

SOUTH GIPPSLAND SHIRE COUNCIL

Community Grant Program Guidelines and Information

2020/21



*South Gippsland
Shire Council*



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Introduction

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

Community Grants funding will be available under the following categories:

- Small Grants Program
- Emergency Grants Program
- Minor Projects and Equipment
- Festivals and Events
- Planning & Development Reports and
- Major Projects and Equipment

Grant options within the South Gippsland Shire Council Community Grants program are accessible only by community, volunteer and not for profit organisations. Commercial and business entities are not eligible to apply for grants under this program. Some exemptions may apply, contact the Grants Team to discuss your organisations options.

Objectives

The objectives of the South Gippsland Shire Council Community Grants listed below 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. Provide 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 Community Groups to increase self-reliance without encouraging a relationship of dependence.



Key Dates

Small Grants Program

Open	1 July 2019
Close	Last day of each month
Recommendations	Last day of the following month

Emergency Grants Program

Open	1 July 2019
Close	No closing date
Recommendations	Approximately two weeks after submission

General Community Grants

Dates

- Minor Projects and Equipment
- Festivals and Events
- Planning & Development Reports
- Major Projects and Equipment

Round 1 Applications Open 1 July 2019 - Close 31 August 2019

Officer recommendations presented to Council	28 November 2019
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Round 2 Applications Open 1 January 2020 - Close 31 March 2020

Officer recommendations presented to Council	26 June 2020
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All Community Grants applications must be received prior to midnight on the closing date.

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	Council Contribution	Funding Contribution Required
Small Grants Program	-	\$1,000	Up to 100%	-
Emergency Grants Program	\$1,000	\$5,000	Up to 50%	Min 50%
Minor Projects and Equipment	\$1,000	\$5,000	Up to 50%	Min 50%
Festivals and Events Grants (may include a program of events/activities across a period of time)	\$1,000	\$10,000	Up to 50%	Min 50%
Planning & Development Reports	\$1,000	\$10,000	Up to 50%	Where an applicant has the capacity, a significant contribution is expected.
Major Projects & Equipment	\$5,000	\$10,000	Up to 50%	Min 50%

- Applicants seeking funding for either Major Projects & Equipment and/or Planning & Development Reports MUST discuss their project with a member of the Grants Team prior at least two weeks prior to submitting an application. From this discussion, an 'Approval to Proceed' will be provided, and must be used as evidence when lodging an application. Failure to provide the Approval to Proceed will result in the application being deemed ineligible.
- Applicants to the Small Grants Program are able to seek funding of 100% of the total project cost
- Community organisations may only receive two small grants per calendar year. There is no limit to the number of times an organisation may apply.
- The applicant's contribution may either be cash, in-kind or a combination of both.
- Applicants seeking Major Projects and Equipment grants and Planning & Development Report grants must discuss their project with a member of the community grants team prior to lodging an application.
- If an applicant is unsuccessful they may be able to resubmit their application in future rounds.
- In kind contributions cannot include the time taken to plan and complete the grant submission.



Eligibility Criteria

Applicants to the Community Grants Program must be:

- a. A community organisation or group managed by a volunteer committee of management.
Organisations must be one of the following:
 - A properly incorporated body under the Associations Incorporation Reform Act 2012
 - A Company Limited by Guarantee (Corporations Act 2005) or Social Enterprise in Victoria, directly managed by a volunteer committee / board of management, that exists to benefit the community not owners or shareholders (as defined in organisation constitution or replaceable rules).
 - Auspiced by a third body that is incorporated under the Associations Incorporation Reform Act 2012 or a Company Limited by Guarantee
- b. Based within the South Gippsland Shire or be able to demonstrate that they service a significant number of residents of South Gippsland Shire and proposing a project/activity that will operate within the South Gippsland Shire.
- c. Government funded agencies such as schools and hospitals are generally not eligible for the South Gippsland Community Grants Program. This includes Registered Training Organisations such as TAFE.
- d. Community Houses, Kindergartens or preschools that are directly managed by a volunteer committee of management are considered eligible to apply for projects of broad community benefit.

Projects to assist with the ordinary operation of an organisation are not eligible. Contact with the Grants team to determine project suitability should be made prior to submission.

Ineligible applications

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

- a. Applications that are received after the advertised deadline.
- b. Incomplete applications.
- c. Application where the application has not committed the required contribution as outlined in the application form.
- 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 is satisfactorily filed or such conditions of funding are met.
- e. Applications for projects over \$5,000 that have not discussed their application prior to submission with a Grants Officer, or provided the required 'Authority to Proceed' with their application.
- f. 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.
- g. Applications for ongoing administration costs.
- h. Applications seeking retrospective funding, i.e. funding for projects already undertaken or commenced.

Ineligible applications continued...

- i. Applications that do not to adhere to the Trade Practices Act and National Competition Policy.
- j. Applications that has not provided full financial disclosure.
- k. Applications by individuals other than where the individual is authorised to apply on behalf of a community group or organisation.
- l. 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 (e.g demonstrate a broad South Gippsland community benefit).
- m. Activities that are the core business of other Government programs
- n. Repair of facilities damaged by vandalism, fire or other natural disasters where the damage should be covered by insurance.
- o. Activities that are primarily designed to support retail or commercial activity.

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.

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.

Potential successful applications will be those that reach a ranking of 8 or higher from the assessment panel (0 lowest – 10 highest) after all criteria are considered. If the total funding cost of potential successful applications is higher than the funding available, the panel may also consider ranking potential projects based on alignment with Council priorities and/or reducing funding allocations.

Applications to the Small Grants Program

Briefly describe the project and the benefit to your organisation or the South Gippsland community. Requests can be for sponsorship, prizes, awards, purchase of equipment or other small projects that fit within the guidelines.

Applications are required to include a budget, quotes/ estimates where possible and the most current balance sheet for the organisation. An explanation as to why the group requires council funds to undertake the project or activity is also required.

Applications to the Emergency Grants Program

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

- Demonstrate why the standard Community Grants Program is not suitable.
- Demonstrate why your organisation needs to access grant funding immediately.
- Demonstrate why your organisation is unable to fund the emergency works from your current resources.

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

- In detail, describe what the project will involve.
- Demonstrate how the project will be delivered including innovative, sustainable and environmentally friendly projects components and practises.
- Is a Project Management Framework (PMF) provided? If so, please provide details on the form provided.
- Include 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 budget detail that is supported by quotes. 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, or prior to any funds being released.

- A letter of compliance should be provided from Council's Environmental Health Unit for kitchen and bathroom upgrades where an organisation is a registered food premise.

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

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

WHAT will the grant achieve for you organisation? (20%)

- 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 General Community Grants Program

Below is some of the information expected to be included to support the application as well as further guidance. The document may not anticipate every question applications may have; so contact the Community Strengthening Team on 03 5662 9200 or by email council@southgippsland.vic.gov.au, should you require further assistance.

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.

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 charity. 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. Applications to this category need to include the date of the event and provide evidence that an event permit application has been submitted to Council.

Planning & Development Reports

Reports are for the development of documented research that details the viability or business case of a proposed community based project or facility. Projects can include business plans/masterplans, or extensive documentation that supports future funding applications.

Applicants seeking funding for Planning & Development Reports MUST discuss their project with a member of the Grants Team prior to submitting an application. From this discussion, an 'Approval to Proceed' will be provided, and must be used as evidence when lodging an application. Failure to discuss the project with the Grants team will result in the application being deemed ineligible.

Applications to be submitted via Council's website:
www.southgippsland.vic.gov.au

Major Projects & Equipment

These grants are usually for major 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.

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.

Applicants seeking funding for Major Projects & Equipment MUST discuss their project with a member of the Grants Team prior to submitting an application. From this discussion, an 'Approval to Proceed' will be provided, and must be used as evidence when lodging an application. Failure to discuss the project with the Grants team will result in the application being deemed ineligible.

Major Projects and Equipment continued

Project Title

Need to provide a project/event name as well as briefly outlining what the grant is for. Applications need to include the project start date and finish date.

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 **must** submit their request at least six weeks prior to the Community Grants closing date.

GippsSport

(applicable to applications from sports clubs only)

GippsSport 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. GippsSport 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.

GippsSport 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 GippsSport. For more information or become involved in these programs visit www.gippsport.com.au

COMMUNITY GRANTS KEY SELECTION CRITERIA

What are you going to do (not weighted)?

- Simple outline of your project/activity.

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/or community and the why it is necessary?
- Is the specific project identified or supported by any Business Plans, Master Plans, Feasibility Study OHS reports, Council policy or strategy?
- Will it increase participation numbers, membership, revenue, proceeds, promotion, etc?
- Will it assist current or encourage new volunteers?

WHY do you need Council funds (20%)

- Demonstrate why your organisation cannot fund the project.
- If your organisation has specific commitments and you are setting funds aside for these projects, please include this information to assist Council to understand why you need rate payer support for your project/activity.
- Is a Project Management Framework (PMF) provided? (If so, please provide details on the pro-forma provided).

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

- In detail, describe what the project will involve.
- Demonstrate how the project will be delivered including 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 budget detail the is supported by quotes. 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, or before funds can be released.

- A letter of compliance should be provided from Council's Environmental Health Unit for kitchen and bathroom upgrades where an organisation is a registered food premise.
- Major Projects must include any designs and detailed costings where applicable. For proposed works on Council or Crown land, permission must be sought prior to submitting an application.

For proposed works on Council or Crown land, permission must be sought prior to submitting an application. Works to be completed on Council owned / controlled property requiring permission from Council must contact the Grants Officer at least six weeks prior to the Community Grants closing date.

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

- Who will be managing the project and what experience do they have?
- What stakeholders will be involved in the project?
- Have they provided a letter of support? Council cannot provide a letter of support for projects proposed on Council owned / managed land.

WHAT will the project achieve for the Community? (20%)

- Provide a brief background about your organisation and its purpose.
- Demonstrate how your project will meet the needs of your organisation and the community?
- Is your project identified and /or supported by a Community Direction Statement (Community Plan).
- Preference will be given to a project that encourages multi-use and does not duplicate a service and/or facility within the community.



Information for all applicants

Budget Information

- All dollar figures provided should be GST inclusive.
- Where possible quotes should be provided. Preference is given to local suppliers, however it is acknowledged that this may not always be possible. This should be explained in the application.
- An example budget template is available on Council's website.

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.

In-kind cannot include the time taken to prepare the grant application.

In-Kind cannot include the time taken to use the equipment if the application is successful (i.e. the future use of a mower purchased through the grants program is not an in-kind contribution).

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

Supporting 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.

- Full financial disclosure must be provided with the application including investment accounts.
- Financial reports are required so Council can confirm that your organisation has the ability to meet its financial commitments to the project.

• Statements from ALL accounts held by the organisation MUST be included with the application. This includes investment accounts and special purpose accounts held by the organisation.

- **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 Grant Program

- a. All applications are made through the Smarty Grants Program.
- b. Applications are received and collated by Grants Officer up to the last day of the Month.
- c. 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 15th day of the following Month.
- d. The assessment outcome approved by the CEO will be provided to Council for review. Council will have fourteen days to review the assessment outcome.
- e. Applicants notified of outcome by the last of the following Month.
- f. A report will be represented to Council noting the recommendations twice per year.

Emergency Grant Program

- a. All applications are made through the Smarty Grants Program.
- b. Applications are collated by the Grants Officer as they are received.
- c. 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 within seven days.
- d. The assessment outcome approved by the CEO will be provided to Council for review. Council will have seven days to review the assessment outcome.

- e. Applicants notified of outcome after 15 days.
- f. A report will be represented to Council noting the recommendations twice per year.

General Community Grants

- a. All applications are made through the Smarty Grants Program.
- b. Applications are received by Council.
- c. An assessment panel comprising of Council staff, an independent community representative, and external, independent Chairperson, undertake an assessment and review of applications against the selection criteria to make a draft recommendation report to the Executive Leadership Team and Council
- d. 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.
- e. The draft recommendation report of the Assessment Panel is presented to Council Briefing for review and/or further assessment.
- f. A report of the final recommendations submitted to Council for endorsement.

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 sophied@southgippsland.vic.gov.au

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, and a Council representative invited to any associated project event.
 - j. The Council may apply any special conditions it believes appropriate in regard to the funding of a particular application.
 - k. Council may appoint a Steering Committee for selected development studies. Members of the Steering Committee will be appointed by the CEO.
 - l. 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.