Hepburn

SHIRE COUNCIL

COMMUNITY GRANTS
PROGRAM GUIDELINES
2022/2023

Program Objective

The Hepburn Shire Community Grants Program provides funding to community groups and organisations ($65,000 in 2022/2023). To be eligible to apply for funding, community projects must meet the following criteria:

- Be a new or one-off event or program, or a new initiative for an existing event or program. The exception to this rule is applications within Category E (Charitable Purposes) and Welcome to New Residents Sessions which may be repeat events or programs.
- Be conducted within the Hepburn Shire to the benefit of its residents.

Who Can Apply

- Local not-for-profit groups and organisations within the Hepburn Shire, including sporting clubs and arts groups, who are incorporated with an ABN, or have an auspicing agent.

Funding Opportunities

Groups and organisations meeting the criteria above will have the opportunity to apply for funding on a quarterly basis. Groups and organisations are only eligible to receive funding once on within any one Financial Year.

Community Grants Program Categories

Categories A., B. and C. combined fund total of $45,000

A. Active and Engaged Communities (including Welcome to New Residents Sessions)
B. Quality Community Infrastructure (including small equipment)
C. Sustainable Environments
D. Children's Program (Fund total of $10,000)
E. Charitable Purposes (Fund total of $10,000: $2,000 per Council Ward)

Community Grant Program Objectives

A. Active and Engaged Communities - up to $2,500 available

- Focus on creating connected, healthy and vibrant communities.
- Examples of projects that could be considered in this category include:

- Activities, resources or initiatives which support prevention of violence programs.
- Activities, resources or initiatives which support reconciliation and may relate to Council's [Reconciliation Action Plan](#)
- Community events or days of celebration (please note these must be new, one off, or an existing event introducing a new initiative)
- Projects with an emphasis on connecting communities, or growing skills or capacity
- Initiatives that support the key pillars within Councils [Municipal Public Health and Wellbeing Plan](#)
- Projects that promote culturally or artistically vibrant communities
- Welcome to New Residents Sessions – (please note, applications relating to these sessions are only open in Round 1 of the program, and will consider on-going events or programs, and previous grant recipients)

B. Quality Community Infrastructure (including small equipment) - up to $2,500 available

- Focus on assisting community groups to build minor/small-scaled community infrastructure or to purchase small equipment
- Projects must be completed within six months after funding has been provided.

C. Sustainable Environment – up to $2,500 available

- Focus on sustainability and actions to reduce environmental impacts and contribute to becoming a more sustainable community
- Projects must be completed within six months after funding has been provided.

D. Children's Program - up to $2,500 available

- Focus on programs, activities or events for children aged 8-12 years and opportunities for children to engage in activities they may not normally have access to
- Programs must be accessible to children of all abilities and free for all to attend
- Projects must be completed within six months after funding has been provided
- Projects may include programs, activities or events which support the [Early and Middle Years Strategy 2022-2030](#)

E. Charitable Purposes - up to $2,000 available

- Focus on programs, activities or events for vulnerable or disadvantaged community members
- Existing and ongoing programs are eligible to apply
- Applications for this category are open once per year in Round 3.
- Up to $2000 will be available per Council Ward is available.

Application Process

1. Attend a Community Grants Program Online Workshop or contact the appropriate Council Officer to discuss your initial idea for your project (see below for more information)
2. Submit online application through Smarty Grants

Applications not meeting guidelines will not be recommended to Council.

Key Dates

Key dates are outlined in the below table.

Applicants will be advised of the outcome of their application after the Council Meeting dates listed below. For example, if you submitted your application in Round 1, you will be notified of its outcome after the Round 1 Council Meeting.

Round 1 Opening Date – *including Welcome to New Residents Sessions*	22nd June 2022
Round 1 Closing Date	20th July 2022
Round 1 Council Meeting Date	20th September 2022
Round 2 Opening Date	21st September 2022
Round 2 Closing Date – *including Category E Charitable Purposes*	19th October 2022
Round 2 Council Meeting Date	20th December 2022
Round 3 Opening Date	25th January 2023
Round 3 Closing Date	22nd February 2023
Round 3 Council Meeting	18th April 2023

Round 4 Opening Date	31st March 2023
Round 4 Closing Date	28th April 2023
Round 4 Council Meeting	21st June 2023
Assessment Process	Quarterly excluding Category E and Welcome to New Residents Sessions which are an annual process
Recommendations to Council	Quarterly excluding Category E and Welcome to New Residents Sessions which are an annual process
Acquittal and Evaluation Form	Twelve months after signed agreement for all Categories.

Key Council Contact

To speak to an Officer about your application please contact the Community Development Officer, George Martin on 0408 934 915 or by emailing gmartin@hepburn.vic.gov.au.

Eligible Projects for All Categories

To be eligible for assessment projects must:

- Be a new or one-off event or program, or a new initiative for an existing event or program. Category E Charitable Purposes and applications relating to Welcome to New Residents Sessions can include on-going events or programs, and will consider previous grant recipients
- Be acquitted within 12 months of signing the agreement
- Be within the Hepburn Shire for the benefit of its residents
- Be a legal entity with an Australian Business Number (ABN). For example; an incorporated body, co-op trust, or, be auspiced by a suitable group[1]
- Show evidence that all permits, permissions and approvals are in place for the project[2]
- Be a not-for-profit group[3]. Not-for-profit groups who employ paid staff, such as Administrators, Chairpersons, Coaches and/or Players must clearly show a strong financial need for funding and the potential expansion to the organisation their project provides
- Demonstrate community involvement in its planning and proposed implementation
- If the event or program is to benefit financially, the applicant must clearly highlight how the profits will contribute towards the project's sustainability

[1] An Auspicing Agent is another organisation that is a legal entity with an ABN. A letter signed by two committee members from the auspice agent confirming they will auspice the application must be provided when the grant application is submitted. Auspicing fees will not be covered in funding amount.

[2] If the project is to undertake works on Council owned / managed land or property, Department of Environment, Land, Water and Planning, or, Parks Victoria land, you must provide written approval from the relevant land manager.

[3] Your organisation meets the requirements of being a not-for-profit by having specific statements in its governing rule; the not-for-profit and / or dissolution clause. Category C Children's Programs will consider applications from organisations such as schools.

[4] Application for a 'Welcome to New Residents Sessions' by a community group, will not preclude that group from applying for another community grant.

Ineligible Applications for All Categories

- Individual applicants, profit-making organisations and political parties
- An activity that is the funding responsibility of the state or federal government, or can be funded by fees, sponsorship or service agreements
- Applicants that have successfully obtained funding through this program within the past 12 months
- Applicants that have an outstanding community grant acquittal or unpaid invoice from Council
- Projects that have already commenced or have been completed
- Funding requests for recurrent/ongoing Projects (with the exception of Category E Charitable Purposes and Welcome to New Residents Sessions). Annual events can apply providing they demonstrate the introduction of a new initiative
- Organisations based outside the Shire, unless the Project is of benefit to Hepburn Shire residents
- Schools and health services, with the exception of Category D Children's Programs. We encourage these applicants to partner with other community organisations for other Projects
- Applications completed by a third party on behalf of an applicant will not be considered.

Assessment for All Categories

- Assessment for Community Grants Program is made by members of the Community Grants Panel who are independent community members appointed by Council, and Council Officers in the field to which the application relates. For example, Event application will be assessed by Council's Event Coordinator. Each aspect of the application is assessed individually by each Panel Member to form an average total score for each application.
- A report recommending successful Community Grants applications will be presented to the Ordinary Meeting of Council of the related Round.

Assessment Criteria for All Categories

Assessment Criterion	Weight	Application Question
Project Objectives	25%	What are the aims and objectives of your project? *A snapshot of the overall project and a summary of what the activity is. Describe the opportunity or issues that the Project addresses. Why the Project is important or how the need is demonstrated (plans, letters, minutes, etc). Number of members, participants, groups, clubs, etc, who will benefit from the Project.*
Project Timeline	25%	Provide a timeline of your project including milestones which will be completed. *Detail each stage of the Project and how it will be completed.*
Project Beneficiaries and Diversity	10%	What are the primary areas of focus for this project/program? Who are the expected primary beneficiaries of this project/program? What kind of diversity will your project promote?
Risk Management	10%	Risk Management – identification of risks and mitigation. *Describe the risks involved in your Project and strategies you will use to avoid harm or injury.*
Budget	10%	Budget – balanced income and expenditure statement.
Supporting Documents	10%	Certificate of Currency Quotes Supporting Information Permissions
Applicant Capacity	10%	Does the applicant communicate that they have the skills, experience and aptitudes required to carry out the proposed project?

Funding Conditions and Requirements for All Categories

- All planning and building permits and other applicable authorisations remain the responsibility of the applicant. Evidence of documentation relating to permits / permissions should be provided where applicable
- Public Liability Insurance is the responsibility of the applicant
- An offer of a grant does not mean an ongoing funding commitment or obligation by Council
- Hepburn Shire must be acknowledged on any promotional material related to the Project / Event. This must be approved by Council's Communications Officer prior to distribution. You are required to extend a written invitation, with a minimum of two weeks' notice, to the Mayor and Hepburn Shire CEO to attend openings and events when available
- Councillors to be invited to attend openings and the event when available
- Successful applicants, or their Auspicing Agent, are required to enter into a formal funding agreement with Council. If the Project / event do not adhere to the conditions of the agreement, Council may require grant funds to be returned
- All funded Projects must complete an Evaluation and Acquittal including evidence of expenditure, including receipts
- Ongoing maintenance and repair costs for equipment purchased with community grant funds are the responsibility of the applicant
- In the event of a Project / event only being part funded, Council will provide an explanation on request.

For applicants who are seeking funding from external grant sources, it is a requirement to advise Council as soon as possible on the status of this external grant funding.

If your application includes community grants funds from Council and another source of funding that is greater than the community grant amount, and if the external funding source becomes unavailable, you will be required to submit an alternative proposal and budget within 30 days of the external funding decision date.

If the other source of funding is less than the amount requested from Council, and the external funding source is unavailable, you will be required to submit an alternative proposal and budget within 30 days of the external funding decision date.