



Community Grants Guidelines (Round 1) 2019-2020

What is it all about?

The Glenelg Shire Council is committed to enhancing community wellbeing. It encourages and supports a broad range of arts and cultural events, community, sporting, adult learning, social support clubs and organisations through targeted funding programs.

The aim of the Community Grants program is to assist community organisations and groups to undertake activities and provide facilities for the benefit of the citizens and residents of the Shire, as identified in key council plans and strategy. Aligning with Council plans and strategies should be considered when you commence planning your project. A copy of the Glenelg Shire Council Plan is available from council offices and can be viewed online at the Glenelg Shire website.

Council provides approximately \$162,000 in the annual budget for the Community Grants Program. Council also contributes funds to the shire's 3 iconic events.

How does the program work?

- Two rounds of funding will be offered each financial year.
- Grants are available in predetermined categories.
- 'In-kind' requests are available for items such as hire of Council facilities, refund of fees and waste management.
- Minor Community Grants may be available for organisations with extraordinary projects that do not align with normal grant timeframes.

Which groups/organisations are eligible to apply?

To be eligible for funding, intending applicants must:

- Be a small to medium non-profit organisation or "grass roots" volunteer based community group or organisation. Individuals and private profit making organisations are not eligible.
- Be incorporated or auspiced by an **eligible** incorporated organisation. i.e. an organisation that does not have an outstanding Community Grants acquittal or debts owing to Council.
- Supply a Public Liability Insurance Certificate (minimum \$10million) if applying for a grant of \$2,000 or more and/or if applying for the use of Council owned facilities.
- Be an organisation seeking funding for a project that is within the Glenelg Shire region.



Funding Conditions

Council will determine the total amount of funding for the Community Grants Program as part of the Budget considerations each financial year.

- The program will accept requests up to and not exceeding \$5,000 per project and/or application. Groups may apply for funding for multiple projects but the maximum amount granted to any one organization or project will be \$5,000 per financial year.
- Two funding rounds are available per financial year, usually July/August & February/March.
- Where the application is greater than \$1000, the applicant must demonstrate equal or greater contribution to the project.
- The applicant matching contribution may consist of cash and/or in-kind services (labour and goods). However, the in-kind portion of the applicant's contribution must not exceed 50% of the amount requested.
- An applicant meeting the key selection criteria is not guaranteed funding.
- All applicants are strongly advised to consult a Council officer, irrespective of the amount they are applying for.
- Funding will only be provided to organisations that have acquitted previous grants and have no outstanding debts to Council.
- A successful applicant is not guaranteed funding to the level requested.
- Where possible, quotes and/or estimates should be supplied to support your application.
- Acquittal must be provided to Council within three (3) months of the project's completion and before a new application can be made.
- Priority may be given to community groups and organisations that have not received funding in the previous round.
- Council is not responsible for under-estimate of costs by applicants.
- Projects must be completed within 12 months of accepting the agreement. An option is available to apply for an extension of time for a further 12 months.
- Appropriate building and planning permit advice must be obtained prior to the grant application.



- Landowner approval where required should be obtained and attached to your application.

What can be funded?

- Fees for employment to implement project or activity.
- Printing, advertising and promotional costs.
- Venue hire costs.
- Materials and other items essential to the project and/or activity.
- Equipment rental.

What can't be funded?

- Programs and activities of large non-profit organisations or that are primary or core service or responsibility of State or Federal Government.
- Schools, hospitals, cemeteries cannot be funded. Incorporated School Parents and Friends Committees are also not eligible.
- Applications from private profit-making organisations.
- Projects that depend on recurrent funding for continuation.
- Projects that are retrospective or in progress.
- Organisations that have outstanding acquittals or debts to Council.
- On-going general running or maintenance expenses (e.g. postage, telephone, electricity, insurance).

Non-profit definition

A non-profit organisation is one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it winds up. Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes and is not distributed to any of its members. (Source: Australian Tax Office)



Grant Categories

Council will determine the total amount of funding for the Community Grants Program as part of the budget considerations each financial year. The allocations for each category will also be determined by Council through the budget process and may be varied by Council decision at any time.

Funding will be prioritised when the applicant can demonstrate that the proposal addresses the needs of the community with a preference for initiatives that focus on communities with limited access to programs, services and activities.

The Community Grants program is divided into the following categories according to the type of project/activity/program for which funding is sought:

1. Recreation

To increase sport and recreation participation; assist with club development; and enhance health, fitness and social cohesion. Applications in this category should align with council's key Health and Wellbeing Plan and other relevant strategies.

Examples – equipment, Shelter, or to update facilities to ensure all abilities access.

2. Public Halls

To provide funding assistance for non-Council owned and managed public halls in recognition of the importance of public halls for communities.

Examples – upgrade the kitchen facilities in a public hall, or to improve heating, replace a water tank and general maintenance.

3. Community Events

A Community Event Grant supports the development of new and existing community events that promote vibrant and cohesive communities by bringing people together for common goals, celebration and expression. Community based organisations are encouraged to develop and deliver events that showcase local talent, provide public entertainment, foster community participation, connectedness and diversity in accordance with Council's Strategic Tourism and Events Strategy.

Examples – projects that will make an event more inclusive, in kind support for hire of a council venue.

4. Arts, Culture and Heritage

Arts, Cultural and Heritage Grants support a diverse and culturally rich Glenelg Shire through community driven projects and initiatives that increase arts profile, creativity and participation. These initiatives may focus on a wide variety of art forms. Individual artists, partnering with a community group, are eligible to apply as long as they can demonstrate local community support for the project.

Projects in this category need to meet at least two of the following criteria:

- Increase community participation in arts, cultural and heritage activities
- Enhance and celebrate local identity through high quality projects with artists and community.



- Build and strengthen local networks within the Glenelg Shire community and encourage partnerships and collaboration with community, business and Council.
- Strengthen the identity and profile of arts, culture and heritage in Glenelg Shire through effective creative programming and marketing.
- Involve the participation of a skilled artist/s or arts worker who is suitable to the desired outcomes of the project
- Support further creative development of existing activities with new and innovative approaches and activities.

5. Community Strengthening

Community Strengthening Grants support community projects, programs and initiatives with a specific focus on connection communities and building community capacity. This includes projects that improve community facilities, encourage community participation and volunteerism, as well as those that build leadership skills and community wellbeing.

Projects should align with Councils Municipal Health and Wellbeing Plan and other key strategies.

Examples - speakers on mental health, volunteer training, first aid training, support a community walking group.

Grant Sub Categories

Minor Community Grant (maximum \$500)

A small percentage of funding will be kept aside to accommodate requests from community groups and organisations for activities/projects/programs that are of an EXTRAORDINARY nature. Applicants should provide details of the extenuating circumstances in relation to their application. A maximum of \$500 from this category is to be granted to any club or group per financial year.

While applications in this category can be made at any time of the year, applicants MUST contact a Council Officer first to discuss the potential application. The applicant must also justify the reasons for missing the deadlines of the advertised funding rounds.

In-Kind Support

To assist community groups with hiring costs of nominated Council owned facilities, costs of waste disposal and or costs of Council fees (e.g. planning permits etc.). This program is in-kind support only (no cash).

When applying for a community grant where a planning permit is required, a request for in-kind support of the planning permit fee should be included in the application where support is required.



Triennial Grants

Triennial grants are allocated to the three key tourism events in the Shire as elected by Council: Portland Upwelling Festival; Heywood Wood Wine and Roses Festival; and Casterton Kelpie Festival. All iconic events are to be planned in alignment with council's Tourism and Events Strategy.

Assessment Process

A cross functional team of Council staff will assess community grants applications in accordance with Council's policy criteria and provide commentary for consideration by the Community Grants Advisory Committee. This Committee includes the Mayor and two nominated Councillors. Recommended applications will then be presented to Council for allocation and approval.

An applicant meeting the key selection criteria in the Glenelg Shire Community Grants Policy is not guaranteed funding. All applications will be announced after the final decision has been made at an Ordinary Council Meeting.

Grievance Procedure

Council's decisions are final and will not be reviewed. No further correspondence will be entered into.

Selection Criteria

Please describe your project 20%

- Is your project supported by the Council Plan and/or other key Council strategies?
- Will your project increase participation and supports more inclusive local networks?

What will this project achieve? What will be the outcomes? 20%

- Will your project provide a more rewarding experience to the target community?
- Will your project improve access to people of all abilities, increases participation?

How will this project make your club more sustainable into the future. 20%

- Does your project build on the strengths of the Glenelg Shire community and its assets?
- Is the capability of the project/s to be achieved in a set time frame, financially viable and sustainable?

What level of impact will the project have on the environment and what measures will be taken to minimise them. 20%

- What evidence do you have that the project will be environmentally conscious.



How will your club/group promote the Glenelg Shire's contribution to your project? 20%

- What publicity and marketing do you have planned for your project?

Monitoring and Accountability

As Council is committed to developing an ongoing positive partnership with successful applicants it also needs to ensure that the funds from the Community Grants Program are spent efficiently and objectively and meet Council's Objectives.

Therefore:

- Successful groups/organisations must acknowledge the support of Glenelg Shire Council in any promotional or publicity material.
- Successful groups/organisations must present Council in a positive manner and all projects and activities must reflect well on Council.
- Successful groups/organisations are required to enter into a funding agreement with Glenelg Shire Council before receiving any funds.
- A completed Acquittal Report is to be provided to Council at the completion of all funded projects and activities and within the specified timeframes.

External Funding

Some applicants may also be applying for funding support from other organisations (e.g. Arts Victoria, Pacific Hydro, United Way) as part of their project. Often the outcome of such external funding applications will determine if the proposed project proceeds. In most cases the applicant will know if their funding submission under the Council's Community Grant program is successful before they hear from the other funding bodies.

As a result, if Council approves your funding under these circumstances, the approved amount **WILL BE HELD IN RESERVE** by Council until the applicant is aware of the outcome of the other funding applications.

Council reserves the right to withdraw its offer of financial support for a project when the applicant has **NOT BEEN SUCCESSFUL** in securing funding from other sources, if the Community Grant submission is reliant on other third party funds.

In-Kind Services/Support

The applicant matching contribution may consist of cash and 'in-kind' services. 'In-kind' includes items such as labour volunteer hours, materials, venue use etc. However, the 'in-kind' portion of the applicant's contribution must not exceed 50% of the amount requested.



PLEASE NOTE - Details of the applicants in kind support MUST :

- be listed as separate items
- specify actual unit costs, such as hourly rates and quantities
- be clearly quantified and identified.

Distribution

This document is available online at : www.glenelg.vic.gov.au or <https://glenelg.smartygrants.com.au/>

The information in this publication can be provided in an alternative format or another language for those who need it on request. Please contact Glenelg Shire Council's Community Liaison Officer on 5522 2172.

Eligibility Checklist

The eligibility checklist below is designed to help groups, clubs or organisations determine their eligibility for the Glenelg Shire Council's Community Grants program.

Please note: Groups, clubs or organisations that receive State or Federal Government funding are NOT eligible for funding.

Please answer 'yes' or 'no' to the following:

Y/N

Is the major emphasis of the project within Glenelg Shire?	
Is your organisation incorporated? if not incorporated have you listed an eligible organisation that will auspice on your behalf?	
Has the application been discussed with a Council officer?	
Is the project start date in the future?	
Are you a small to medium non-profit organisation?	
Do you, or the incorporated organisation that has agreed to auspice your application, currently have no outstanding acquittals or debts owing to Council?	
If requesting over \$1000, can your organisation provide the required matching contribution?	

Public Liability - only complete this section if you are applying for a grant of \$2000 or more and/or applying for the use of a Council owned facility.

If you are requesting \$2000 or more and/or applying for the use of a Council owned facility have you provided a copy of your current public liability insurance (minimum \$10million) with your application?	
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Risk Assessment - only complete this section if you are applying for a grant to run an event or if applying for the use of a Council owned facility.

If the project is an event, have you provided a Risk Assessment Plan with your application?	
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**If you have answered YES to all of the above relevant questions you are eligible to apply for the Community Grants Program.
Please note eligibility does not guarantee application success.**

Quotes/Estimates - where possible, quotes and/or estimates should be supplied to support your application.

Contact Us

Grant Category	Officer Details	Contact Details
Recreation / Public Halls /	Hayley Rowe Recreation Officer	Ph: (03) 5522 2346 hrowe@glenelg.vic.gov.au
Community Support	Sharon Bridgewater Community Liaison Officer	Ph: (03) 5522 2172 sbridgewater@glenelg.vic.gov.au
Tourism	Michael Cottee Tourism and Events Manager	Ph: (03) 5522 2157 mcottee@glenelg.vic.gov.au
Arts, Culture and Heritage	Susie Lyons Arts and Culture Manager	Ph: (03) 5522 2301 slyons@glenelg.vic.gov.au

How to Apply

- All application forms are to be completed online at : <https://glenelg.smartygrants.com.au/>
- **Before filling in the relevant application form(s), applicants are strongly advised to contact a Council officer to discuss their application.**
- Application forms must be completed in full and all relevant documents must be submitted to enable your funding application to be considered. Please ensure you include all financial information requested, including, where possible, written quotes and/or estimates to support the application.
- If you are applying for funding for more than one project or program you must submit each grant application separately and discuss projects with a council officer.

• Applications for (Round 1) 2019-2020 are to be submitted by 5pm 1 July 2019



Submitting Your Application

Online: <https://glenelg.smartygrants.com.au/>

Library staff, the Library To Go Van and the relevant council officers for each category are available to assist any club or group with the on-line application. Further administration support will also be available where required.

Please contact the relevant council officer for further information or to discuss your project.

Applications are to be submitted by the specified timeframe publicized for each round.

Late submissions will not be accepted under any circumstances.