



2018

COMMUNITY GRANTS SCHEME GUIDELINES

Through Key Strategic Objectives identified in the Council Plan 2017-21, Central Goldfields Shire Council is committed to supporting community cohesion and health and wellbeing. The Council Plan identifies “support volunteerism in the community” as one of the priorities. This will be done by “providing a Community Based Grants Scheme to assist work of community groups”.

INTRODUCTION

Central Goldfields Shire Council has allocated an amount of \$20,000 within its 2017-2018 Budget for the Community Grants Scheme. Funds are available to a wide range of non-profit making community groups/organisations to assist them in their provision of facilities and services. Grants ranging from \$500 may be applied for by Community Groups.

Applications close on Friday 11 May 2018.

ALLOCATION PROCESS

Assessment of applications will occur via the following process:

- Council officers will carry out an initial assessment of all applications and then make recommendations based on the ranking of those applications against the assessment criteria. These recommendations will then be reviewed by the Councillors.
- Councillors will give final approval to all successful applications at a Council meeting.

PURPOSE/AIM

The aim of the Grants scheme is to support non-profit making community groups/organisations in their provision of facilities and services that enhance the quality of life for residents of (and visitors to) the Central Goldfields Shire, or who strive to achieve more sustainable outcomes for the Shire’s community.

ELIGIBILITY CRITERIA

A wide variety of community programs and works will be considered.

Appropriately submitted applications will be characterised by the following:

- The applicant organisation is a non-profit making one and offers benefit to the broad community.

- The grant request is for a project that will be delivered within the municipality.
- Organisations applying for funds from the Grants scheme will need to disclose their financial details and if necessary their rationale for applying for additional funding via the Grants scheme.
- Provide evidence of how funds will be acquitted.

Preference will also be given to projects which are not eligible for State, Federal or other funding assistance (such as larger, national or international organisations to which the local group may be affiliated). However if funding from Council will assist in the gaining of State or Federal funding then the application will be considered on merit.

FUNDING CATEGORIES

Applications for funding should relate to one or more of the following categories:

1. Physical Infrastructure (Assets)

To support community organisations in relation to facility development and major maintenance issues. This funding category will also provide the opportunity for organisations to increase service capacity through equipment purchases and other physical enhancements to facilities.

Highest priority will be given to projects that increase participation in community activities or those projects or programs where there is a demonstrated community need or are in danger of discontinuing without the financial support of the Grants scheme. For example:

- Building improvements,
- New equipment for programs,
- Issues that have arisen in relation to major maintenance of community facilities.

2. Community Development

Projects that will be funded under the Community Development category will be those that increase social capital. These types of projects will lead to leadership development, skills development, increased participation, projects that improve management skills within community organizations and projects that improve a local community. For example:

- Environmental groups,
- Youth programs,
- Community events.

3. Creativity and Innovation:

This funding category is aimed at artistic development, new innovative community projects, incubators or new ways of approaching community programs. For example:

- Community arts projects and initiatives,
- Projects promoting the use of new technologies in the community,
- Live performance based education (example youth).

ASSESSMENT CRITERIA

- Projects must meet all eligibility criteria.
- Projects must 'fit' one or more of the funding categories.
- Projects will be measured against the benefit they will provide to the community.

APPLICATIONS

To be considered, organisations will need to complete and return the Application Form.

Please note:

- Incomplete applications will not be considered.
- It is crucial that the "Financial Details" section of the Application Form is completed in full. (Please be guided by the example included in these Guidelines in relation to this matter).
- Late applications will not be accepted.
- Applications should not be submitted in binders or folders (the applications need to be photocopied for distribution to Councillors, and binding them inhibits this task.)

The following are not eligible:

- Individuals.
- Applications where funding for projects is being requested retrospectively.
- Groups that have received a total of \$1,000 or more from this Grants Program during the last three financial years.

CONDITIONS OF FUNDED PROJECTS

- Project must be completed and the acquittal process finalized within 12 months of receiving a grant.
- Successful applicants will be accountable to Central Goldfields Shire Council for the disbursement of grant monies.

ACQUITTAL PROCESS

- Grant recipients are required to submit a financial statement at the conclusion of the funding period relating to the project.
- Funds not expended for the intended purpose must be returned to Central Goldfields Shire Council.
- Any variations to the original project submission must be lodged in writing and approved by Council, this includes an extension of acquittal process deadlines of no more than 12 months for extenuating circumstances
- An assessment of the key outcomes of the project must be provided detailing the key achievements.

EXAMPLE BUDGET

Income

What contributions will your organisation be making to the total cost of the project, what contribution are you requesting from the Community Grants Scheme, and will you be sourcing other funding?

FUNDING SOURCE	AMOUNT	CONFIRMED
Requested from Council	\$1,000	Not applicable
Cash Sponsorships	\$500	Yes / No
Other Government Funding (Federal or State)	\$1,000	Yes / No
Organisation Cash Contribution	\$100	Yes / No
In Kind Contributions	\$100	Yes / No
Total Income for Project	\$2,700	

Expenditure

How the money will be spent (*attach quotes if possible*).

ITEM	AMOUNT
Materials (Quote attached)	\$600
Playground equipment (Quote attached)	\$1,000
Sleepers (Quote attached)	\$100
Sand & pebbles (Quote attached)	\$200
Labour (Quote attached)	\$700
Voluntary labour = 2 people x 5 hours @ \$10 per hour	\$100
Total Expenditure for Project	\$2,700

ACKNOWLEDGMENT

Central Goldfields Shire Council should be acknowledged in any promotional material relating to the project.

APPLICATION LODGEMENT

Application Forms must be completed and mailed to;

Central Goldfields Shire Council

Community Grants Scheme

PO Box 194

MARYBOROUGH VIC 3465

Or hand delivered to ***22 Nolan Street MARYBOROUGH***

Or emailed to ***mail@cgoldshire.vic.gov.au***

Applications close Friday 11 May 2018 (Please do not submit applications in binders or folders). Late applications will not be accepted.

Council is required to comply with GST related Legislation. If your organisation does not have an ABN and your application is successful, Council will require further documentation before it can advance any funds.

Further information can be obtained from:

Eveline Ord

Acting Manager Governance

Phone: 5461 0610 or email evelineo@cgoldshire.vic.gov.au