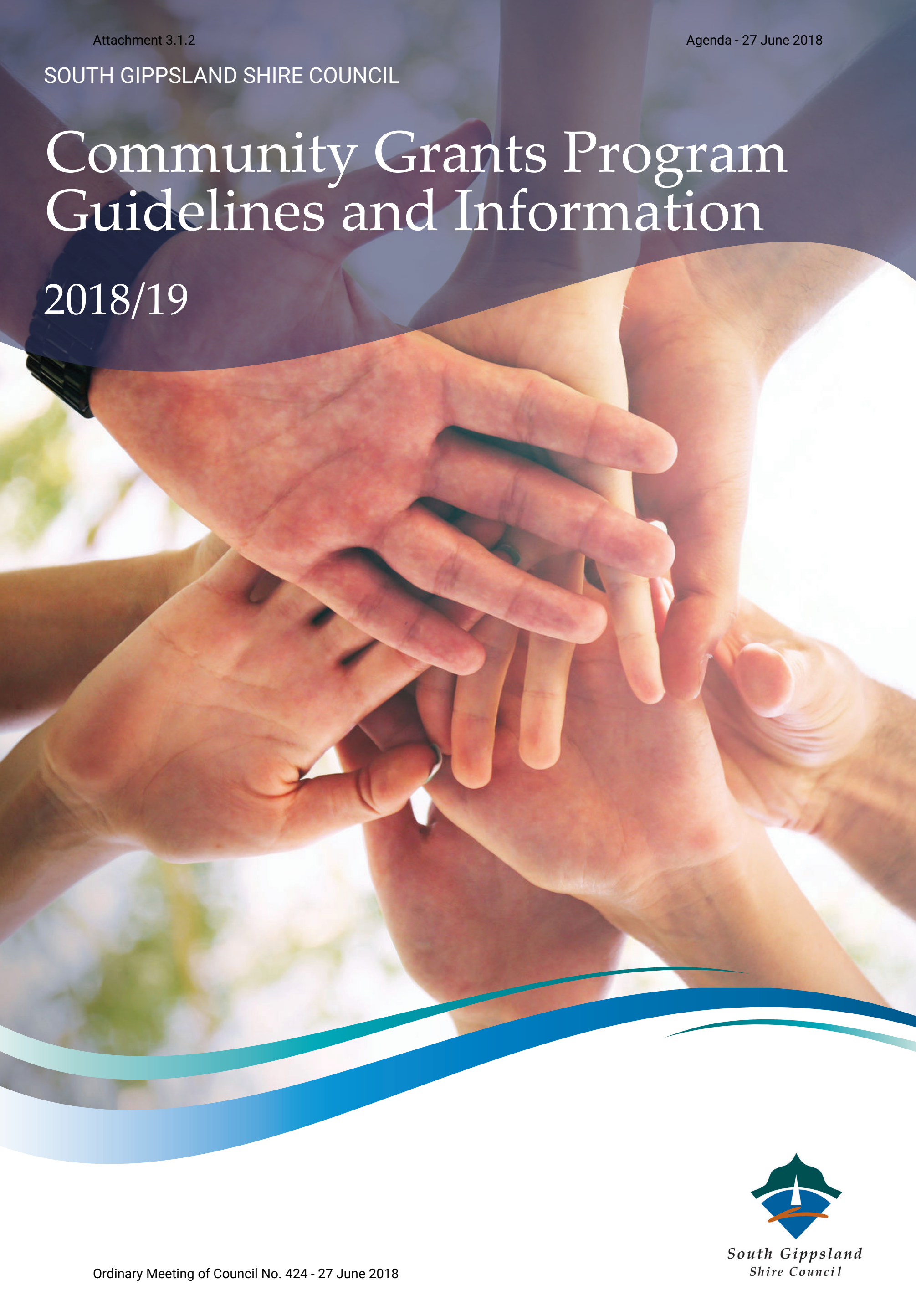


SOUTH GIPPSLAND SHIRE COUNCIL

# Community Grants Program Guidelines and Information

2018/19



*South Gippsland  
Shire Council*

# Guidelines & Information 2018/2019

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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 to support beneficial projects/ activities and events for the South Gippsland Shire.

Community Grants funding is 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.

## 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 to Community Groups to increase self-reliance without encouraging a relationship of dependence.

## Key Dates

### Small Grants Program

Open	1 July 2018
Close	Last day of each month
Recommendations	Last day of the following month

### Emergency Grants Program

Open	1 July 2018
Applications received and assessed on an ongoing basis	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 2018 – Close 31 August 2018

Officer recommendations presented to Council	28 November 2018
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#### Round 2 Applications Open 1 January 2019 – Close 31 March 2018

Officer recommendations presented to Council	26 June 2019
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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 (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 100%	Where an applicant has the capacity, a significant contribution is expected.
Major Projects & Equipment	\$5,000	\$10,000	Up to 50%	Min 50%

- 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 on the number of times an organisation may apply
- An applicant's contribution may either be cash, in-kind or a combination of both
- Applicants seeking Major Projects and Equipment grants and Planning and 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 eligible to resubmit their application in future rounds.

## Eligibility Criteria

Applicants to the Community Grants Program must be:

- a. A community organisation or group managed by a volunteer committee of management.
- b. One of the following:
  - A Section 86 Committee of Council
  - A properly incorporated body
  - Auspiced by a third party that is an Incorporated entity.
- c. Based within the South Gippsland Shire or be able to demonstrate that they service a significant number of residents of South Gippsland Shire.
- d. Operating in accordance with equal opportunity and non-discriminatory philosophies and occupational health and safety guidelines.

Government funded agencies such as schools and hospitals are generally not eligible for the South Gippsland Shire Council Community Grants Program. This includes Registered Training Organisations such as TAFE. Community Houses, Kindergartens or pre-schools that are directly managed by a volunteer committee of management are considered eligible to apply for projects of broad community benefit.

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 applicant has not committed the required contribution as outlined in the application form.

## Ineligible Applications

- a. 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.
- b. 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.
- c. Applications for ongoing administration costs.
- d. Applications seeking retrospective funding.
- e. That do not to adhere to the Trade Practices Act and National Competition Policy.
- f. That has not provided full financial disclosure.
- g. Applications by individuals other than where the individual is authorised to apply on behalf of a community group or organisation. 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.
- h. Activities that are the core business of other Government programs.
- i. Repair of facilities damaged by vandalism, fire or other natural disasters where the damage cannot be feasibly covered by insurance.

## Selection Criteria

To ensure applications are assessed fairly all 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.

## 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 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 project components and practices.
- 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) on the in-kind form provided.
- Address issues around safety, risk management, accessibility and compliance with relevant anti-discrimination legislation.
- Include 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 premises.

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

- Who will be manage 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 your 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 Grant program

Below is some information expected to be included within the application as well as further guidance. The document may not anticipate every question applicants may have; so contact the Community Strengthening Team on 03 5662 9200 or by email [council@southgippsland.vic.gov.au](mailto: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' Festivals or Events and not for fund raising purposes for an organisation/s or a third party charity. All such activities funded require 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.

**Applications to be submitted via the Council website:**  
[www.southgippsland.vic.gov.a](http://www.southgippsland.vic.gov.a)

#### **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.

## Major Projects & Equipment continued

### **Project Title**

A project/event name is required as well as a brief outline of why the grant is required. Applications must also 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 of their approval 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 to become involved in these programs visit

[www.gippsport.com.au](http://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 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 future 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.

***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 form provided).
- Include evidence of confirmation of funding contributions (both financial and in-kind) on the In-kind form provided.
- Address issues around safety, risk management, accessibility and compliance with relevant anti-discrimination legislation.
- Include budget detail and associated 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.

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

- Who will be manage 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 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 group 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 this grant application.

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.
- Please include statements from ALL 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 should be provided in .jpeg format

### **Business or Development Plans, Feasibility Studies, Masterplans, Community Plans etc.**

Extracts from relevant plans that support the application should be provided as an attachment. There is no requirement to provide the full document, however a copy may be requested before a decision on your application is made.

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

# Assessment

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

- a. Applications are received by Council.
- 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.
- 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 as indicated within the key dates table of this document.
- e. A report will be represented to Council noting the recommendations twice per each year.

## ***General Community Grants***

- a. Applications are received by Council.
- 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.

# 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](mailto: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 the event 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 the funding being 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. An invitation to attend events, festivals, launches, openings etc must be extended to South Gippsland Shire Councillors.
  - 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.
- Successful applicants are encouraged to present information to Council at public presentation sessions on progress and or completion of their activity.

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.