

Community Grants Program Guidelines 2017-2018

The Community Grants Program is now open for applications. Community groups are encouraged to apply for funding for events, programs, projects and equipment. This funding program links to the Hepburn Shire Council Plan. Successful applicants will be able to demonstrate how their project links to the program objectives in one of the three Community Grant Program categories. Grants can be sought for amounts up to \$2,000. These amounts are intended to fund a portion of the total project costs, with the remainder to be provided through other sources.

"Continue to provide community grants to support community projects, events and initiatives."

Hepburn Shire Council Plan 2017-2021



Community Grants Program Categories

- A. Active and Engaged Communities
- B. Quality Community Infrastructure (including small equipment)
- C. Sustainable Environment and Vibrant Economy

Who Should Apply?

Local not-for-profit groups and organisations in the Hepburn Shire, who are incorporated with an ABN, or have an auspicing agent, are encouraged to apply.

Community Grant Program Objectives

A. Active and Engaged Communities - up to \$2,000 available

Supporting community projects and programs that align with Council Plan objectives.

Council has identified five strategic objectives to create a strong alignment with the needs of the Community and the Organisational Structure.

Projects could include:

- Community events or days of celebration.
- Projects with an emphasis on connecting communities or growing skills or capacity.
- Projects that promote culturally or artistically vibrant communities.

For Event applications contact: Rebecca Pedretti – Events Officer
rpedretti@hepburn.vic.gov.au

T: 5321 6105

For Arts and Culture applications contact:

Nate Perry – Community and Cultural Development Officer
nperry@hepburn.vic.gov.au

T: 5321 6439

For other applications contact: Tamara Patterson – Project Support Officer
tpatterson@hepburn.vic.gov.au

T:5321 6457

▶ COMMUNITY GRANTS PROGRAM

B. Quality Community Infrastructure (including small equipment) - up to \$1,000 available

Assisting community groups to purchase small equipment.

For applications contact: Tamara Patterson – Project Support Officer
tpatterson@hepburn.vic.gov.au

T:5321 6457

C. Sustainable Environment and a Vibrant Economy - up to \$2,000 available

Supporting community projects and programs that take action to reduce environmental impacts and contribute to becoming more sustainable, vibrant and resilient community.

Projects could include:

- Programs and projects to reduce environmental impact through energy, water and waste efficiency.
- Build community resilience towards climate change.
- Projects that promote and encourage biodiversity.

For applications contact: Glenn Tamblyn – Sustainability Officer
gtamblyn@hepburn.vic.gov.au

T: 5348 2486

Application Process

1. Contact Community Grants Officer to discuss your initial idea for a project

Tamara Patterson – Project Support Officer
tpatterson@hepburn.vic.gov.au

T:5321 6457

2. Meet and discuss application with Council representative.
3. Submit online application.

Recommendations to Council will be made on a monthly basis. Applications received by the following closing dates will be presented to Council at the following monthly Council meeting. Applicants will be notified of Council's decision following the monthly meeting. For example, Applications received by May closing date will be recommended at the June Ordinary Council Meeting.

Applications not meeting guidelines will not be recommended to Council.

Key Dates

Opening Date	Wednesday 5 July 2017
Closing Dates	Wednesday 12 July 2017
	Wednesday 9 August 2017
	Wednesday 13 September 2017
	Wednesday 11 October 2017
	Wednesday 15 November 2017
	Thursday 11 January 2018
	Thursday 8 February 2018
	Thursday 8 March 2018
Thursday 12 April 2018	
Thursday 10 May 2018	
Assessment Process	Monthly
Recommendations to Council	Monthly
Notification to applicants	Monthly
Successful applicants submit forms and signed agreement	End of funding month
Financial acquittal and evaluation	6 months after signed agreement

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.
- Be completed within 6 months of signing the agreement.
- Be within the Hepburn Shire to the benefits of its residents.
- Have an organisation that is a legal entity with an Australian Business Number (ABN). For example; an incorporated body, co-op trust, or, be auspiced by a suitable group¹.
- Have all permits, permissions and approvals for the project².
- Be a not-for-profit group³. 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.

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 agents retaining a fee for this service will not be considered.

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 rules; the not-for-profit and / or dissolution clause. <https://www.ato.gov.au/non-profit/getting-started/is-your-organisation-not-for-profit/>

Ineligible Projects 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 in past 12 months.
- Applicants that have an outstanding community grant acquittal or unpaid invoice from Council.
- Projects that have already commenced or already been completed.
- Funding requests for recurrent Projects. For example, Annual Events or ongoing programs.
- Organisations based outside the Shire, unless the project is of benefit to Hepburn Shire Council residents.
- Schools and health services. We encourage these applicants to partner with other community organisations to achieve projects.
- Applications completed by a third party on behalf of an applicant will not be considered.

If you are unsure of your eligibility, please contact Tamara Patterson – Project Support Officer tpatterson@hepburn.vic.gov.au T:5321 6457 to discuss your application prior to submission.

Assessment for All Categories

- Assessment for Community Grants Program is made by the Community Grants panel which consists of one community member appointed by Council and Council Officers. The panel makes recommendations to Council on a monthly basis.
- A report recommending successful Community Grants applications will be taken to the monthly Ordinary Meeting of Council.

Assessment Criteria for All Categories

Criteria
<p>Description of the 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.</p>
<p>What will the Project achieve and how will it be implemented? Present the aims and objectives of the Project. Detail who in the community will benefit from the Project. Outline timeframe, key tasks and Project milestones.</p>
<p>Risk Assessment. Description of the risks involved in your project and strategies you will use to avoid harm or injury.</p>
<p>Budget. A completed budget that accurately reflects your project. Income and expenditure columns must balance.</p>

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. 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 attend openings and events when available.
- Successful applicants, or their Auspicing Agent, are required to enter into a formal funding agreement with Council. If the project / event does 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.

▶ COMMUNITY GRANTS PROGRAM

- 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 Hepburn Shire Council as soon as possible on the status of this external grant funding.

If your application includes community grant funds from Hepburn Shire 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 return the funds within 30 days of the funding decision.

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

Applications are to be submitted online.