Officer by the last day of the Month.
- c. The assessment outcome approved by the CEO will be provided to Council for review. Council will have seven days to review the assessment outcome.
- d. Applicants notified of outcome by the 15th day of the following Month.
- e. A report will be represented to Council noting the recommendations twice per year.

#### ***Community Grants***

- a. Applications are received and collated by Grants Officer and forwarded to appropriate Council officers for initial assessment and recommendations against the selection criteria.
- b. An Assessment Panel undertakes a final assessment and review of applications against the selection criteria to make a draft recommendation report to Executive Leadership Team and Council.
- c. The draft recommendation report of the Assessment Panel is presented to Council Briefing for review and/or further assessment.
- d. A report of the final recommendations submitted to Council for endorsement.

## Conditions of Funding

- a. All applicants must provide Council with an ABN or evidence of tax exempt status. Failure to comply with this requirement will require Council to withhold 48.5% of the grant and remit it to the ATO. All grant recipients must provide a Tax Invoice or signed "statement by supplier" to obtain grant funds.
  - b. Applicants must ensure that if their project requires building approvals or is required to fulfil any other statutory requirements that these obligations are met and evidence is provided to Council's Grants Officer before commencement of the project. The approval of a Community Grant does not warrant approval for these.
  - c. Applicants are accountable for the grant by acknowledging and formally agreeing to the Conditions of Funding.
  - d. Applications granted funds for leveraging to other funding programs will not receive the allocated Community Grant until the additional funding is approved and evidence provided to the Grants Officer. Where Council is required to auspice an application or is on Council owned or managed land; the applicant is to abide by Council's Community Project Management Policy. Applicant is to notify Council in writing as soon as possible if additional funding is not successful. Allocated funds from the Community Grants program will then be withdrawn.
  - e. Council requires an acquittal within 12 months of which the funding is approved. Unless prior arrangements have been made, any funds not expended by the end of the 12 month period may be withdrawn and/or reallocated. Failure to supply a final report will result in applicants being ineligible for funding in subsequent years until the report is provided.
  - f. Applications must support the strategies and principles of Council's Access and Inclusion Plan 2007-2012, Equal Opportunity Act 1995 (Vic), and Human Rights Charter.
  - g. The Occupational Health and Safety Act (2004) outlines the responsibilities for employers regarding the protection of Health and Safety in the work place. Even though groups may be "not for profit" organisations and using predominately volunteer labour, it is important to note that the Act remains applicable. Therefore, as a condition of accepting this Grant, community organisations must ensure that any works undertaken are done in a manner that, as far as practical, is safe and without risk to health, as well as abide by any reasonable direction made by Council's authorised officers in this regard.
  - h. Council may, if it considers a project to be of high risk, request the completion of a Job Safety Analysis Sheet(s) for the project, or elements of the project. Until these are provided to the satisfaction of Council; no grant monies may be paid.
  - i. Council's contribution is to be appropriately acknowledged in all publicity, media releases, and signage. This includes affixing the sponsorship plaque provided by Council in location appropriate to the project.
  - j. All successful Major Event applicants must provide an acquittal of the previous year's event for review prior to any further funding being allocated to ensure that the funding is still reasonably required by the event and that the event still qualifies as a 'major event'. If in the opinion of the CEO a funded Major Event no longer meets these criteria, Council may withdraw funding.
  - k. The Council may apply any special conditions it believes appropriate in regard to the funding of a particular application.
  - l. Council may appoint a Steering Committee for selected development studies. Members of the Steering Committee will be appointed by the CEO.
  - m. Council reserves the right to terminate or seek repayment of any funding if it believes that the applicant has spent it on items not associated with its original application and allocated purpose or has otherwise misappropriated the funds, or any other reason Council deems sufficient cause.
- The approval of funding allocations remains with Council. Council may, however, from time to time delegate this responsibility, either indefinitely or temporarily, to the Chief Executive Officer or his/her delegate. Such delegations are subject to any terms and conditions that the Council deems appropriate.



### Additional Information

#### **Councillor Discretionary Funds**

A Discretionary Fund is a set budget that Council provides annually to each Councillor for distribution to the community of South Gippsland in accordance with the Councillor Discretionary Fund Policy and Guidelines. Funding of up to \$1,000 per applicant per financial year is available. Application forms and guidelines are available from your Ward Councillors, Council website, Reception or by phoning 5662 9378.

#### **Promoting Community Events**

South Gippsland Shire Council encourages community groups running events to help promote other South Gippsland events, and by doing so increase participation across the Shire, as well as attract more visitors to each event. Many local organisations who receive financial support from Council are supporting their colleagues in this manner already, by displaying promotional materials for other events and providing information for distribution to other groups through Shire wide networks.

Want more information? Contact Sophie Dixon, Community Strengthening Support Officer on 5662 9202 or [sophie.dixon@southgippsland.vic.gov.au](mailto:sophie.dixon@southgippsland.vic.gov.au)

