PROGRAM GUIDELINES

Community Grants Program

Working Together For Our Community

Objective

The Moorabool Shire Council Community Grants Program provides $270,400 annually to community groups and organisations. The key objective is to support the development and improvement of local projects, programs, events and initiatives, increasing resources and opportunities for local groups who have limited avenues of support, but wish to undertake activities that engage the wider community.

Biannual Grants
The Community Grants listed below are offered twice each year under two separate funding rounds (March Round & August Round)

A total of $80,000 is available at each grant round across three grant program categories:

- Community Strengthening Grants ($60,000)
- Arts and Culture Grants ($10,000)
- Community Events Grants ($10,000)

Community Groups applying for up to $5,000 for Community Strengthening, Arts and Culture and Community Events grants will need to provide a contribution toward the cost of their project on a ratio of $1 for $1 (Council $1: Group $1). This contribution can be demonstrated either by cash or in-kind support.

Small Community Strengthening Projects under $1,000 are not required to provide a contribution.

Annual Grants
A total of $110,400 is available across the two grant program categories listed below:

Sustainability and Environmental Engagement Grants ($10,400)
Community groups and organisations can apply for up to $3,000 for Sustainability and Environmental Engagement Grants and need to demonstrate a contribution toward the cost of their project on a ratio of $1 for $1 (Council $1: Group $1). This contribution can be demonstrated either by cash or in-kind support.

Fund Grant (Up to $100,000)
The Community Development Fund Grant opens in August. One or more projects may be funded up to $100,000 in this round, with any remaining funding allocated to a second round opening the following March.

Please see the table below outlining requirements for a Community Development Fund grant application.

Funding Thresholds	Requirements
$5,001 - $25,000	3 written quotes - Project plan - Minimum 1:1 matching funds
$25,001 - $50,000	3 quotes - In-kind ratio maximum 50% 1 letter of support - Project plan - Minimum 1:1 matching funds - Other funding sources identified
$50,001- $75,000	3 written quotes - In-kind ratio maximum 30% 2 letters of support - Masterplan - Design drawings

Funding Thresholds	Requirements
	• Project plan • Minimum 1:1 matching funds • Other funding sources identified
$75,001, $100,000	• 3 written quotes • In-kind ratio maximum 20% • 3 letters of support • Masterplan • Design drawings • Project plan • Risk management plan • Community consultation plan • Minimum 1:1 matching funds • Other funding sources identified

The Community Grants Program assessment process is competitive and based on merit. To be considered, applications must meet the eligibility criteria (page 4) outlined in the guidelines. Applicants are also encouraged to read the assessment criteria (page 6) carefully before submitting their application.

Critical Dates for March Program

1 March	**Applications open** Application forms made available on the website
31 March	**Applications close** Applications close 5pm. No late applications will be accepted
April/ May	**Council assessment**
June	**Notification to groups**
12 months from notification	**Project completion deadline**

Critical Dates for August Program

1 August	**Applications open** Application forms made available on the website
31 August	**Applications close** Applications close 5pm. No late applications will be accepted
October/ November	**Council assessment**
December	**Notification to groups**
12 months from notification	**Project completion deadline**

Eligibility

Community groups will only be eligible for funding if they can meet the following criteria. You will be required to confirm eligibility during your application.

The project takes place within Moorabool Shire and is for the benefit of its residents.

Your group has contacted a Community Development Officer to discuss your grant application. You will need to list the contact officer's name.

Is your group an incorporated 'not–for-profit' organisation with an Australian Business Number, OR auspice* by one OR, an individual applying for a Community Arts Grant with an ABN?

*See Community Grant Application Guide for auspice definitions

Does your project permanently impact property for which you are not the owner?

(if yes please see question below)

Your group must supply a letter of approval from the property owner/s.
(Including Moorabool Shire Council property)

The project does not require an ongoing commitment of funds from Council.

The project is not considered to be routine/ cyclical maintenance works.

Your group did not receive funding in the last round (excludes auspice organisations).

Your community event has not received a grant for the same event over the previous two consecutive years.

The project must be completed within 12 months of notification of funding success.

Your group can provide contribution towards the project (not required for small Community Strengthening projects under $1000) on a $1 for $1 ratio (Council $1: Group $1), by way of cash or in-kind support. *(Refer to the annual grant requirements on Page 2.)*

The funding is NOT deemed the responsibility of State and/ or Federal Government.
*See note below for definition

You have read both the Community Grant Guidelines and Community Grant Reference Guide.

Your group does not have any outstanding accounts with Council.

Members of a Community Group applying for a grant must disclose, in writing any perceived and/or conflict of interest.

Program Categories

There are five categories, as listed below:

- Community Strengthening Grants (applications up to $5,000)
- Community Arts and Culture Grants (applications up to $3,000)
- Community Events Grants (applications up to $3,000)
- Community Development Fund Grants (applications up to $100,000)
- Sustainability and Environmental Engagement Grant (applications up to $3000)

1. Community Strengthening Grant

Community Strengthening Grants support community projects, programs and initiatives with a specific focus on connecting communities and building community capacity. This includes projects that improve community facilities, encourage community participation and volunteerism, as well as those that build leadership skills and community wellbeing.

Community Strengthening Grants include:

Community programs, activities or initiatives
Community programs, activities or initiatives that develop community capacity and/or leadership (up to $5,000).

Capital improvements
Capital works projects delivering improvements to community facilities (up to $5,000).

Small projects
Grant applications for projects (up to $1,000) Applicants are not required to provide a funding contribution.

2. Community Arts and Culture Grant

Community Arts and Culture Grants support local artists and arts organisations to use a creative approach in the development of community projects and initiatives. Individuals and groups are encouraged to deliver projects that link artists with the local community, assist in the growth of quality local arts opportunities, resource arts practitioners and organisations to develop new skills and support local network development and promotion. Projects might include displays, programs/ workshops, music, visual and literary arts, performances, one-off art-based events or cultural activities.

Individuals are eligible to apply for a Community Arts Grant, provided they have an ABN and that the project is not-for-profit and open to all residents of Moorabool Shire.
(Funding up to $3,000)

3. Community Events Grant

Community Events Grants support the development of new and existing community events that promote vibrant and cohesive communities by bringing people together for common goals, celebration and expression. Community based organisations are encouraged to develop and deliver events that showcase local talent, provide public entertainment, foster community participation, connectedness and diversity.
(Funding up to $3,000)

Please note: Community Events Grants are non-recurrent seed funding designed to encourage and promote the development of sustainable local events. Organisations who have successfully received a grant for the same event are ineligible to apply for a Community Event Grant for two years. If the community event

organisation then re-applies after the two years, they must demonstrate that the funding sought is for a new activity/initiative for this event.

4. Community Development Fund Grant

Community Development Fund Grants support community infrastructure projects that have significant impact on community development, liveability and wellbeing throughout the Shire. Community networks are encouraged to build capacity and sustainability, through planning and supporting projects and community groups, in turn increasing participation and opportunities for the diverse community in the Moorabool Shire.

5. Sustainability and Environmental Engagement Grant

Sustainability and Environmental Engagement Grants support community groups in reducing expenditure on gas and electricity appliances, investing in sustainability measures such as solar hot water and solar panels and providing opportunities to raise awareness of environmental issues to the broader community in different ways.
(Funding up to $3000)

Assessment Criteria

There are six (6) assessment criteria.   Applications not discussed with a Community Development Officer will **NOT** be assessed. Each criteria will contribute to the overall percentage score (100%).

Please refer to the Community Grants Application Guide for step-by-step assistance in completing your application.

Please describe your project and why you want to do this project (10%)

What will this project achieve? (20%)

Why is this project needed in your community? (20%)

Who will be involved in the project? (15%)

How will you carry out your project? (Including risk management) (15%)

Please provide a project budget and explain how you arrived at the costs (20%)

Please note: *Funding should be for projects and initiatives that directly support and promote local volunteers and, as such, applications for funding that are deemed the responsibility of State and Federal funding will not be given priority.*

Assessment Process

Successful applications will be determined using the following process:

1. Assessment of applications by an Assessment Panel. Please note applications need to obtain a score of 70 or above to be considered for a successful grant. Unsuccessful groups will be supported to improve their application to re-submit in the following round of Community Grants.
2. Report presented to Council of assessment outcomes and recommendations.
3. Council resolution to adopt or reject recommendation.
4. Notification to community groups of outcomes.

Procedure for Payment of Grants

Grant applicants are notified regarding the outcome of the grant round.
Successful applicants receive the Terms and Conditions and a project kit containing:

- An acquittal report, to be submitted to MSC on completion of the project
- Project implementation 'flow chart'
- In-kind log form

Successful applicants will also receive an invitation to the Community Grants Presentation Evening. A representative from each group is expected to attend and will be presented with a certificate of recognition from the Mayor (or delegate).
If the community group has an auspice, funds will be paid into the auspice's bank account. It will be the responsibility of the auspice organisation to acquit the funding.

Applicant groups are encouraged to use local suppliers, services and materials where appropriate. The Moorabool Shire encourages the support of local businesses and services for expenditure of grant monies provided.

GST Legislative Requirements

To enable payment of the grant, all successful applicants must have an ABN (Australian Business Number) or be auspice by a group that has an ABN.

Successful applicants do not have to be registered for GST. However, where an applicant is registered for GST, the grant will be grossed up 10% to cover the GST that the applicant must pay to the ATO on receipt of the grant. Where an applicant is not registered for GST, the grant will not be grossed up. (Registrations are substantiated through the ATO's ABN Register)

My group does not have an ABN, am I still able to apply for a community grant?

Where an applicant group is not incorporated, this group may approach another group to 'auspice' the project. This means that the auspice group will apply on another group's behalf. The auspice group will assume all legal and financial responsibility for the project delivery and will submit the acquittal report at the end of the project. Applicant groups and their auspice organisation must be able to demonstrate a clear relationship between the two groups and an agreement detailing how the project will be managed and implemented. The auspice organisation must provide their ABN, Bank Details and public liability.

Grant Monies Acquittal

Community groups and organisations successful in obtaining a Community Grant are required to acquit for the grant monies at the end of the project. This involves specifying the actual costs incurred against the projected costs (at application) and outlining the community group's achievements. Acquittal is a vital component of the Community Grant Program.

If an applicant organisation fails to submit an approved acquittal, that organisation will be ineligible to apply for subsequent rounds of the Community Grants Program.

Community Grants Program Review

Council will review the performance of the Community Grant Program every three years to ensure that the Grant Program is both achieving its objectives and meeting community needs. The next review of the Community Grants Program will be in 2023.

If you have any questions relating to your grant application, please do not hesitate to contact one of our friendly Community Development Team members on 5366 7100.