



GLENELG SHIRE COMMUNITY GRANTS PROGRAM 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 community, cultural and recreational activities, events and services through targeted funding programs. The program's aim is to assist grass roots, small and local community groups within Glenelg Shire 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 and Wellbeing Plan 2025-2029](#) 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.
- Foster closer constructive cooperation between Council and communities.
- Build an accessible and inclusive community that embraces diversity. Glenelg Shire encourages applications that promote participation and reduce barriers for underrepresented community groups.
- Encourage initiatives that promote the wellbeing and livability of the community.
- Support projects and activities that enhance the quality of life for older residents in the Shire.
- To ensure the safe provision of tourism, aged, youth, cultural, recreation and sporting facilities.

Council provides approximately \$210,800 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.

All organisations and groups are strongly encouraged to discuss their application with Council Officers prior to submission.

- Grants will be divided into the classifications of Recreation, Public Halls, Community Events, Arts, Culture and Heritage, Community Strengthening and Ageing Well.
- The program will accept requests up to but not exceeding \$6,000 per application. Groups may apply for funding for multiple projects, but the maximum amount granted to any one organisation through the Community Grants/Minor Community Grants Programs will be \$6,000 per financial year.

- An auspicing incorporated community group can apply for up to \$750 funding for non-incorporated grass roots community group in addition to the \$6,000 cap (i.e. total of \$6,750).
- Where the application is greater than \$1,500, 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 grant 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.
- No community group will be allocated more funding than the amount requested in the application.
- A successful applicant is not guaranteed funding to the level requested. Council may redistribute the funding allocation over the range of applications in any category.
- If the project does not proceed the applicant will be expected to return funds to Council.
- 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 receiving funding. Under extenuating circumstances extensions of time for a further 12 months may be requested to Council Grant Officer via communitygrants@glenelg.vic.gov.au
- Where applicable, appropriate building and planning permit advice must be obtained prior to the grant application.
- Landowner consent, where required must be obtained and attached to your application.
- Funding will not be provided for retrospective projects and events already completed or in-progress prior to lodgment of the Community Grant application.
- If the project is an event, a [Risk Management Plan](#) is required to be submitted with your application.
- Grant recipients are expected to attend or nominate a representative to attend the Community Grants presentation to formally accept their funding allocation. Successful applicants 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 of identified Major/Iconic Events.

3. Which groups/organisations are eligible to apply?

To be eligible for funding, intending applicants must:

- Be a non-profit organisation or “grass roots” volunteer based community group or organisation, including non-profit organisations operating from a Public Hall within the Glenelg Shire.
- 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 and structural related works will not be funded.
- Be incorporated or auspiced by an **eligible** incorporated organisation.
- Supply a current Public Liability Insurance Certificate if applying for the use of Council owned facilities or applying for a grant. Have a valid and current lease or licence agreement in place with Council where applicable.
- Demonstrate that the project will create a meaningful and lasting impact for the Glenelg Shire community, with clear evidence of local involvement and benefit.

4. What cannot be funded?

- Organisations with outstanding grant acquittal or outstanding debts owed to Council.
- Programs/activities or assets which are a primary or core service or responsibility of State or Federal Government, or large non-profit organisations.
- Organisations that receive income from gambling from a valid Venue Operator’s Licence from the Victorian Gambling and Casino Control Commission.
- Committees of Management who receive funding from the State Government are not eligible. It is the responsibility of the committee of management to understand and declare the status of any State Government funding being received within their application.
- Schools, hospitals, aboriginal community controlled health organisations, cemeteries, places of worship including faith-based organisations, and political bodies and their subsidiaries cannot be funded.
- Incorporated School Parents and Friends Committees are not eligible.
- On-going general running or maintenance expenses (e.g. postage, telephone, electricity, insurance).
- Applications by private profit-making organisations are not eligible.
- Projects that depend on recurrent funding from Council for continuation except for identified Major/Iconic Events.
- Retrospective projects and events already completed or in-progress prior to lodgement of the Community Grant application.
- Subsidised fees – e.g. membership, enrolment, subscriptions, etc.

5. 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.
- Accurately cost your project and how the group/organisation will undertake it.

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 Glenelg Shire's contribution to your project.
- Describe the publicity and marketing you have planned for your project.

6. 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 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, the group/organisation has the capacity to implement and report on the project in set timeframes and Council's contribution will be acknowledged	

An assessment panel is convened for each funding round. The panel provides recommendations to Council for their consideration and approval.

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

7. 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, 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, and events to raise funds for these.

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 – Fund raising activities, first aid training for public hall committee members and purchase of tables, chairs or portable seating.

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.

Ageing Well

Ageing Well Grants support activities and projects that help older people in our community live happy, healthy, and connected lives.

This grant category focuses on creating age-friendly communities by promoting healthy ageing, building social connections, and improving access to services.

Funding is available for community groups and organisations to deliver programs that support the social, physical, and mental wellbeing of older residents.

Examples - Social gatherings such as morning teas or community lunches. Gentle exercise or wellbeing programs like yoga, walking groups, or falls prevention classes. Digital skills workshops to help people feel confident using phones, tablets, or computers.

8. In-Kind Services/In-Kind Support

This provides non-cash assistance to eligible community groups by covering specific Council-related costs associated with delivering community activities, events or projects. Support may include:

- Hire fees for nominated Council-owned facilities and venues.
- Council waste disposal and waste management charges.
- Council approvals fees and charges, such as planning permit fees, event permit fees, or other applicable Council permit fees.

Any in-kind support from Council, including venue hire and permit fee waivers must be included in your application budget. These costs count towards the maximum grant funding per financial year and are not provided in addition to this amount. To confirm Council's venue costs, contact Customer Service on 1300 453 635 or enquiry@glenelg.vic.gov.au.

Funding is provided as in-kind support only, meaning no grant funds are paid directly to the applicant. Instead, approved costs are waived, reduced, or paid by Council on behalf of the successful applicant.

Applicants remain responsible for any costs not covered by the approved in-kind support. Where Council facilities are hired, any applicable security bond must still be paid by the applicant. Bonds are refundable and are required to ensure facilities are used responsibly and returned in an acceptable condition.

Applications should clearly demonstrate how the requested in-kind support will contribute to community benefit and assist in the delivery of the proposed activity, event or project.

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.

9. Contact Us

Before completing the relevant application form(s), applicants are strongly encouraged to contact Council's Grant Officer to discuss their proposal and eligibility. For assistance phone 1300 453 635 or email communitygrants@glenelg.vic.gov.au.

10. 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.
- Council's Grants Officer and 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.

11. 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 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.

12. Non-profit definition

A non-profit organisation are organisations that provide services to the community and do not operate to make a profit for its members (or shareholders, if applicable). 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)

13. 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.

14. Completing the Budget in your Application

Budget Income

Cash sought from Council's Community Grants Program <i>(The amount your group is requesting)</i>	\$2,000.00
Funds from your organisation <i>(Your groups cash contribution)</i>	\$1,000.00
Other Grants/Contributions	\$ 0.00
IN-KIND SUPPORT – Volunteer Labour <i>(Must be the same amount in income and expenditure)</i>	\$1,000.00
IN-KIND SUPPORT – Materials	\$ 0.00
IN-KIND SUPPORT – Facilities	\$ 0.00
Other	\$ 0.00
Council In-Kind Support sought (permit fees, venue hire costs)	\$ 0.00
TOTAL	\$4,000.00

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

Budget Expenditure

Printing	\$ 400.00
Marquee Hire	\$2,000.00
Entertainer	\$ 600.00
Community Fundraising	\$ 0.00
IN-KIND SUPPORT – Volunteer Labour <i>(Must be the same amount in income and expenditure)</i>	\$1,000.00
IN KIND SUPPORT – Facilities	\$ 0.00
TOTAL	\$4,000.00

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 \$1,500 or less is requested no contribution is required from the applicant.

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