



2023/24 Quick Response Grant Guidelines

Hepburn Shire Council is committed to supporting local community groups and organisations to remain agile and responsive to issues that arise in the local Hepburn community. The 2022/23 Council Grants Review identified the need for a *quick-response small projects grant scheme* to be available year-round for community groups to access outside the normal cycle of Community Grants.

The Quick Response Grant has been designed to support community groups who may have experienced an unforeseen disruption, urgent issue or to facilitate smaller projects that are significantly less costly than the amount available in the Community Grants scheme. The Quick Response Grants has quicker assessment outcomes to facilitate adequate and timely responses to community issues.

Applicants can apply for a grant up to \$1000 at any time. Applicants can only receive one grant per year. The Quick Response Grants will be open for applications from 1, November 2023, until 10 June 2024, or until the funding allocation has been exhausted.

Grants that address the key focus areas in the [Council Plan 2021-2025](#) or address priority areas outlined in the [Council Municipal Public Health and Wellbeing Plan](#) are strongly encouraged.

Council Plan - Focus Areas

- A Resilient, sustainable and protected environment.
- A healthy, supported and empowered community.
- Embracing our past and planning for the future.
- Diverse economy and opportunities.

Municipal Public Health and Wellbeing Plan - Priority Areas

- Tackling climate change and its impact on health.
- Increasing healthy eating.
- Improving mental wellbeing.
- Preventing all forms of Violence.

Eligibility

Eligibility is consistent with the parameters outlined in the Community Grants Program Guidelines. To be eligible to receive a Quick Response Grant, applicants must:

- Read and understand the program guidelines.
- Be an organisation that is a legal entity with an Australian Business Number (ABN) and hold a not-for-profit status (e.g. an incorporated body, co-op or trust) or be auspiced by a suitable group.
- Have all permits, permissions, and necessary approvals for the project.
- Must have or demonstrate an ability to obtain Public Liability insurance for a minimum value of \$20,000,000.
- Deliver the funded project/event/activity within 6 months of signing the funding agreement.
- Deliver the funded project/activity/event within the boundaries of Hepburn Shire council and to the benefit its residents.
- Not have an outstanding debt to Council and have completed all previous Hepburn Shire funding acquittal requirements (including other grants).

Previous funding from other Hepburn Shire Council Grant Programs will not affect eligibility for the Quick Response Grants, provided that the applicant has completed the acquittal process and meets the eligibility requirements outlined above.

For more detail on eligibility criteria see the [Community Grants Program Guidelines 2023/24](#)

Assessment

Applications will be checked for eligibility, then reviewed by a panel consisting of council officers against the assessment criteria.

Assessment Criteria

- 1 Addresses an evidence-based community need or opportunity.
- 2 Demonstrates alignment with Council Plan 2021-25 and/or the Municipal Public Health and Wellbeing Plan 2021-25.
- 3 Demonstrates a clear benefit to Hepburn Shire Council residents.
- 4 Demonstrates a clear ability to carry out and undertake the project/activity/event through to completion.
- 5 Demonstrates no ethical or other conflict of interest.

How to Apply

Visit www.hepburn.vic.gov.au/grants and click on Quick Response Grants. All grant applications are made through the SmartyGrants portal – [Hepburn Shire Council Grants Portal](#)

Timeframe

Applications will be checked for eligibility at the end of the month in which the application was received. Eligible applications are then assessed by an internal panel comprising Council Officers on the second Thursday of the following month. Applicants will receive a response within 3 business days from the conclusion of the assessment stage.

Upon receiving notification of a successful application, applicants must sign a funding agreement, and provide a tax invoice to Council. Applicants must complete the project within 6 months of signing the funding agreement.

What can be funded?

Grants that focus on the key focus areas within the Council Plan 2021-25 are encouraged. These may include but not limited to, projects that address the following issues:

- Building resilient and inclusive communities.
- Gender Equality.
- Climate Change.
- Environmental beautification and diversity.
- Heritage and historical projects.
- Support and strengthen the local economy and industry.
- Benefit vulnerable community groups.

Items ineligible for funding through the Community Grants Program are also ineligible for funding through the Quick Response Grants. A full list can be found in the [Community Grants Guidelines 2023/24](#) which includes the following items that will not be funded.

- 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 the Quick Response Grant 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.
- Organisations based outside the Shire, unless the Project is of benefit to Hepburn Shire residents.
- Applications completed by a third party on behalf of an applicant will not be considered.
- Projects/activities/events that are inconsistent with and/or not aligned to the values and focus areas stated within the Council Plan 2021-25 including the Municipal Public Health and Wellbeing Plan 2021-25.

Acquittal Process

An online acquittal must be completed through the SmartyGrants portal at the conclusion of the funded project/activity/event. Successful applicants are required to keep records of all items used and purchased in facilitating the grant project/activity/event and upload these records to our grants portal as part of the acquittal process.

More Information

For further information or assistance regarding Quick Response Grants, please email grants@hepburn.vic.gov.au (use Grants enquiry in the subject) or call the Community Strengthening Officer on (03) 5348 2306.