



# Minor Community Grant Guidelines

## 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.

Minor Community Grant requests may be available for community groups and organisations for activities, projects and programs that are of an extraordinary nature that did not align with normal grant timeframes. **Applications may be up to a maximum of \$500 from a club or group for a nominated project.** While applications in this category can be made at any time of the year, applicants **must** contact the relevant Council Officer first to discuss the potential application. The applicant must also justify the reasons for missing the deadlines of advertised funding rounds.

## 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

### Eligibility

All groups/organisations applying must be incorporated, or auspiced by an incorporated organisation. Groups and organisations interested in becoming incorporated should contact Consumer Affairs Victoria.

Funding will only be provided to eligible organisations who have acquitted and met the conditions of previous grants, and have no outstanding debts to Council. Priority may be given to community groups and organisations that have not received funding in the previous round. An applicant meeting the key selection criteria is not guaranteed funding. A successful applicant is not guaranteed funding to the level requested.

### Application Process

All applicants **are strongly advised** to consult the **relevant** Council staff member, irrespective of the amount they are applying for (see page 9 for staff listing). Applications must be completed in full to be considered, including questions addressing all key selection criteria, project budget, and requested attachments.

### Budget

The Out Of Time Community Grant Program will accept requests up to and not exceeding \$500 per application from any club or group for a specified project.

Where possible, quotes and/or estimates should be supplied to support your application. Council is not responsible for under-estimate of anticipated project 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.

### Acquittal

Projects must be completed within two (2) years of signing the funding agreement. Acquittals, including receipts and evidence of promotional material, must be provided to Council within three (3) months of the project's completion and before a new application can be made.

### Public Liability Insurance

All groups applying for the use of a Council owned facility need to be covered by Public Liability Insurance (minimum \$10million). As part of this application you must supply a copy of your Public Liability Insurance Certificate or that of your auspicing organisation. If you do not have Public Liability Insurance, please contact the relevant Council staff member for your category area for information about obtaining insurance.



## Risk Management

Applicants undertaking events are to provide a Risk Management Plan for their project, identifying potential risks and estimating their probability, along with the likely consequences. The plan must also detail how any risks will be mitigated and by whom. If required a risk management template is available, for further information please contact the relevant Council staff member for your category area. For capital works projects to be undertaken by volunteers, a suitably qualified supervisor (who can also be a volunteer) must be appointed to ensure that all Occupational Health & Safety requirements are complied with.

## Acknowledgement of Support

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.

## 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)



# Assessment Process

Minor Community Grants are assessed by the Glenelg Shire Executive Team in accordance with Council's policy criteria.

An applicant meeting the key selection criteria is not guaranteed funding.

# Grievance Procedure

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

# Weighted 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?

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.
- A completed Acquittal Report is to be provided to Council at the completion of all funded projects and activities and within the specified timeframes.



## 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.

## Distribution

This document is available online at : [www.glenelg.vic.gov.au](http://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 <b>eligible</b> 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? |  |
|---|--|



**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? |  |
|---|--|

**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

Mike Risk - Acting Community Grants Officer  
Ph: 5522 2518  
Email: [mrisk@glenelg.vic.gov.au](mailto:mrisk@glenelg.vic.gov.au)

## How to Apply

The application form is to be completed online at : <https://glenelg.smartygrants.com.au/>

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.

## Submitting Your Application

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

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