



GLENELG SHIRE
MINOR
COMMUNITY
GRANTS
PROGRAM
GUIDELINES

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1. What is the Glenelg Shire Minor 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 aim of the Minor Community Grants Program is to assist community organisations and groups to undertake activities/projects/programs that are extraordinary in nature. These activities/projects/programs must be 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.

2. Funding Conditions

Council will determine the total amount of funding for the Minor 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.
- Applications for the Minor Community Grants Program may be up to a maximum of \$500 per project and/or application. While applications in this category can be made at any time of the year, applicants are strongly encouraged to contact Council Grant Officer, communitygrants@glenelg.vic.gov.au, first regarding the potential application.
- The applicant must justify the reasons why the application is of extraordinary nature and why the application cannot be submitted in the upcoming round of the Community Grants Program.
- The cumulative amount granted to any one organisation or project through the Community Grants/Minor Community Grants Programs will be \$5,000 per financial year.
- Applications must be completed in full to be considered, including questions addressing all key selection criteria, project budget, and requested attachments. 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. Appropriate building and planning permit advice must be obtained prior to the grant application.
- An applicant meeting the key selection criteria is not guaranteed funding and a successful applicant is not guaranteed funding to the level requested. Priority may be given to organisations that have not received funding in the previous Community Grant Program round.
- 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. 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.

- If the project is an event, a [Risk Assessment Plan](#) is required to be submitted with your application.

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
- Applicants (or auspicing organisation) must supply a current Public Liability Insurance Certificate (minimum \$10million) if applying for the use of Council owned facilities.
- Applicants must 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, 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 except for identified Major/Iconic Events

6. Assessment Criteria and Process

Eligible applications will be assessed according to the following criteria:

- The project is of extraordinary nature
- 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 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

Minor Community Grants are assessed by the Glenelg Shire Executive Team in accordance with Council's Community Funding and Support Policy.

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

7. 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.

8. 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 Minor 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.

9. 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)