



Rural City of **Wangaratta**

Community Grants Program

Guidelines for Applicants

Background

The Community Grants Program has been established to provide financial support to community organisations within the Rural City of Wangaratta to carry out programs and projects that will develop and enhance the social, cultural and environmental experience of local residents. It is part of Council's support for strong, accessible, and viable community groups that add vibrancy to our community.

The Community Grants Program is a competitive program that will provide grants between \$1,000 to \$10,000 to not-for-profit community organisations, with a total budget allocation of \$150,000 in the 2021/2022 financial year.

These Guidelines provide information to applicants to assist when applying for grants and ensure that applications are assessed within a transparent and equitable process.

Objectives and Funding

The following objectives were developed based on the Council Plan 2021- 2025. Applicants will be assessed against their contribution towards these objectives:

- Encouraging arts, cultural and heritage experiences in our community
- Accessible and equitable services, spaces and programs
- Increased community safety and well-being
- Encouraging healthy behaviours and lifestyles
- Supporting a resilient community

All applications will be judged by the following criteria:

Criteria & scoring	More information
Engagement & Measurement (20%)	
What engagement has your group/organisation undertaken in relation to gaining support for this project?	Does the project meet an existing need? How has that need been identified? This can be shown through research, as well as examples of community engagement or engagement within your organisation. Emails, letters, articles, minutes from meetings are all good examples of this.
How will you measure the success of your Project?	This should include both quantitative and qualitative measures. Quantitative – how many people attended an event, membership numbers, achieving compliance to a standard Qualitative – feedback from attendees, case study, poll/survey results
Capacity to Deliver (30%)	
Budget	Are there quotes attached? Is the budget detailed? The budgeted income and expenditure need to balance. What contribution (volunteer time, funds, in kind support) is included?
Timeline	The project has a clear proposed plan for the completion of the program or works.
Objectives – Each application must select two of the following objectives (50%)	
Encouraging arts, cultural and heritage experiences in our community	Events, programs and projects that showcase and celebrate our diverse cultural heritage, that increase the exposure to art for the community, and that activate our community spaces <ul style="list-style-type: none"> - Events and festivals that have a cultural focus - Projects that highlight the heritage of the Rural City of Wangaratta - Projects that support and promote aboriginal culture - Art programs or classes for the community
Accessible and inclusive services, spaces and programs	Projects must support equitable and inclusive access to community programs, events, and/or facilities. <ul style="list-style-type: none"> - devices that allow a group to be more accessible, from a portable ramp to reading lights/magnifiers - projects that address the barriers to participation in sport or other community activities - accessibility-focused training and development for community - inclusive programs and events

Increased community safety and well-being	<p>Projects should help to create a community that is safe, protected and supported.</p> <ul style="list-style-type: none"> - Lighting to ensure safer night-time access - Emergency response and recovery projects, including local emergency planning or training - Projects that help to promote community safety and preparedness - Projects that address the issues and drivers of gendered or family violence or other discriminations
Encouraging healthy behaviours and lifestyles	<p>Projects should include programs that support one of the following:</p> <ul style="list-style-type: none"> - Deliver programs that increase participation in sport or other physical activity - Provide better facilities to give opportunities for physical and active living - Facilitate improved access to healthy food and food security challenges, including cooking and preparation training for community members, or community gardens - Address issues around tobacco, drug and alcohol use, gambling, or other behaviours
Supporting a resilient community	<p>Projects in this area need to build on the connection and strengths of the community. They can work to bring people together, or to strengthen organisations that support the community.</p> <ul style="list-style-type: none"> - Enhance activity in our rural communities, such as a town fair or other event - Support your organisation/volunteers through training and development, equipment or other needs - Programs that build on neighbourhood/area based opportunities and events that provide for social connection - Programs or events that include migrant or minority communities - Programs that support the mental health of a community or organisation

What we can fund:

- Purchase of equipment or capital works for a community group or organisation that supports the objectives above;
- Training and development for community members or organisations;
- Initiate innovative projects that will build community resilience and opportunities;
- Events, festivals, and gatherings to support the community and bring people together.

What cannot be funded:

- Individuals;
- Projects that duplicate an existing service, activity or item;
- Projects or activities that are considered to be the responsibility of the State or Federal Government;
- Prizes or gratuities;
- Requests for retrospective funding for projects already commenced or completed;
- Payment of salaries/wages (employed by the organisation);
- Projects that are currently receiving substantial financial support from council;
- Fixed infrastructure on privately owned land;
- Maintenance works to buildings that are owned and/or the responsibility of the Rural City of Wangaratta;
- Initiatives that do not focus or directly benefit the Wangaratta community;
- Projects that have already been funded by the Community Grants Program in previous years;
- Applications seeking funding to cover outstanding loans or debts; and
- Projects that are considered high risk or undeliverable.

Applying for a grant

Application forms are available via www.wangaratta.vic.gov.au/community-grants or Council's Customer Service desk.

Eligibility

To be eligible for the Community Grants Program, community support applicants must:

- Be committed to providing direct benefits to residents of the Rural City of Wangaratta
- Be not-for-profit, as classified by the Australian Tax Office in the Income Tax Assessment Act (1936)
- Have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration
- Have a current Australian bank account in the name of the incorporated not-for-profit organisation or the auspicing body
- Hold an adequate public liability insurance policy to cover the volunteers, staff, members and the general public as appropriate
- Not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- Have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)
- Comply with all other relevant Australian and Victorian legislation, including accounting and auditing requirements; equal opportunity and antidiscrimination laws; human rights laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- Have an adequate risk management plan in place (as required)
- Demonstrate an ability to adhere to the timeframe of the grant program
- Submit a completed application form before the program closing date

Key Dates

Grants Open	Friday 17 th July 2021
Grants Close	4pm - Friday 1 st October 2021
Grants Announced	Wednesday 15 th December 2021 *subject to change
Project Completion	1 September 2022

Developing Your Budget

Income

There are three ways that your group/organisation can contribute towards your project:

- Cash Contribution
- Volunteer Labour
- In-kind Donations

Cash Contribution – Refers to money committed to your project by your group/organisation or other organisations or funding bodies. Your group's cash contribution is taken into account when assessing your funding request. Whilst it is not compulsory to make a cash contribution, it is favourable.

You must provide evidence of the cash contribution from your group/organisation and other funding bodies.

Volunteer Labour – Refers to work completed by volunteers at no cost to your group/organisation. For example, a committee member may offer to paint a newly renovated clubroom. Details of your volunteer labour contribution will be captured in the Budget Form (available from www.wangaratta.vic.gov.au/community-grants).

Volunteer labour is to be calculated at the following rates:

\$20.00 per hour - Unskilled Labour

\$40.00 per hour - Qualified Tradesperson

In-kind Donations – Refers to goods and services that have been donated towards your project. This may include kitchen equipment that has been donated or professional advice from an architect at no cost to your group/organisation. Details of your in-kind donations will be captured in the Budget Form (available from www.wangaratta.vic.gov.au/community-grants) and evidence from the supplier must be included.

Expenditure

Please provide any additional information that supports your application. For example – quotes from suppliers.

Your total project expenditure must be equal to your total project income (including cash contributions, volunteer labour and in-kind donations). A contingency for cost increases will be considered up to 5% of total project cost.

Please ensure you complete and attach the Budget Form to your application. The Budget Form template is available from www.wangaratta.vic.gov.au/community-grants

Assessment Process

Applications will be assessed initially by Council Officers to ensure the application is complete and meets the eligibility requirements. If the application is deemed eligible, it will then be examined in more detail against the assessment criteria. Officers from across Council may be consulted where specialist advice is required. Ineligible projects will not be further assessed.

The Community Grants Program Assessment Panel will assess each eligible grant application on its individual merits including benefits to the local community and impact on the chosen objectives. They will then make a recommendation to Council.

Stage 1 – Initial Assessment

Ineligible projects or incomplete submissions will not be considered for assessment.

Stage 2 – Merit Assessment

Response to Objectives (50%)

- The application demonstrates a direct benefit to the Rural City of Wangaratta community in response to the two chosen objectives

Capacity to Deliver (30%)

- The application demonstrates the capacity to deliver the project and meet the conditions of funding. The aim and outcomes of the application must be clear and deliverable within the timeframes.

Engagement and Measurement (20%)

- The application demonstrates that it has engaged with the community and that it has clear measurement metrics

The grant assessment process is also

Grant Conditions

- The project must be completed within the timelines
- Applicants can submit one application only
- Successful applicants will be required to become a signatory to a funding agreement which lists all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued
- Successful applicants must acknowledge the Rural City of Wangaratta in any promotional material or publicity features
- Successful applicants will be required to provide a written project evaluation of the project/program on completion of the activity. Council will provide an evaluation form to all groups
- Successful applicants will be required to provide an expenditure budget or an audited statement at completion of the funding period. If Council's grant funds are not spent, all remaining funds must be returned to Council
- Council may make funding conditional on other specific conditions being met

Payment

Successful applicants will be notified via email and will be sent a Funding Agreement which must be completed and returned to Council for funding to be paid, generally by Electronic Funds Transfer. If Council does not have your bank account details on file you will be required to complete and return a New Supplier Statement Form.

Funding Conditions

The Funding Agreement lists general conditions of funding and, if applicable, any special conditions which need to be met before funds can be released to your organisation.

By signing and returning the Funding Agreement to Council you are agreeing to abide by the conditions and acquittal information. If you have any questions regarding information contained in the Funding Agreement, please contact Council as soon as possible.

Grant Acquittal

Your project must be completed by 1 September 2022.

A full grant acquittal, attaching all receipts for approved funding and demonstrating how the grant helped support the objectives should be completed and submitted to Council within 30 days of project completion.

Please note that you are expected to acknowledge Council's funding contribution within any media associated with the project or initiative. We also ask that you provide photos and copies of any media promotion.

Information and assistance

For general information about the grants program and application process please visit

www.wangaratta.vic.gov.au/community-grants

To discuss your project and ensure eligibility, please email communitygrants@wangaratta.vic.gov.au