



Rural City of **Wangaratta**

Community Sponsorships Program

Guidelines for Applicants

Background

The Community Sponsorships Program has been established allow the Rural City of Wangaratta to partner with community organisations to deliver programs over a multi-year period.

The Rural City of Wangaratta is committed to working in partnership with community stakeholders to nurture and develop the vitality of communities through support for programs and projects with community outcomes which align to its Council Plan. Longer term partnerships with the community are a part of delivering strategic outcomes for Wangaratta.

It is part of Council's support for partnerships that bring benefit and opportunities to our community.

The Community Sponsorship Program is a competitive program that will provide funding between \$1,000 to \$10,000 per year to community organisations. These sponsorships will continue for up to three years until the development of a new council plan. Applicants may apply for a shorter term (i.e. – to fund a two-year program) or for a decreasing amount of funding over the three-year period.

These Guidelines provide information to applicants to assist when applying for funding 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:

- Strengthening our Leadership
- Nurturing our Wellbeing
- Valuing our environment
- Expanding our Economy
- Enhancing our Lifestyle
- Growing with Integrity

Applicants are strongly encouraged to review the [Council Plan](#) prior to applying

All applications will be judged by the following criteria:

Criteria & scoring	More information
Engagement & Measurement (30%)	
What engagement has your group/organisation undertaken in relation to gaining support for this project? (500 words)	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 with other community organisations. Emails, letters, articles, minutes from meetings are all good examples of this.
How will you measure the success of your Project? (500 words)	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? What funding is required each year of the program – could it be variable or reducing?
Timeline	The project has a clear plan for the completion of the program over the proposed period
Sustainability	How will this contribute to the sustainability of your organisation? How will your organisation work to deliver this program when the funding is completed? How will this program impact the community in an ongoing fashion?
Benefit to the Community (40%)	
Detail how the program, project or event delivers a benefit for the community, and on outcomes in the Council Plan (2021-2025) with specific reference to the strategies and actions in the Plan (1000 words)	
Strengthening our Leadership	<ul style="list-style-type: none"> - Building leadership - Developing organizational capacity - Implementing good governance.

Nurturing our Wellbeing	<ul style="list-style-type: none"> - The mental health of the community - Encourage healthy behaviours and lifestyles - Increase connectedness in our community - Improve access to services, spaces, and programs especially for the vulnerable in our community. - Programs that look to the prevention of all forms of violence - Neighbourhood based programs that provide for social connection -
Valuing our Environment	<ul style="list-style-type: none"> - Environmental sustainability - Reducing the cause and impacts of climate change - Ensure the community is protected from disaster
Expanding our Economy	<ul style="list-style-type: none"> - Support local development and community recovery - Create vibrant and engaging places - Support education for everyone
Enhancing our Lifestyle	<ul style="list-style-type: none"> - Diverse arts and cultural experiences, including those that celebrate our cultural heritage - Events that celebrate and enhance our community
Growing with Integrity	<ul style="list-style-type: none"> - Connections for new communities and neighbourhoods - Placemaking projects for communities to promote their growth or connection

What we can fund:

- 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.

What cannot be funded:

- Individuals;
- Projects or activities that are considered to be the responsibility of the State or Federal Government;
- Prizes or gratuities including trophies, awards and scholarships;
- Requests for retrospective funding for projects already completed;
- 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 are one-off or one-year projects (these will be referred to a relevant grant program)
- Applications seeking funding to cover outstanding loans or debts;
- A project that is not open to the whole community or fails to target participation from different community demographics; and
- Applications for projects that engage in activities which promote discrimination, violence or anti-social behaviour; and
- Projects that are considered high risk or undeliverable.

Applying for a sponsorship

When the program is open application forms are available via [Community Sponsorships Rural City of Wangaratta](#) or Council's Customer Service desk.

Eligibility

To be eligible for the Community Sponsorship Program, 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), or in partnership with a not-for-profit as the lead applicant.
- 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 funding program
- Submit a completed application form before the program closing date

Key Dates

Sponsorships Open	Monday 2 May 2022
Sponsorships Close	4pm - Friday 1 July 2022
Sponsorships Announced	Early September 2022 *dates subject to change
Funding released	On completion of funding agreements - September 2022
Project Completion	As per funding agreement, no later than 30 June 2025

Developing Your Budget

When developing your budget consider how much funding your project will need over the two to three year period. Does your organisation need the same amount over the entire period of the program? What contributions is your organisation able to make to the project?

Income

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

- Cash Contribution
- Volunteer Labour
- Employee 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 run a monthly community get together.

Volunteer labour is to be calculated at the following rates:

\$20.00 per hour - Unskilled Labour

\$40.00 per hour - Qualified Tradesperson

Employee Labour – If your organisation has employees, you may claim reasonable time spent on this project as in kind contribution at their existing rates.

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. 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.

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 Sponsorship Assessment Panel will assess each eligible 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 who will make the final determination.

Stage 1 – Initial Assessment

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

Stage 2 – Merit Assessment

Benefit to the Community (40%)

- The application demonstrates a direct benefit to the Rural City of Wangaratta community and alignment with the Council Plan (2021-25)

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 (30%)

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

Sponsorship 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 an annual written update at the end of each financial year outlining the program of works to date including any expenditure. This will be reviewed by Council Officers and presented to Council before any subsequent payments are made.
- Successful applicants must provide 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.

Payment will be distributed each year of the agreement in September, and subsequent payments will be dependent on reporting deadlines and acquittal requirements being met.

Key Dates

Annual reporting due	30 June
Annual report to Council	August Council Meeting
Annual payment disbursed	By 30 September
Project Completion reporting due	As per funding agreement, no later than 31 July 2025

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.

Sponsorship Acquittal

Your project must be completed by 1 July 2025

Each year an interim acquittal will be due by 30 June before additional payments are disbursed.

A full sponsorship acquittal, attaching all receipts for approved funding and demonstrating how the funding 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 [Community Sponsorships Rural City of Wangaratta](#)

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