

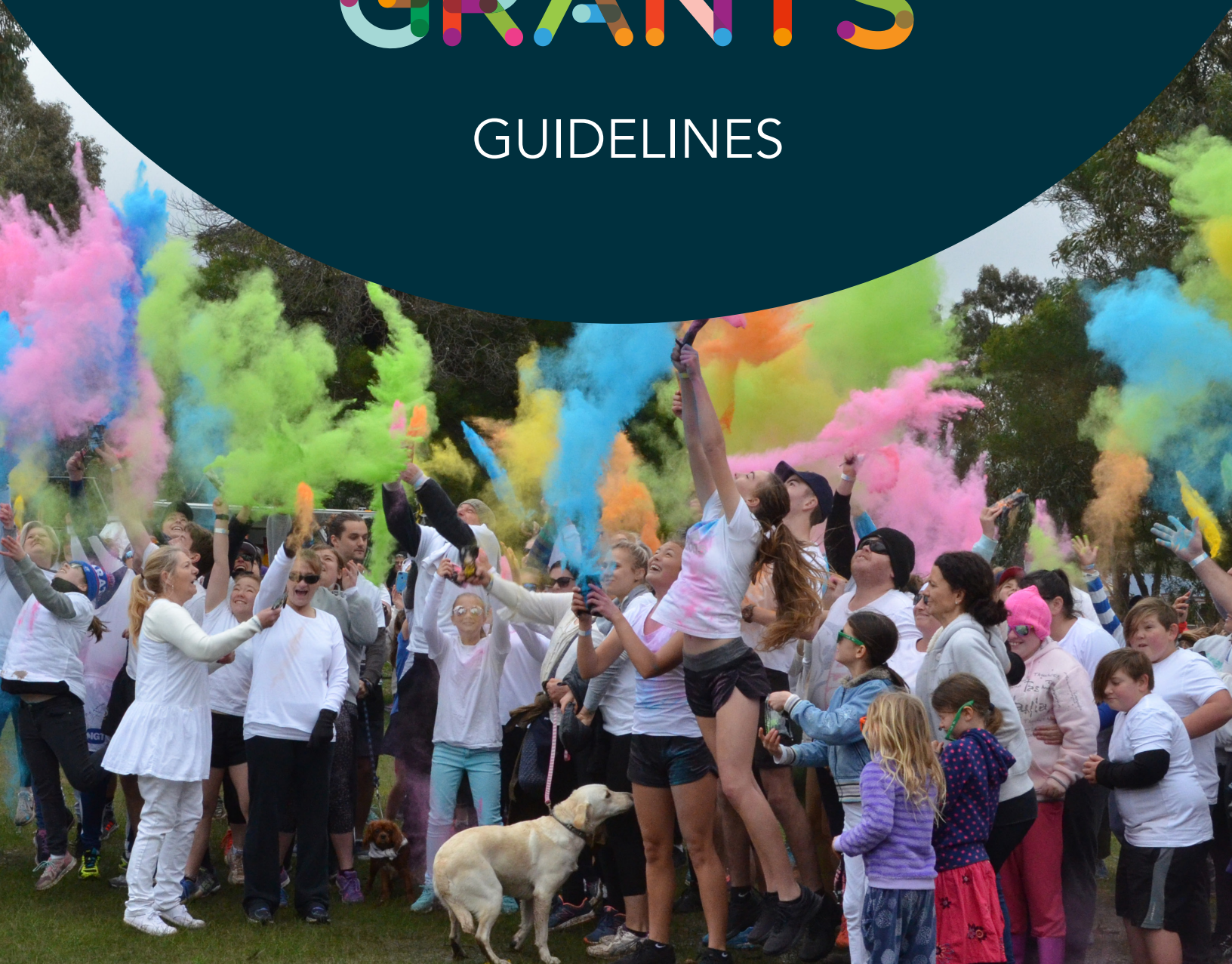


Ararat Rural City

COMMUNITY

SUPPORT GRANTS

GUIDELINES



1. THE PROGRAM

Community Support Grants provide funding to clubs, organisations and community groups for the provision of programs, projects, activities and events that deliver outcomes for the benefit of Ararat Rural City.

Council will provide assistance to eligible organisations for activities that provide opportunities in the areas of sport and recreation, health and wellbeing, culture and arts, festivals and events, and environment and sustainability, subject to these guidelines and in accordance with funds available each financial year within Council's budget.

2. FUNDING CRITERIA

Funding is available for community based projects or activities that:

- Deliver new participation opportunities for the community;
- Increase the range and/or access to participation opportunities available;
- Address a community need that has been identified in an endorsed Council plan;
- Deliver agreed environmental or sustainability benefits;
- Promote visitation and tourism and/or increase economic and social opportunities; and,
- Promote and deliver programs targeted at multiculturalism.

3. WHEN AND HOW TO APPLY

The Community Support Grant Program will be open for applications four times each year. It will be advertised through all media channels and directly with community clubs and groups.

- All applications must be made by Council's online grant system.
- Offline application forms are attainable by contacting Council's Community Grants Officer on (03) 5355 0200.

Please contact Council's Community Grants Officer on (03) 5355 0200 if you have any further questions.

4. HOW MUCH CAN I APPLY FOR?

Applications seeking funding under Sport and Recreation, Cultural and Arts, and Environment and Sustainability categories may apply for up to \$3,000.

Events seeking seed or growth funding under the Festivals and Events category may apply for up to \$5,000.

All funds will be allocated to successful applicants on a two-for-one basis, meaning that Council will provide two dollars for each dollar contributed by the successful applicant.

At the discretion of Council, selected projects or events that respond to significant community need or endorsed strategic priorities may be offered additional funding, subject to the availability of funds.

To be considered for additional funding, applicants need to demonstrate:

- Evidence of community need;
- Opportunity for participation by groups including women, people with a disability, disadvantaged or vulnerable groups, newly arrived residents and people born overseas;
- The applicant has a proven track record in successfully delivering similar projects;
- A well-developed project or event plan has been prepared;
- A budget has been set and other sources of income (cash and in kind) is confirmed; and,
- The application delivers direct outcomes that support the objectives identified in Ararat Rural City Council Plan. The outcomes and the alignment to the objectives in these plans should be clearly illustrated in the application.

5. ELIGIBILITY REQUIREMENTS

For your application to be eligible for consideration, you must ensure that:

- Your application aligns with one of the funding categories listed in section eight of these guidelines;
- All sections of the online application are completed, you have attached your project plan and included all the necessary financial and insurance information;
- Your group or organisation has confirmed contributions to the project, either cash or in-kind contributions;
- Projects must be inclusive for people of all abilities; and
- Event applications must demonstrate the event is at a suitably planned and accepted stage prior to submitting an application.

6. WHO CAN APPLY?

To be eligible to apply for a grant, applicants must:

- Ensure the proposed project is specifically designed to benefit the community of Ararat Rural City Council and aligns with Council's strategic priorities as outlined in the Council Plan.
- Be non-government, not-for-profit and registered as an incorporated entity.
- Have an ABN or are willing to provide a 'statement by supplier' form.
- Submit an audited financial statement or financial report prepared for an annual general meeting from the last financial year with your application (if applicable).

Auspecting of projects allows for not-for-profit, incorporated organisations to accept grant funding on behalf of groups who are not incorporated. An auspice organisation manages the funds on behalf of the applicants group that is not incorporated and is fully responsible for ensuring that the grant funds are applied, managed and expended in accordance with these guidelines.

A group is defined as a community group or organisation that works for the public benefit. The Community Support Grant sees voluntary and community groups as having the following:

Organised: a voluntary and community group has a structure with rules about how the group is organised and run. This is called a governing document or constitution. Self-governing and independent from any other organisation. Voluntary and community groups are independent and are free to appoint their own management committee.

Not-for-profit: no one from within the group will profit from the group, eg: committee members should not be paid for their work and any profits generated should be reinvested in the group.

Voluntary and community groups are governed by a voluntary management committee and rely on the support of volunteers to carry out their activities.

7. WHO CANNOT APPLY?

Those ineligible to apply for a grant are:

- Individuals;
- Committees of Council including advisory committees, committees of management or sub-committees;
- A program or activity considered the responsibility of the State or Federal Government;
- Organisations who have not completed an acquittal for any previous Community Support Grant;
- A club or organisation that occupies Council-owned or managed land without a current seasonal tenancy, licence or lease agreement with Council;
- A club or organisation that has an outstanding debt/account with Council or is already receiving substantial financial support from Council;
- Organisations that have access to substantive levels of recurrent funding not generally available to local clubs or organisations, including those clubs that operate gaming machines;
- For-profit or commercial organisations.



8. WHAT PROJECTS WILL BE FUNDED?

Sport and Recreation, Health and Wellbeing

Innovative or new projects that increase opportunities for participation in recreation and physical activity.

Projects that increase access to sport and recreation for women, people with disabilities and/or juniors, or that address inequity through free or low-cost programs for those who do not have the capacity to pay are encouraged.

Culture and Arts

Community arts projects that support the development of quality arts initiatives and/or increase involvement and access to arts and culture for the community.

Heritage-focused projects that support participation, learning and recording of the cultural history of the Ararat Rural City municipality.

Environment and Sustainability

Projects or activities that protect or enhance the local environment or work towards improving sustainability.

Festivals and Events

Seed funding: supports the development of new events that demonstrate a strong community focus.

Growth funding: supports existing events that demonstrate sustainability (financially and socially), have operated for more than three years, that provide significant benefits to the municipality (economic, social and cultural growth), and are able to provide a post-event report from previous events to illustrate achieved outcomes and continuous improvement.

Events held on Council-owned or managed land will be required to submit an Event Application Form and any other relevant documentation, eg: traffic management plan or risk management plan.



9. WHAT WILL NOT BE FUNDED?

The following will not be funded under the Council's Community Support Program:

- Capital or major maintenance work on a building or facility;
- General administration, wages or contracts, insurance premiums or debt payments;
- Projects funded under other programs supported by Council;
- Projects that have already commenced or events and activities that have already occurred;
- Recurrent funding for ongoing projects or projects that have already been funded (excluding events);
- Trade shows, conferences, teaching program/lecturers, university open days, guest speakers, commercial theatre;
- Events or activities that have a political or religious purpose, or that exclude or offend parts of the community;
- Fundraising activities, prize money, trophy/medal production, awards, travel, accommodation and/or catering.

10. ASSESSMENT CRITERIA

If your application meets the eligibility requirements, it will be assessed according to the following criteria. There is no requirement to meet all dot points indicated in each section, however applications that are able to demonstrate these attributes will receive stronger preference.

COMMUNITY SUPPORT

- Does the project meet one of the funding criteria listed in Section 2 of the guidelines?
- Has a need for the project been clearly demonstrated and how will the project meet this need?
- Does the project provide opportunities for collaboration and sharing of knowledge, skills and resources?
- Does the project encourage and enable the participation of the community?
- Does the project or event meet the Council's strategic priorities outlined in the Council Plan?
- Does the application provide evidence of community support and involvement?
- Does the project or event demonstrate the ability to manage the impacts of the environment including sustainable event practices?

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30%

OUTCOMES

- What are the key objectives or outcomes this activity will deliver?
- What impact will this activity have in the community?
- What community benefits - such as increased health and wellbeing, increasing participation and inclusion opportunities, improving the environment - will be delivered?
- Does the event stimulate visitation/tourism and increase economic development opportunities for the municipality?
- Does the event deliver long-term venue and/or other improvements and community benefits?

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30%

PLANNING AND MANAGEMENT

- Does the organisation have the skills and resources to manage the project?
- Does the project plan include realistic objectives and timelines?
- What in-kind contributions (volunteer hours or other support) are included in the activity?
- Does the activity contribute to the delivery of a diverse calendar of community events?

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20%

BUDGET

- Does the nominated budget allow for the project to occur?

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DOCUMENTATION

- Has sufficient documentation on the project, including all required information and quotes, been submitted?

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10%

11. EVALUATION PROCESS

The Community Support Grants Fund is a competitive process and each application is assessed based on the relevant assessment criteria. All applicants will be advised in writing via email of the outcome of their application.

Below is the expected time frame of the grants process.

- Funding rounds: March, June, September, November each year (roughly).
- All applications will be assessed by an independent grants panel.
- Applicants notified of funding outcome.



12. DEVELOPING A PROJECT PLAN

A project plan outlines the steps needed to complete your project by setting the objectives or outlining what is to be achieved, planning the activities and who will undertake tasks such as whole organisation, committee members, volunteers or project partner, and a timeline for each task.

Complete and upload a document (in Microsoft Word or Excel) with your application, outlining a very brief project plan using the following headings:

- Description of activity;
- Who will be responsible; and,
- Date to be completed.

13. DEVELOPING A BUDGET

The project budget must balance, meaning the project income and expense will be the same amount.

Grants from Council are offered on a two-for-one dollar basis, meaning Council will provide \$2 for every \$1 provided by the organisation up to the maximum grant amount. Fifty per cent of the organisation's contribution can be in-kind and must be verified.

14. PLANNING/ BUILDING REQUIREMENTS

Applications seeking to undertake works on a building or property MUST ensure that:

- The land owners consent is obtained if the applicant is not the land owner;
- Confirmation of Council consent for properties that are owned or managed by Council;
- Relevant planning and/or building approvals have been obtained. It is the applicant's responsibility to check and apply for any permits required to undertake the funded project;
- Site plan, aerial map and structural designs must be provided for any proposed building projects including any relationship the planned work has to existing structures and/or site boundaries.

Please note - funding to produce plans does not guarantee Council's adoption of the plan or funding to implement its recommendations.

15. EVENT APPROVALS, PERMITS & LICENSES

All applicants may need to apply for specific approvals, permits and licenses to run their event. Applicants should discuss their project with the responsible agency eg: Council or a Victorian Government Department, prior to submitting their application. Successful applications will be made conditional upon obtaining regulatory approvals.

Further conditions may be specified in your funding agreement documents, and failure to meet the conditions of funding will void the agreement.

16. ACCESSIBLE PROJECTS

Grant applicants should ensure their project is accessible and inclusive for all. This includes physical access to activities, and ensuring written materials developed are visually accessible. As a guide, download the Australian Network on Disability Event Application Checklist at www.and.org.au/pages/event-checklist.html

17. ASSISTANCE IN CONDUCTING AN EVENT

Refer to www.ararat.vic.gov.au/events or contact Council's Community Grants Officer on (03) 5355 0200.

18. PAYMENT PROCESS

If your organisation is successful in receiving funding, payment will be made into your organisation's nominated bank account once a signed name and address registration form is completed and all relevant documentation is received, including a tax invoice (adding GST to the grant amount, if your organisation is GST registered) and evidence of public liability insurance.

If your project is being auspiced by another organisation, you need to submit the banking details of your auspice organisation and a valid tax invoice from the auspice organisation (adding GST to the grant amount, if the auspice organisation is GST registered).

If an applicant does not have an ABN, it will be required to complete a 'statement by a supplier' form. The form will need to be submitted with the application as an attachment. Forms are available from the Australian Taxation Office or www.ato.gov.au.

19. WHAT ARE THE TERMS AND CONDITIONS?

In accepting a Community Support Grant, you must be willing to adhere to and agree to the following grant conditions:

1. Funded groups will need to complete a grant acquittal report. Council can provide the templates. The acquittal report must be completed within 12 months from receiving your grant. The group will be ineligible for any further grants if this report is incomplete.
2. It is the responsibility of all applicants to supply the relevant taxation and insurance documentation in the application form.
3. Activities arising from the grant allocation must take place within the Ararat Rural City municipality and benefit the community and visitors.
4. Funded groups are required to acknowledge the assistance of Ararat Rural City Council in all project/event-related promotions. The Council logo must appear on all project and promotional/publicity material eg: advertising flyers, event programs. Artwork featuring the Council logo must be approved by the relevant Council Officers. Please contact the Council's media team via email media@ararat.vic.gov.au to obtain the relevant logo and to ensure that Council sights and approves proofs of all materials prior to production. Unauthorised use of the Council logo on other material will result in the organisation being ineligible to apply for further grants.
5. Funds made available through the Community Support Program are to be spent on the activities described in the application by the required time. Any significant change to the activity must be made in writing and approved by Council.
6. Allocated funds are to be expended within 12 months, unless otherwise agreed to by Council. Accurate financial records of the recipient organisation must be maintained and made available to Council staff in the event of any further audit by Council into the use of the grant.
7. Council officers may request meetings with the applicant to check progress during the period of the activity, or undertake an independent audit of the books and records of the applicant.
8. Ararat Rural City Council is not responsible for meeting any shortfall should the project run over budget.
9. Any Council funds that are not expended on the project will be returned to the Council.
10. The Council and its staff are not be responsible at any time for any liabilities incurred or entered into by the recipient organisation as a result of, or arising out of that organisation's responsibilities under the grant agreement.
11. The recipient shall release and indemnify the Council, its servants, agents and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the recipient, or the recipient's agents in consequence of the authorisation/funding agreement except where the claim, demand, liability, costs or action are caused by the Council, its servants or agents.
12. Funded groups are required to obtain any necessary Council permits or other permits for the event/program to take place. Any event/program/project that is to be held on Council property (this includes council-owned buildings, parks and all other open space areas) is required to have the approval of Council.
13. Funded events are required to meet all statutory requirements determined by Council and other relevant authorities, and must submit a completed:
 - Event application form;
 - Register their event with Council via the event section on the website;
 - Submit a post-event evaluation report on the event delivery including:
 - o Identified improvements and key event outcomes; and,
 - o Provide evidence of the impact/success of the event including photos and media exposure.