



Rural City of **Wangaratta**

Active Wangaratta
Grants Program
2024

Guidelines for Applicants

Background

The Active Wangaratta Grants Program has been established to provide financial support to local community sporting clubs, groups and organisations in developing programs, activities, and projects for those who are vulnerable to being disengaged in sport and physical activity, including but not limited to:

- Aboriginal and Torres Strait Islander community members
- Culturally and linguistically diverse community members
- Community members living with a disability
- Community members living with a chronic health condition
- Community members living with mental illness
- Community members aged 65+
- Community members experiencing socio-economic disadvantage
- Members of the LGBTIQ+ community
- Women and girls
- Young people under the age of 18

The Active Wangaratta Grants Program aims to assist local groups and organisations to deliver projects that work towards overcoming barriers to participation in sport and physical activity. Groups and organisations within the Rural City of Wangaratta can apply for up to \$2,000 towards their project.

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

Applications will be assessed against the following criteria:

| Criteria & scoring | Description |
|--|---|
| Increasing or retaining participation and removal of barriers – 50% | <ul style="list-style-type: none">• How the project will lead to increased physical activity, or retaining of current participants through sport or active recreation opportunities.• How the project will remove barriers for one or more of the identified vulnerable or disengaged groups. |
| Alignment to Council Plan – 25% | <ul style="list-style-type: none">• How the project aligns to objectives outlined in the RCoW Council Plan 2021 – 2025<ul style="list-style-type: none">- An engaged and connected community- An equitable and inclusive community for people of all cultures, identities, and abilities- Increasing active living |
| Commitment & Budget – 25% | <ul style="list-style-type: none">• What contribution (volunteer time, funds, in kind support, partnerships) is being made by the group/organisation.• Is this project good value for money, does it use local suppliers, does your budgeted income and expenditure balance• How this project aligns to any of your group/organisation's strategies or plans. |

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;
- Innovative projects that will build community resilience and opportunities;
- Events, festivals, and gatherings to support the community and bring people together.
- Subsidised membership fees or equipment for vulnerable or disengaged groups identified above

What cannot be funded:

- Application submitted by individuals;
- Projects that duplicate an existing service, activity, or item;
- Projects or activities that are the responsibility of the State or Federal Government;
- Trophies, 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 Rural City of Wangaratta community and/or conflict with Council's values and objectives of the Council Plan;
- Applications seeking funding to cover outstanding loans or debts;
- Projects that are considered high-risk or undeliverable; and
- Profit-making activities or commercial ventures.

Applying for a grant

Application forms are available via [Active Wangaratta Grants Rural City of Wangaratta](#)

Eligibility

To be eligible for the Active Wangaratta Grants Program, your organisation 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 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 child safe requirements if relevant
- 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 8 March 2024 |
| Grants Close | Ongoing until allocated funds exhausted, or June 14 2024 – whichever occurs first. |
| Grants Announced | Within 2 weeks of application |
| Project Completion | Within one year of a funding agreement being signed |

Developing Your Budget

Income

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

- Cash Contribution
- Volunteer Labour
- In-kind Donations
- Partner with other groups/organisations

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 considered 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 coach may offer their time free of charge to deliver a program. Details of your volunteer labour contribution will be captured in the project budget.

Volunteer labour is to be calculated at the following rates:

\$20.00 per hour - Unskilled Labour

\$40.00 per hour - Qualified Professional

In-kind Donations – Refers to goods and services that have been donated towards your project. For example – equipment that has been donated by a local sports store. Details of your in-kind donations will be captured in the project budget and evidence from the supplier must be included.

Partner with other groups/organisations – Refers to collaborating with other groups/organisations as part of the project. This could mean partners could be assisting you with your project delivery or the project could be occurring across both groups/organisations for broader impact. Partnering with others as part of the project will have a wider reach in influencing the vulnerable and less engaged to be more physical active.

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.

Assessment Process

Applications will be assessed 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 Active Wangaratta 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.

Applications will be open until the grant allocation has been exhausted, or June 14 2024, whichever occurs first.

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, 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 within one year of the funding agreement being signed.

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.

Grant Conditions

- The project must be completed within the timelines
- 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

Information and assistance

For general information about the grants program and application process please visit www.wangaratta.vic.gov.au/Your-Council/Grants-and-funding/Active-Wangaratta-Grants

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