

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 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

The Council's Community Grants Program is a competitive funding program open twice during a financial year.

Council is offering grants of up to **\$5,000** to support projects that contribute towards outcomes that result in:

- Increased social connectedness for residents in Northern Grampians Shire.
- Creation of safe environments that are inclusive of the growing diversity across communities in Northern Grampians Shire.
- Increased capacity of residents to support members of the community who show early signs or are living with mental health problems.
- Increased resilience within the community.

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

### Grant priority areas

The Community Grants program in line with the program outcomes will support initiatives that:

- Strengthen volunteering programs and/or opportunities to build organisational capacity (e.g., strategic planning, grant writing, website creation).
- Provide opportunities for connection and participation within the community for First Nations people, young people, older people, people living with a disability, LGBTIQ+, or migrant communities.
- Provide options to improve the health and wellbeing of communities, e.g., mental health first aid training, purchase of a defibrillator and training in how to use it
- Obtain minor equipment/assets that support the delivery of activities and programming focusing on social connection and/or physical activity within community facilities.

### What will be funded

Items suitable to be funded with the grant include:

- facilitators and speakers for training, sessions and workshops
- plays/shows
- materials and equipment
- purchasing of programs
- program resources
- promotional activities (no more than 10%).

## Who can apply for funding

### Eligibility criteria

All applicants are required to:

- Be a not for profit or incorporated body with an ABN or be auspiced by a not for profit or incorporated body with an ABN and able to provide documentation demonstrating the auspice agreement.
- Be based in, or demonstrate their project has a direct benefit to the residents of the Northern Grampians Shire.
- Be able to demonstrate financial viability and competence.
- Not already receive substantial support from council.
- Be able to be compliant with council's regulatory requirements.
- Provide evidence of Liability Insurance. Events, 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 or groups are based outside the Northern Grampians Shire, unless the project can be proven to still have benefit to residents of Northern Grampians Shire.
- Applicants have already received substantial grants funding within the same financial year.
- Applicants are an individual applying for funds.
- Funds are contributing towards operating costs e.g., wages/utilities
- The funding is clearly the responsibility of spheres of other Government i.e., Department of Health & Human Services or Department of Education.
- Projects duplicate other locally available services or resources.
- The project or initiative 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.

## 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

**For an application to be successful it will need to:**

- Successfully align with at least one of the grant priority areas.
- Effectively outline the benefits of the project aligning with the program objectives.
- Have clear and achievable outcomes and measures.
- Demonstrate community involvement in the project planning and implementation.
- Have been accurately costed and include quotes in application.
- Be run by an organisation/group that has the capacity to implement and report on the project/initiative.
- Be run by an organisation/group that has a Responsible Drug & Alcohol Policy (if applicable).

## Assessment Process

All applications are assessed against the program criteria, eligibility and the Community Grant Guidelines.

- All Arts and Culture Grant applications are reviewed and assessed by members of the Economic Development and Community Futures Team.
- The outcome will take into consideration.
  - The number of applications received.
  - The total funding pool for the financial year.
- Projects may not receive the full amount requested.
- Applicants will be notified in writing within two weeks of Council approval if their application has been successful.

## Timeline

The grants process will follow the timeline below.

Date	Outline of programs process
13 February 2023 at 8am	Community Grants open
31 March 2023 at 5pm	Community Grants close
The week of 17 April 2023	Grant applicants notified of assessment outcome
By 30 June 2023	Grant funding provided upon receipt of grant invoice and signed terms and conditions.

## Funding Conditions for a successful grant application

If the organisation/group is successful in obtaining a grant it will be required to enter into a written agreement with Council, stating that the organisation/group 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 organisation/group are GST exclusive.
- Funds are required to be expended within 12 months 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/groups are required to participate in media and communications opportunities that promote the Council's Community 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.
- Organisations/groups are required to meet relevant government legislation requirements (e.g. Occupational Health & Safety Issues, Risk Management Equal Opportunity, Workcover, Privacy).
- Organisations are required to ensure volunteers are registered with the organisation and covered by insurance.

- A grant acquittal must be submitted to Council 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 an income and expenditure statement detailing the grant from Council and how this was expended.
- Grant acquittals are submitted via the Northern Grampians Shire Council website and 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*