GLENELG SHIRE

COMMUNITY GRANTS

PROGRAM

GUIDELINES

Contents

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 and recreation, 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.

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.

- Funding will only be provided to organisations that have acquitted previous grants and have no outstanding debts to Council.
- 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 organisation or project through the Community Grants/Minor Community Grants Programs will be $5,000 per financial year. Council will only accept **one** application per group per funding round, with the exception of an auspicing incorporated community group.
- An auspicing incorporated community group can apply for up to $500 funding for non-incorporated grass roots community group in addition to the $5,000 cap (i.e. total of $5,500).
- 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 (labor and goods). However, the in-kind portion of the applicant's contribution must not exceed 50% of the amount requested.
- All ongoing maintenance costs associated with a project will be the sole responsibility of the community group. Council will take no responsibility for the ongoing maintenance, upgrade or costs associated with a community grant project.
- An applicant meeting the selection criteria is not guaranteed funding.
- A successful applicant is not guaranteed full funding to the level requested.
- All applicants are strongly encouraged to consult a Council officer, irrespective of the amount they are applying for.
- 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 funding agreement. Under extenuating circumstances extensions of time for a further 12 months may be requested to Council Grant Officer, communitygrants@glenelg.vic.gov.au
- Appropriate building and planning permit advice must be obtained prior to the grant application.
- Landowner consent where required needs to 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. Project start dates must be after funding is received.
- '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.

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, including non-profit organisations operating from a Public Hall. Individuals and private profit-making organisations are not eligible.
- Committees of Management who do not receive State Government funding are eligible, noting community activities will be funded while asset maintenance will not be funded.
- Be incorporated or auspiced by an **eligible** incorporated organisation.
- Supply a current Public Liability Insurance Certificate (minimum $10million) if applying for the use of Council owned facilities or applying for a grant of over $2,000.
- Be an organisation seeking funding for a project whose major emphasis 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 temporary or casual staff employed to implement project or activity.
- Printing, advertising and promotional costs.
- Costs incurred in hiring a venue that may include hire costs and public liability insurance.
- Materials and other items essential to the project / activity.
- Equipment rental.

5.   What cannot be funded?

- Organisations with outstanding grant acquittal or outstanding debts owed to Council.
- Programs and other activities which are a primary or core service or responsibility of State or Federal Government, or large non-profit organisations.
- Committees of Management who receive State Government funding.
- Schools, hospitals, cemeteries, places of worship including faith-based organisations, and political bodies and their subsidiaries. Incorporated School Parents and Friends Committees are also not eligible.
- On-going general running or maintenance expenses (e.g. postage, telephone, electricity, insurance).
- Applications by private profit-making organisations.
- Projects that depend on recurrent funding for continuation.
- Retrospective projects, or projects already in progress.

6. Application Questions

Describe your project
- Describe how your project is supported by the Council Plan and/or other key Council strategies
- Describe how your project strengthens and develops community capacity and supports more inclusive local networks

Describe what your project will achieve and what will be the outcomes
- Describe your project's benefit to the target community
- Describe how your project actively provides opportunities to increase access and participation

Describe how your project supports the growth and development of your group/organisation
- Describe how your project builds on the strengths of the Glenelg Shire community and its assets
- Describe how the project will improve your group/organisation operations, or provide additional support for your group/organisation

Describe how your project will mitigate any negative impact on the environment
- Provide evidence of how your project will be environmentally conscious
- Describe how your project will be achieved in a set timeframe, including how the project is financially viable and sustainable
- Describe how your group/organisation will promote the Glenelg Shire's contribution to your project
- Describe the publicity and marketing you have planned for your project

7. Assessment Criteria and Process

Eligible applications will be assessed and scored according to the following criteria and the project must fit within at least one of the funding categories.

Criteria	Score (0-20) Scoring guidelines: 0 Not addressed 5 Weak 10 Average 15 Strong 20 Outstanding
The project effectively meets identified community need and relates to the Community Grants Program objectives	
The project has clear and achievable objectives and outcomes	

The project promotes growth and development and can demonstrate community involvement in the project planning and implementation	
The project is environmentally conscious	
The project is accurately costed and the group/organisation has the capacity to implement and report on the project in set timeframes	

A cross functional team of Council officers will assess community grants applications in accordance with Council's Community Funding and Support Policy. Recommended applications will then be presented to Council for approval of funding allocation as per the assessment recommendations.

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

8. 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.

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.

9. 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.

Any in-kind support from Council must be detailed within your applications budgeted income table. To confirm Council's venue costs contact Customer Service on 1300 453 635 or enquiry@glenelg.vic.gov.au .

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 cash 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.

10. Contact Us

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

Grant Category	Officer Details	Contact Details
Recreation	Hayden Annett Recreation Coordinator	Ph: (03) 5522 2260 recreation@glenelg.vic.gov.au
Public Halls	Bryce Spencer Economic Development Coordinator	Ph: (03) 5522 2289 communitygrants@glenelg.vic.gov.au
Community Strengthening	Justine Cain Access and Inclusion Officer	Ph: (03) 5522 2254 jcain@glenelg.vic.gov.au
Community Events	Neysa Sutherland Tourism Officer	Ph: (03) 5522 2387 events@glenelg.vic.gov.au
Arts, Culture and Heritage	Agostina Hawkins Collections Management Coordinator	Ph: (03) 5522 2326 arts@glenelg.vic.gov.au

11. 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 an auspicing incorporated community group applying for funding for more than one project or program you must submit each grant application separately.

- 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 publicised for each round. Late submissions will not be accepted under any circumstances.

12. 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 and provide confirmation of the nominated bank account name, BSB and account number (in format supplied by the bank i.e. snip of a statement a screen shot of the online account or a photocopy or a scan of a statement)
- A completed Acquittal Report is to be provided to Council at the completion of all funded projects and activities and within the specified timeframes.

13. Non-profit definition

A non-profit organisation is one which do not operate for the profit or gain of their members, whether these gains would have been direct or indirect. All profits must go back into the services the organisation provides and must not be distributed to members, even if the organisation winds up. (Source: Australian Tax Office)

14. 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 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 Program submission is reliant on other third-party funds.

15. 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)	
TOTAL	$4,000

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)	
TOTAL	$4,000

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.