

Minor Support Grant Guidelines

August 2026



Council is committed to providing funding that is fair, transparent and supports projects and events that make a positive difference for our community.

Our funding programs align with the Northern Grampians Shire Council Plan Goals of 'Live It Up' by supporting healthy, connected communities and 'Business Buzz' encouraging a thriving local economy and tourism.

What is a Minor Support Grant

Minor Support Grants provide quick and easy funding for not-for-profit community groups to support small projects, activities, equipment or initiatives that make a positive difference in the community.

Groups can apply for **up to \$700** each financial year. We encourage grant funds to be spent within **three months** of receiving the funding so projects can be delivered quickly and benefit the community sooner.

Applications are open throughout the year until all available funding has been allocated.

There are no set funding priorities for this grant. Instead, we simply ask you to explain how the funding will benefit your organisation, your members, or the broader Northern Grampians community.

What the funds can be used for

A range of items can be considered for funding under this program. These are some examples:

- Purchasing or hiring equipment.
- Purchasing uniforms
- Promotional materials such as banners, flags or flyers
- Catering/non-alcoholic refreshments for non-paying events (the amount available for catering and refreshments are dependent on the type of event and the number of people attending).
- The development of resources to support an activity or program.
- Insurance
- Signage
- Venue hire

Items that will not be funded include

- Ongoing or recurrent costs
- The reimbursement of council fees and charges
- Staff wages
- Prizes and gifts
- Activities of a political nature
- Activities or items that are perceived as causing harm.

Are you eligible?

To be eligible for a Minor Support Grant your group or organisation will need to:

- Be a not-for-profit, incorporated body, or you have an ABN.
- Be based in Northern Grampians Shire.
- Not have an outstanding grant acquittal with council.
- Be funding an item or activity that has not have been purchased or started.

Applications will be ineligible if:

- The group/organisation has not submitted a budget acquittal or feedback form from a previous grant.
- The funding is being provided in retrospect (the activity/initiative has started or is complete).

How to apply

Before you apply, we encourage you to contact Council's Community Development team to discuss your idea. This will help ensure you're applying for the funding program that best suits your needs.

We have made the application process as simple and straightforward as possible. To apply:

- Register for or log in to SmartyGrants.
- Complete and submit your application form in your SmartyGrants account.
- Check your email for confirmation. Once you've submitted your application, you'll receive an email confirming that it has been received.
- Track your application. You can log in to your SmartyGrants account at any time to view your submitted application and track its progress.

If you have any questions or need assistance with your application, our Community Development team is here to help.

How the grant is assessed

All Minor Support Grant applications are reviewed by Council's Community Development team, who provide recommendations to the Coordinator Community Development.

When assessing applications, we consider:

- The available funding for the financial year.
- The benefits for your group or organisation and/or the community.

We aim to assess applications within one week of receiving them and will usually notify applicants of the outcome by email within two weeks of submission.

Funding Conditions if your application is successful

If your application is successful, we will provide a simple Funding Agreement outlining the grant and what you need to do as part of receiving the funding.

You will need to:

- Use the funding for the activity, purchase or initiative outlined in your application. If your plans change, you will need to contact Council before using the funds for something different.
- Note that grant amounts are GST exclusive unless a quote is provided.

- Aim to spend the funding and complete your activity or initiative within three months of receiving your Letter of Offer. If something outside your control means you need more time, please get in touch with us to discuss an extension.
- Meet any relevant Council requirements, permits or approvals that apply to your activity or initiative.
- Where possible, work with Council to share your success through media and communication opportunities that promote the grant program.
- Acknowledge the support of Northern Grampians Shire Council in any relevant promotional material. We'll provide the Council logo for you to use.
- Complete a short feedback form through your SmartyGrants account one month after your activity or initiative is completed. This helps us understand how the funding has helped your group and community.

Completing the feedback form is important. Groups that do not submit their feedback may not be eligible to apply for future council grants.

If you have any questions or your plans change, please get in touch, we are happy to help. You can contact community@ngshire.vic.gov.au or call 5358 0512.

Referenced Council Plans/Strategy

Funding Policy 2024

Economic Development Strategy 2021-31

Municipal Public Health and Wellbeing Plan 2021-25