

# Minor Grant Guidelines

July 2022



The Northern Grampians Shire Council's Grants Programs provide communities, businesses, and local groups with the opportunity to work collaboratively with the council to undertake projects that uplift our community's economic wellbeing and quality of life.

## Aims of Northern Grampians Shire Council's Grants Programs

In providing funding, council aims to:

- Grow the economic capacity and engagement of our own people.
- Become a magnet for innovation and investment.
- Develop strong economic development governance, leadership, collaboration, and advocacy.
- Attract investment in enabling infrastructure.
- Create iconic destinations.
- Improve the health and wellbeing of the community.
- Increase healthy eating and active living.
- Foster communities that are inclusive, welcoming, and supportive of diversity.

## General information

Northern Grampians Shire Council's Minor Grants are to support one-off quick to implement projects/initiatives by community groups, and organisations within the Northern Grampians Shire.

Applications for Minor Grants Program funding can be up to **\$1000** per annum and need to be **delivered within a three-month period** of receiving the funds.

The funding stream is open throughout the year, until all funds have been expended.

The program will be communicated and promoted to the public via council's website, social media, and corporate communication channels.

## Minor Grants Program priorities

The Minor Grants Program supports projects/initiatives that:

- Increase the capacity of community groups/organisations to provide quality services/programs.
- Increase the ability of community groups/organisations to provide quality services/programs.
- Increase the diversity of groups/organisations within the Northern Grampians Shire.
- Create opportunities for groups/organisations to contribute to positive outcomes for their community.

## What the funds can be used for

Council will consider applications which include initiatives to:

- Provide governance skills and capacity building to a group/organisation.
- Purchase equipment to enrich the functioning of a group/organisation.
- Establish and formalise a new community group.
- Implement a small project.

### Who can apply for funding?

#### Eligibility criteria

Applications will be considered on a case-by-case basis.

All Minor Grants applicants are required to:

- Be a not for profit or Incorporated Body with an ABN or be able to provide evidence of an auspice agreement with a group/organisation with an ABN.
- Be based in the Northern Grampians Shire or demonstrate there is a direct benefit to the residents of, the Northern Grampians Shire.
- Be able to deliver the project/initiative within a three-month period of receiving the funds.
- Not already receive substantial support from council.
- Be able to be compliant with council's regulatory requirements.

#### Ineligible applicants

Applications will be ineligible if:

- The group/organisation is based outside the Northern Grampians Shire, unless the activity or project can be proven to still have benefit to residents of Northern Grampians Shire.
- The group/organisation has not submitted a grant evaluation and budget acquittal from a previous grant.
- The funding is being requested retrospectively (the initiative has already started or is completed).
- The initiative will duplicate other locally available services or resources.
- The funding is for ongoing or recurrent costs.
- The funding is to reimburse council fees and charges.
- The funding includes staff wages (please discuss the use of professional services that support business development capacity building i.e., specialist fees).

### Application and submission process

- Applicants are advised to contact the Community Development Team to discuss their project and grant availability prior to applying.
- Grant applications are to be submitted online using the Smarty Grants platform.
- When you submit your application, you will receive a submission acknowledgement from Smarty Grants.
- Your submitted application can be accessed in your Smarty Grants account.

### Assessment criteria and decision-making process

**Successful applications will need to:**

- Align with at least one of the Minor Grants Program's priorities.
- Provide a detailed description and realistic timeline for the project/initiative.
- Provide evidence of costings.

**Assessment process:**

- All Minor Grants Program applications are reviewed and assessed by the Community Development Officer who provides recommendations to the Coordinator Community Futures.
- The outcome will take into consideration the total funding pool for the financial year.
- Applications will be assessed within two weeks of the application being submitted.
- Applicants will be notified of the assessment outcome in writing within four weeks of the application being submitted.

### Funding conditions if an application is successful

If the group/organisation is successful in obtaining a minor grant it will be required to enter into a written agreement with council, stating that the group/organisation 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.
- Grant funds allocated to the group /organisation are GST exclusive.
- Funds are required to be expended within three months of the letter of offer. If the project/initiative cannot be completed within the three months due to factors out of your control an extension can be granted.
- 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.
- Groups/organisations are required to participate in media and communications opportunities that promote the council's Minor Grants Program, as requested.
- Any programs or activities undertaken with 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 Team.
- Groups/organisations are required to meet relevant government legislation requirements (e.g. Occupational Health & Safety Issues, Risk Management, Equal Opportunity, Workcover, Privacy).
- Groups/organisations are required to ensure volunteers are registered with the group/organisation and adequately covered by insurance.
- A grant acquittal must be submitted to council via your Smarty Grants account one month after completion of the project. The acquittal is to include details of the success of the project, photos of the completed project and evidence of expenditure.
- Council officers are available to assist applicants with the final acquittal. Applicants will be ineligible for further grants if the evaluation process is incomplete.

### Referenced Council Plans/Strategy

*Grants Funding Policy 2021*

*Economic Development Strategy 2021-31*

*Municipal Public Health and Wellbeing Plan 2021-25*