

Community Grants Guidelines



September 2020

The Northern Grampians Shire Council's Community Grants Program provides communities with the opportunity to work collaboratively with the Council to make their locality a better place to live. The Council provides community grants that address local needs and provide opportunities to enhance the wellbeing and quality of life of Northern Grampians Shire residents.

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
- 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 Community Grants Program

Northern Grampians Shire Council Community Grants are to support locally based projects that can demonstrate positive impact in health, wellbeing and community participation. Council is seeking applications from community not for profit organisations and groups that:

- Encourage healthy eating
- Promote active living
- Improve mental wellbeing
- Prevent physical violence and related injury
- Support early years development (0-12 year olds)
- Create opportunities for participation in community Arts and Culture
- Reduce waste and community environmental initiatives

What projects will be funded?

Council will consider projects, initiatives and/or activities that:

- Are inclusive and encourage participation
- Are responsive to current needs of the community
- Can demonstrate project planning and articulate what the project is set to achieve
- Support community recovery initiatives

What projects will not be funded?

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

- Have already commenced

- Include staff or volunteer wages (*please discuss professional services that support project capacity building i.e. consultant fees, professional services, service or product contractors that directly benefit the project*)

Who can apply for funding

Eligibility criteria

All applications must:

- be managed through a legal entity such as an incorporated association, registered business or sole trader
- be able to demonstrate financial viability and competence
- be able to demonstrate a contribution to the project on a 1:1 basis. Your organisation must be able to match the grant amount either in cash and/or through in-kind labour and materials
- provide a current financial statement of the organisation
- be based in, and provide a direct benefit to the residents of, the Northern Grampians Shire
- not already receive substantial support from Council
- events or activities or construction that have a likelihood of causing damage or personal injury must have public liability insurance (of at least \$20 million). Other amounts will be considered where there is no likelihood of damage or injury.

Ineligible applicants

Applications will be ineligible if:

- Organisations are based outside the Northern Grampians Shire, unless the project can be proven to still have benefit to residents of Northern Grampians Shire
- You have received community grants funding within the same financial year
- You are an individual applying for funds
- Applicants that cannot demonstrate their own contribution to the project through funds, fundraising, sponsorship or in kind support.
- The funding is clearly the responsibility of other spheres of other Government departments i.e. Department of Health & Human Services, Department of Education.
- Projects duplicate other locally available services or resources
- The project has commenced prior to the date on which the funds are released
- Applications are for ongoing or recurrent funding
- Previous funding received from Council has not been acquitted satisfactorily

Funding and Timelines

Council has two programs available under the community grants program to enhance local community, lifestyle and wellbeing. These programs are available via three funding rounds during the year. These are competitive funding programs and successful applications may not receive the full amount requested in their application.

Community Grants

Round 1: August - September 2020



Round 2: February - March 2021

Council is offering grants of up to \$5,000.

- Applicants considering applying for funds under the Community Grants program are required to demonstrate how their project aligns with the Northern Grampians Shire Council's current Municipal Health and Wellbeing Plan priority areas and Council's waste strategy

Arts and Culture Program

February - March 2021

Council is offering grants of up to \$3,000.

- Applicants considering applying for funds under the Arts and Culture Program are required to demonstrate how their project aligns with the vision of the Northern Grampians Shire Council's Arts and Culture strategy.

Timeline

Date	Grant Program
1 August 2020	Community Grants round 1 open
12 September 5pm	Community Grants round 1 close
25 September	Grant applicants notified of assessment outcome
October 2020	Grant funding provided - upon receipt of grant invoice.
1 February 2021	Community Grants round 2 open
15 March 5pm	Community Grants round 2 close
April 2021	Grant applicants notified of assessment outcome
May 2021	Grant funding provided - upon receipt of grant invoice
1 February 2021	Arts and Culture grants open
15 March 5pm	Arts and Culture grants close
April 2021	Grant applicants notified of assessment outcome
May 2021	Grant funding provided - upon receipt of grant invoice

Funding Conditions

If your organisation is successful in obtaining a community grant you will be required to enter into a written agreement with Council, stating that your 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
- Only one application per organisation is permitted per financial year
- Grant funds allocated to the organisation 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
- Organisations are required to sign a funding agreement with Council and partake in media and communications opportunities that promote the council's community grants program, as requested.
- 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
- Organisations are required to meet relevant government legislation requirements (eg Occupational Health & Safety Issues, Risk Management Equal Opportunity, Workcover, Privacy)
- Organisations are required to ensure volunteers are registered with the organisation and adequately covered by insurance.
- An evaluation report must be submitted to Council one month after completion of the project. The report is to include details of the success of the project, photos of the completed project and an income and expenditure statement detailing the grant from Council and how this was expended.
- Grant acquittals are submitted via the Northern Grampians Shire website, council officers are available to assist applicants with the final acquittal. Applicants will be ineligible for further grants if the evaluation process is incomplete.

Assessment Criteria

Applications will be assessed according to the following criteria:

- The project fits within at least one of the funding categories
- The project effectively meets identified community need and relates to the Community Grants objectives
- The project has clear and achievable objectives and outcomes
- The project can demonstrate community involvement in the project planning and implementation
- The project has been accurately costed
- The organisation has the capacity to implement and report on the project
- The organisation has a Responsible Drug & Alcohol Policy (if applicable).

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 must contact the Community Development team to discuss their project and grant availability prior to submitting an application.
- Applicants develop their project plan - a project template is provided for applicants



- 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

Applications are to be assessed in accordance with the criteria relevant to the specific grant program.

Assessment

All applications are assessed against the program criteria and eligibility

- applications are reviewed by a cross- departmental panel of three Council officers
- a community development officer provides administrative and record keeping support in the assessment process - they are not a member of the assessment panel.
- a partner agency or community representative may be invited to participate in the assessment panel to provide specialist input, knowledge or perspective - this will be approved by the Director Communities
- Applicants will be notified in writing within 2 weeks of Council approval if their application has been successful.

Assessment Guide

- All community grant applications will be assessed against the Community Grants Assessment Guide. The outcome of the grant application assessment will guide the eligibility of the project to receive Community Grant funding.
- 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. If this is preferred, please notify a member of the community placemaking team and ensure the application is posted marked by the grant program closing date.

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	
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