

Minor Grant Guidelines



September 2020

The Northern Grampians Shire Council's Minor Grants funding provides businesses, sole traders, community groups and individuals with the opportunity to apply for specific one off projects.

Aims of Northern Grampians Shire Council grants

In providing funding, Council aims to

- Strengthen Northern Grampians Shire communities through supporting a diverse range of activities, services and programs that are responsive to community needs
- Create a thriving and active community that is safe, healthy, inclusive and enhances civic participation
- Encourage development of local leaders, learners and volunteers
- Build the capacity of local groups, clubs, associations and businesses to strengthen partnerships within the Northern Grampians Shire to support growth, collaboration and sustainability

Objectives of the Minor Grants Program

Northern Grampians Shire Council Minor Grants are to support one off specific projects by individuals, businesses, sole traders and community groups residing within the Northern Grampians Shire.

Council is seeking applications that encourage:

- Community participation
- Health and wellbeing
- Business development
- Positively represent Northern Grampians Shire
- Enhance civic participation

What projects will not be funded?

Council will not consider projects, initiatives and/or activities that:

- Have already commenced
- Are non compliant with regulatory requirements
- Reimbursement of council fees and charges
- Include staff wages (*please discuss the use of professional services that support business development capacity building i.e. specialist fees*)
- are for purchasing gifts and prizes

Who can apply for funding

Eligibility criteria

Applications will be considered on a case by case basis.

All applications must:

- be submitted online
- provide a project budget
- meet one of the objectives on the minor grants program

Ineligible Applicants

Applications will be ineligible if:

- the applicant is outside of the Northern Grampians Shire
- the funding is clearly the responsibility of other spheres of other Government departments i.e. Small Business Victoria, Department of Jobs, Precincts and Regions
- duplicate other locally available services or resources
- the project has already commenced
- applications are for ongoing or recurrent funding

Funding and Timelines

Applicants can apply for up to \$500 to pursue once off activities.

Council's Minor Grants are open throughout the year, until all funds have been expended.

Application assessment panels are scheduled monthly and applicants will be notified within two weeks of the outcome of the panel assessment.

This is a non-competitive funding program, successful applications may not receive the full amount requested in their application and must satisfy the funding program criteria.

Funding conditions

Successful applicants will be required to enter into a written agreement with Council, stating that you will adhere to the following conditions while undertaking the funded project:

- Grants are allocated specifically for the project and cannot be used for any other purpose without prior formal written agreement from Council
- Only one application per applicant is permitted per financial year
- Allocated grant funds are GST exclusive.
- Funds are required to be expended within 12 month of the letter of offer. Funds not expended by this date are to be returned to the Northern Grampians Shire Council unless a written extension is obtained from Council
- Any change to the original submission must be approved by Northern Grampians Shire Council in writing
- All works to be undertaken must obtain relevant permits and approvals prior to commencement
- Applicants are required to sign a funding agreement with Council and may be requested to partake in media and communications opportunities that promote the council's business grants program



- Any programs or activities undertaken with grants or funding under this program must acknowledge the support and sponsorship of the Northern Grampians Shire Council
- Successful applicants will be provided with the Northern Grampians Shire Council corporate logo, use of the logo must be approved by the Northern Grampians Shire Council media and communications department
- Applicants are required to meet relevant government legislation requirements (eg Occupational Health & Safety Issues, Risk Management Equal Opportunity, Workcover, Privacy)
- Applicants are required to ensure their personnel are adequately covered by insurance.
- A short report on the project and a photo (if appropriate).

Assessment Criteria

Applications will be assessed according to the following criteria:

- The project effectively meets the objectives of the minor grants program
- The project has clear and achievable objectives and outcomes
- The project has been accurately costed

Application and Assessment Process

Grants programs will be communicated and promoted to the public via Council's website, social media and corporate communication channels.

Application

- Applicants contact the Community Development Officer to discuss their project and grant availability prior to submitting an application.
- Applicants develop their project plan.
- Submit grant application online via www.ngshire.vic.gov.au
*council officers are available to assist
- Applicant is notified of the application received by Council

Assessment

All applications are assessed against the program criteria and eligibility:

- applications are reviewed by a cross- departmental panel consisting of three grant assessment members
- the community development officer provides administrative and record keeping support in the assessment process - they are not a member of the assessment panel.
- assessment panels are scheduled once a month to review submitted applications
- applicants will be notified in writing within 1 week of Council approval if their application has been successful.

Assessment Guide

Minor grant applications will be assessed against the objectives of the program.

The assessment panel will use the Minor Grants Assessment Guide to determine the eligibility of the project:

- The level of funds awarded will be determined by the grant assessment panel with consideration for:
 - The number of applications received
 - Total funding pool for the financial year
- Projects may not receive the full amount requested.



Submitting the application

Applications may be submitted via www.ngshire.vic.gov.au

Applications can be posted to Northern Grampians Shire Council, PO Box 580 Stawell Vic 3380.

Privacy collection statement

Personal information requested on this form will only be used by Council to carry out its functions and activities and will not be disclosed without your consent except where authorised by law. If you do not provide all of the personal information required we may not be able to process your request in an effectively and efficiently. You have the right to seek access and correction of your personal information.

Declaration by applicant

I declare that we have been authorised by the applicant organisation to prepare and submit this application to the Northern Grampians Shire Council

Signature

Name

Date

Office use only

NAR #	Matched	Y / N	Officer name

