



**G L E N E L G V I C**

**GLENELG SHIRE COMMUNITY  
GRANT PROGRAM GUIDELINES**

# Community Grants Guidelines

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## 1. What is the Glenelg Shire Community Grants Program?

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 programs aim is to assist grass roots community groups with projects that provide a clear community benefit and are environmentally friendly.

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.

The objectives of the Community Grants Program are:

- To strengthen communities and develop community capacity.
- To foster closer constructive cooperation between Council and communities.
- To develop an accessible and inclusive community.
- To encourage initiatives that promote the wellbeing and livability of the community.
- To ensure the safe provision of tourism, aged, youth, cultural, recreation and sporting facilities.

Council provides approximately \$162,000 in the annual budget for the Community Grants Program.

## 2. 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.
- 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 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.
- Successful applicants will be required to enter into a Funding Agreement with Council which outlines the responsibilities of the grant recipient and Council.
- Funding will not be provided retrospectively or for projects currently in progress.
- In-kind' requests are available for items such as hire of Council facilities, refund of fees and waste management.
- If the project is an event, a Risk Assessment Plan is required to be submitted with your application?
- No community group will be allocated more funding than the amount requested in the application.
- Grant recipients are expected to attend, or send a representative to, a recipient funding event to accept their grant allocation. Successful applications will be informed of the details of the event.
- Ongoing projects must be sustainable and not depend on recurrent funding from Council for continuation, with the exception Community Events Grants.

### 3. 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.

### 4. What can be funded?

Applications that meet the selection criteria will be considered by Council for funding and may also include:

- 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.

### 5. 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).

- Religious and political bodies and their subsidiaries are not eligible.

## 6. Application Questions

**Please describe your project.**

- 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?**

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

**Will this project make your club more sustainable into the future?**

- 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? Will the project improve club operations, or provide additional support for your club?

**What level of impact will the project have on the environment and what measures will be taken to minimise them?**

- 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?**

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

## 7. 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

## 8. Assessment Process

A cross functional team of council staff will assess community grants applications in accordance with Council's policy. Recommended applications will then be presented to Council for allocation and approval.

## 9. Grant Categories

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:

## **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.

## **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.

## **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.

## **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.

## **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.

## 10. In-Kind Services/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 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.

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 applicant's contribution to the project. Details of the applicants in kind support are to be listed as separate items and specify actual unit costs, such as hourly rates and quantities be clearly quantified and identified.

## 11. Contact Us

Before filling in the relevant application form(s), applicants are strongly advised to contact a Council officer to discuss their application.

Mike Risk - Community Grants Officer  
Phone: 03 5522 2518 email: [mrisk@glenelg.vic.gov.au](mailto:mrisk@glenelg.vic.gov.au)

## 12. How to Apply

- All application forms are 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.
- 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.
- 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.
- Applications are to be submitted by the specified timeframe publicized for each round. Late submissions will not be accepted under any circumstances.

## 13. 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.

## **14. 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)

## **15. 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.



## 16. Completing the Budget in your Application

### Budget Income

The amount sought from Council's Community Grant Program (The amount you are requesting)	\$2,000
Funds from your organisation (Your groups cash contribution)	\$1,000
Other Grants	
Community Fundraising	
In Kind Support - Volunteer labour (Must be the same amount in income and expenditure)	\$1,000
In Kind Support – Facilities (Must be the same amount in income and expenditure)	
<b>TOTAL</b>	<b>\$4,000</b>

In Kind Support can be a maximum of 50% of the group's contribution. The other 50% must be cash.

### Budget Expenditure

Printing	\$ 400
Marquee Hire	\$1,000
Entertainer	\$ 600
Community Fundraising	
In Kind Support - Volunteer labour (Must be the same amount in income and expenditure)	\$1,000
In Kind Support – Facilities (Must be the same amount in income and expenditure)	
<b>TOTAL</b>	<b>\$4,000</b>

These two amounts must be the same.

In this example \$2,000 is sought from the program, therefore the group must contribute \$2,000. \$1,000 of this can be in-kind support but the remaining \$1,000 must be cash. The income total and the expenditure total must be the same.

If \$1,000 or less is requested no contribution is required from the applicant.

## 17. Minor Community Grants

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 are to contact a Council Officer first to discuss the potential application. The applicant must justify the reasons for missing the deadlines of the advertised funding rounds.

Quotes and/or estimates should be supplied to support your application.