Moorabool Shire Council Community Grants Program

Frequently Asked Questions

The community development team prepared this document to help answer questions about the Shire's Community Grants Programs. If you would like to discuss your grant project idea or wish to find out more information, contact the team on 5366 7100.

BEFORE APPLYING

How do I apply for a grant?

To apply for a grant, you must first read the Moorabool Shire Council Community Grants Program Guidelines and talk to an officer to determine your eligibility and the correct stream to apply for.

All applications must be submitted online through SmartyGrants. The following page on Council's website will lead you to SmartyGrants, where you will find the application form to apply once the round has opened: Home Page - Moorabool Shire Council (smartygrants.com.au)

When can I apply for a grant?

Applications for the Community Grants Program open twice every year. The first round opens from 1 to 31 March and the second round opens from 1 to 31 August. Applications can only be accepted during this time frame and no late applications will be considered.

Why do I need to speak to a Council Officer about my project?

All applicants must speak to a member of the community development team prior to submitting an application. This is to give you an opportunity to discuss your project and ensure that you are eligible to apply, that you have chosen the most appropriate funding stream and that the items you require the funding for are eligible.

Am I eligible?

There are several factors which determine an applicant's eligibility for funding through the Grants Program. Some of these relate to the stream but there are also essential eligibility criteria that ALL applicants must meet.

All applicants must be a not-for profit incorporated association/organisation (or be auspiced by a not-for profit incorporated association/organisation). Individuals are eligible to apply for the Community Arts and Culture Stream.

A full list of who is eligible to apply can be found on page 4 of the Community Grants Program Guidelines.

Is my project eligible for the Community Development Fund?

The Community Development fund is exclusively for projects related to community infrastructure. There are several additional requirements you must include in your application depending on the amount you are applying for. The more detail you can provide that demonstrates your ability to deliver a project with funding of up to $100,000, the stronger your application will be when it is assessed by the panel.

A full list of eligibility requirements can be found on pages 2-3 of the Community Grants Program Guidelines.

Can I submit a late application?

No, you cannot. Late applications will be deemed ineligible and will not be considered.

Do I need to read the guidelines?

Yes, it is very important that you read the guidelines so you understand the aims of the program, points of eligibility, what you can apply for and what your responsibilities are in receiving the funding and delivering your project. The Community Grants Program Guidelines are a great resource for all applicants to refer to not only during the application phase, but throughout the project and when it comes time to acquit the grant.

Who do I contact if I'm having trouble using SmartyGrants or submitting an application form?

The community development team are available to assist you with any questions or issues you may have with your application form by contacting them on 5366 7100. If you haven't used SmartyGrants before or if you need help, the community development team provides grant drop in sessions and workshops. Check out the Community Grants Webpage to stay up to date on session dates and times.

Can I post or email my application?

No, we cannot accept any applications by post or email. All applications need to be completed online via Smartygrants.

Will the grant cover all my costs?

It is likely that delivery of your project will involve some costs that cannot be covered by the grant. These might include Public Liability Insurance, transport, personal expenses, purchasing of gifts.

It is important to know of items ineligible for funding in this program. Submitting a project budget that includes items that are ineligible may affect your application's success.

If you are still unsure about which costs can be covered by the grant, please contact the community development team before you submit your application.

Can I apply if I am an Individual?

Individuals can apply for the Community Arts and Culture stream if they have a registered ABN.

What if my organisation is not incorporated?

Non-incorporated groups or individuals may still apply, but the application must be auspiced by an incorporated organisation that accepts legal and financial responsibility for the grant. You will need to provide the details of the auspicing organisation in the application form. More information about incorporated organisations can be found on the Consumer Affairs Victoria website: What is an incorporated association? - Consumer Affairs Victoria

Can I apply if I am a business?

No, for-profit organisations are inegible for the Community Grants Program.

What if our organisation does not have insurance?

Organisations must provide an up-to-date copy of their public liability insurance to be eligible.

If you do not have insurance, you may consider looking into applying through an auspice to be eligible.

How long until I find out if my application has been successful?

March Applicants will be notified of the outcome of their application in late June. August Applicants will be notified of their application outcome in late November. Timelines may be subject to change.

Where can my activity take place?

Activities must take place within the boundaries of Moorabool Shire Council.

DURING THE PROJECT

Can I make changes to my funded Project?

While applicants should try their best to stick to their initial project plan, we understand some changes are unforeseeable. Contact the Community Development team if you need to make changes to your project.

Do I still need to apply for an event permit (in addition to my grant application)?Depending on the type of event or location, you may be required to submit an events permit. See the events permit webpage to find out more [Apply to hold an event on public land | Moorabool Shire Council](#)

Can Council help me to market/promote my project?

Applicants are responsible for managing the marketing and promotions of an event/project to their audience, and associated costs can be included in the budget as an eligible expense.

All marketing material including the Moorabool Shire Logo must be sent to the community development team for approval before distribution.

AFTER THE PROJECT IS COMPLETED

What is an Acquittal?

After you have completed your project, you will need to tell us what the outcomes for your project were and how you spent the grant money. This is known as the acquittal process. The Acquittal form will be made available for you to complete online via smartygrants. Acquittals are available to complete 6 months into the project and are due 12 months after the project starts.

We will send you an email to let you know it is time to complete your acquittal and provide a link to the form in Smartgrants. If you would like more information about what to include in your acquittal, you can contact a Community Development team member.

We encourage you to include as much information as you can about how your project went and share photos and feedback with us. This is the main way Council can see the outcomes of the wonderful work you are doing in the Moorabool community.