

## Community Support Grants program guidelines

### 1. *The program*

Community Support Grants provides 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 access to participation opportunities available
- Addresses a community need which 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.
- Promote and deliver programs targeted at multiculturalism

### 3. *When and how to apply?*

The community Support Grant Program will be released in February and October each year to the community. 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
- Online application forms are available from <https://www.ararat.vic.gov.au/services/grants>
- It is a requirement for all applications to be discussed with the relevant Council Officer prior to submitting an application.

### 4. *How Much can I apply for?*

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

Events seeking seed or growth funding under 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 application 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
- The application delivers direct outcomes which 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 8 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 organization has confirmed contributions to the project: either cash, in-kind contributions
- Projects must be inclusive for people of all abilities
- 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)

Auspicing of projects allows for not for profit, incorporated organisations to accept grant funding on behalf of groups who are not incorporated. An auspice organization 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 organization which 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 organized and run. This is called a governing document or constitution. Self-governing and independent from any other organization. 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 organization that occupies Council owned or managed land without a current seasonal tenancy, licence or lease agreement with Council
- A club or organization 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 & Recreation**

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

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

### **Arts and Culture**

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 Ararat Rural City municipality

## **Environment & Sustainability**

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

## **Festivals & Events**

Seed Funding -

Supports the development of new events that demonstrate a strong community focus

Growth Funding -

Supports existing events which demonstrate sustainability (financially & Socially) have operated for over 3 years, 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.

Event held on Council owned or managed land will be required to submit an Event Application Form any other relevant documentation, ie. 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 which have already occurred
- Recurrent funding for ongoing projects or projects which have already been funded (excluding events)
- Tradeshows, conferences, teaching program/lecturers, university open days, commercial theatre recurring markets.
- Events or activities that have a political or religious purpose, exclude or offend parts of the community
- Fundraising activities, prize money, trophy/medal production, awards, travel, accommodation, 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 Grant - 30%

- 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 in the Council plan
- Does the application provide evidence of community support and involvement
- Does the project or event demonstrate ability to manage the impacts of the environment including sustainable event practices

### Outcomes – 30%

- 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
- Delivers long term venue and/or other improvements and community benefits as a result of an event

### Planning and Management – 20%

- Does the organization 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

### Budget – 10%

- Does the nominated budget allow for the project to occur.
- Has sufficient documentation on the project, including all required information and quotes been provided

### Documentation – 10%

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

## *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 the contact email address provided of the outcome of their application.

Below is the expected time frame of the grants process

- Funding round 2019/20 opens
- Funding round 2019/20 closes
- All applicants assess by grants panel
- Recommendation for funding compiled for Council Report
- Recommendation report submitted for endorsement at Council meeting
- Applicants notified of funding outcome
- Civic reception for all successful recipients held

(Panel will be made up of members of the community along with Council Officers)

## *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 organization, committee members, volunteers or project partner, and a timeline for each task

Complete and upload a document (word or excel) with your application, outlining a very brief project plan using the following headings:

- Description of activity
- Who will be responsible
- 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 club up to the maximum grant amount (50% of which can be in kind).

## *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 which are owned or managed by Council.
- Relevant planning and/or building approvals have been obtained. It is the applicants responsibility to check and apply for any permits required to undertake the funded project

- Site plan, aerial map and structural designs are required to be provided for any proposed building projects including any relationship the planned work has to existing structures and/or site boundaries

Note that funding to produce plans does not guarantee Council's adoption of the plan or funding to implement its recommendations.

### *15. Event approvals, permits and licenses*

All applicants may need to apply for specific approvals, permits and licenses to run your 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 that they obtain regulatory approvals.

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

### *16. Making your project accessible for all*

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.

### *17. Assistance in conducting an event*

A number of resources have been developed to assist groups running or holding events within Ararat Rural City. Refer to [www.ararat.vic.gov.au/events](http://www.ararat.vic.gov.au/events) or contact Council's Event & Marketing Officer at [events@ararat.vic.gov.au](mailto:events@ararat.vic.gov.au) or 5355 0272.

### *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 organization and a valid tax invoice from the auspice organization (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](http://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:

Funded groups will need to complete a NAR form and grant acquittal report. Council can provide the templates. The NAR form needs to be submitted before any payment can be made. The acquittal report must be completed at the end of the project and before 30 June 2020. 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 Council media team via email ([media@ararat.vic.gov.au](mailto: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. Copies of any “products” must be provided to Council prior to the completion of the project.
6. 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.
7. Allocated funds are to be expended by 30 June 2020, 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.
8. 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.
9. Ararat Rural City Council is not responsible for meeting any shortfall should the project run over budget.
10. Any Council funds that are not expended on the project will be returned to the Council.
11. The Council, its servants, agents and employees shall 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.
12. 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.
13. 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.

14. Funded events are required to meet all statutory requirements determined by Council and other relevant authorities; submit a completed

- Event Application Form;
- register their event with Council via the online event registration form;
- create an Australian Tourism Data Warehouse (ATDW) listing for their event and
- submit a post event evaluation report on the event delivery including:
  - identified improvements and key event outcomes
  - provide evidence of the impact/success of the event including survey data, photos and media exposure.

15. Council will publicly report all grants awarded.

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