



Rural City of  
Wangaratta

# Community, Sponsorship & Quick Response Grant Guidelines

15 June - 13 July 2026



# Contents

<b>About the Community Funding Program .....</b>	<b>3</b>
<b>Objectives .....</b>	<b>4</b>
<b>Eligibility Criteria .....</b>	<b>4</b>
<b>What We Will Fund .....</b>	<b>5</b>
<b>What We Will Not Fund .....</b>	<b>5</b>
<b>Budget Requirements .....</b>	<b>6</b>
<b>Assessment Criteria .....</b>	<b>6</b>
<b>Assessment Process .....</b>	<b>8</b>
<b>Funding Conditions .....</b>	<b>8</b>
<b>Sponsorship Reporting Requirements (Multi-Year Only) .....</b>	<b>9</b>
<b>Acquittal Requirements .....</b>	<b>9</b>
<b>Key Dates .....</b>	<b>9</b>
<b>Important Information .....</b>	<b>11</b>
<b>Contact and Support .....</b>	<b>11</b>

## **Acknowledgement of Country**

We acknowledge the traditional custodians of the lands, on which the Rural City of Wangaratta Communities reside. We pay our respect to their Elders past, present and emerging, and celebrate and respect their continuing cultures.

We are committed to walking beside Traditional Owners and custodians and Aboriginal and Torres Strait Islander peoples living and working within the Rural City of Wangaratta as we move toward reconciliation.



## About the Community Funding Program

The Community Funding Program provides funding to eligible not-for-profit organisations to deliver projects, programs and events that benefit residents of the Rural City of Wangaratta.

The Rural City of Wangaratta is a place for everyone. We are a welcoming, connected, and caring community. We value our urban and rural communities, ensuring shared opportunity and quality of life. Our natural environment supports our wellbeing and forms a strong part of our cultural identity. Our strength is our resilience and active participation in shaping a future for everyone to thrive.

Through the Community Funding Programs, Council wants our community to feel connected, inspired and treated with respect. To have access to programs, services and infrastructure that help us lead fulfilled and healthy lives. And that align with the [Council Plan 2025-29 Rural City of Wangaratta](#).

The Community Funding Program is split into three streams as below.

### 1. Community Grant

The Community Grant operates one round per financial year and offers funding of up to **\$10,000**. Typically, successful applicants receive between **\$1,000** and **\$6,000**.

Best suited for:

- Planned, one-off projects
- Projects that require moderate funding and some lead time
- Activities that deliver clear community benefits

Examples:

- Community events or festivals
- Equipment purchases or minor facility improvements
- New programs or initiatives
- Capacity-building activities / training and workshops

### 2. Quick Response Grant

The Quick Response Grant remain open until all allocated funds have been exhausted and allows recipients to access funding of up to **\$2,000** quickly. Applications are assessed in approximately three weeks.

Best suited for:

- Urgent, time sensitive opportunities
- Smaller scale projects needing fast turnaround funding
- Situations that arise outside normal grant cycles

Examples:

- Small community activities with short lead time
- Contributions to emerging or unplanned initiatives
- Urgent equipment replacement

### 3. Community Sponsorship



The Community Sponsorship program enables the Rural City of Wangaratta to partner with community organisations to deliver multi-year programs.

Funding of **\$1,000 to \$10,000 per year** is available for up to **three years**, concluding with the development of the next Council Plan. Applicants may request a shorter sponsorship term or phased funding across the period.

Best suited for:

- Ongoing, multi-year programs
- Initiatives that align strongly with Council priorities and longer-term strategic outcomes
- Programs that deliver sustained community impact

Examples:

- Recurring community events or annual programs
- Long-term participation or engagement initiatives
- Strategic community development or inclusion programs

These Guidelines outline eligibility, assessment processes, funding conditions and acquittal requirements for all streams.

## Objectives

Applicants are encouraged to review the [Council Plan 2025-29 Rural City of Wangaratta](#) prior to applying.

All applications must demonstrate alignment with **one or more** Council Plan objectives. A strong, well-evidenced alignment to one objective is considered equally as competitive as an application which shows weaker evidence across multiple objectives.

- Provide access to services and programs that enable people to live healthy, active, and inspired lives
- People feel connected and included in the community
- Ensure services and spaces are safe, accessible, inclusive and welcoming to everyone in our community

## Eligibility Criteria

To apply, organisations must:

- Be a not-for-profit organisation, as defined by the ATO, and is not an individual.
- Be incorporated *or* be auspiced by an incorporated organisation for the purposes of this application.
- Hold a bank account in the organisation or auspice name and demonstrate financial viability.
- Hold \$20M public liability insurance.
- Have no outstanding acquittals or other debts with Council.
- Is in (and/or supplies services to) **The Rural City of Wangaratta**.



- Comply with relevant legislation (equal opportunity, freedom of information, privacy, accounting standards, etc.).
- Submit a complete application with quotes, evidence of costs and supporting documents. *Failure to provide these required documents will result in the application being deemed ineligible.*
- Demonstrate ability to complete the project within required timeframes.

## What We Will Fund

Council may support projects that align with the program objectives, including:

- Equipment and minor capital works that improve the organisation capacity (*Community Grants and Quick Release Grants only*).
- Training and development opportunities for community members, volunteers, or organisations.
- Innovative projects that build community resilience, connection, or future opportunities.
- Community events, festivals and gatherings.

## What We Will Not Fund

The following items and activities are not eligible for funding:

- Duplication of an existing service, activity or item already available.
- Projects or activities that are the responsibility of State or Federal Government.
- Prizes, awards, gifts or gratuities.
- Projects that have already commenced or been completed prior to funding approval.
- Salaries or wages for existing organisational staff.
- Projects already receiving Council funding.
- Initiatives that do not directly benefit the Wangaratta community.
- Projects not accessible to the wider community.
- Applications seeking funding to repay loans or cover existing debts.
- Previous-round-funded projects in the same program
  - Community Grant – Previous financial year
  - Quick Release Grant – Previous financial year
  - Sponsorship – Previous three-year term
- Projects assessed as high risk or unviable.
- Activities promoting discrimination, violence or anti-social behaviour.



## Budget Requirements

A balanced budget is required, with income equalling expenditure.

### Income may include:

- Cash contributions (evidence required).
- Volunteer labour valued at:
  - \$25/hour – unskilled
  - \$50/hour – qualified tradesperson
- In-kind donations (materials, professional services).

### Expenditure requirements:

- At least one quote per item over \$200.
- Expenditure must match total income.
- The applicant will have financial responsibility for covering any overspends incurred.

## Assessment Criteria

All eligible applications are assessed and scored against the following criteria:

<b>Community Impact and Engagement (30%)</b>	
	<i><b>What to consider for your application</b></i>
Community Need	Does the project respond to an identified existing need? How has this need been demonstrated e.g. research, consultation, data, community feedback.
Community Support	What engagement has your group or organisation undertaken to demonstrate support for the project? Evidence may include emails, letters of support, survey results, meeting minutes, news articles etc
Measuring Success	Applications should outline how project outcomes will be measured using a mix of: <ul style="list-style-type: none"> <li>• <b>Quantitative measures</b> – attendance numbers, increased memberships, compliance achieved</li> <li>• <b>Qualitative measures</b> – participant feedback, case studies, surveys or poll responses</li> </ul>
<b>Delivery and Sustainability (30%)</b>	
	<i><b>What to consider for your application</b></i>
Budget	<ul style="list-style-type: none"> <li>• Provide a clear, balanced budget.</li> <li>• Include quotes for expenditures over \$200 and identify all sources of income (cash, volunteer labour, in-kind support).</li> </ul>



	<ul style="list-style-type: none"> <li>Indicate funding requirements per year and note if funding should be phased (<b>Sponsorship Only</b>).</li> </ul>
Timeline	<ul style="list-style-type: none"> <li>Present a clear and realistic project plan demonstrating how the project will be achieved over the proposed period.</li> </ul>
Sustainability	<ul style="list-style-type: none"> <li>Will the project have lasting benefits for the organisation and/or community?</li> <li>Is the project environmentally, organisationally and financially sustainable?</li> <li>Does the project support positive environmental outcomes?</li> </ul>

**Alignment with Program Objectives (40%)**

Each application must demonstrate alignment with at least one of the following objectives.

	<i><b>What to consider for your application</b></i>
Support access to programs and services that help people live healthy, active and inspired lives.	<p>Projects may include:</p> <ul style="list-style-type: none"> <li><b>Healthy Living Programs</b> – Activities that promote physical activity, healthy ageing, or general wellbeing.</li> <li><b>Active Recreation Opportunities</b> – Community sport, “come and try” sessions, or programs encouraging people to get active. And try” sessions, or programs encouraging people to get active.</li> <li><b>Arts, Culture &amp; Creative Participation</b> – Workshops, cultural events, or creative programs that inspire and engage the community.</li> <li><b>Wellbeing &amp; Social Connection Initiatives</b> – Programs that reduce isolation, build resilience, or strengthen community connection.</li> <li><b>Inclusive Access &amp; Healthy Eating Projects</b> – Activities that support participation for all abilities, improve accessibility, or promote healthy, affordable food.</li> </ul>
Strengthen community resilience and connection.	<p>Projects may include:</p> <ul style="list-style-type: none"> <li><b>Community Building Activities</b> – Social gatherings, neighbourhood events, and intergenerational programs that increase connection and reduce isolation.</li> <li><b>Emergency Preparedness &amp; Resilience Training</b> – Workshops on bushfire readiness, first aid, mental health first aid, or community emergency planning.</li> <li><b>Wellbeing &amp; Support Initiatives</b> – Peer support groups, resilience workshops, and programs that promote mental wellbeing and social support networks.</li> <li><b>Collaborative Community Projects</b> – Community gardens, volunteer development initiatives, or co-designed local projects delivered with community partners.</li> </ul>



<p>Creating services and spaces that are safe, accessible, inclusive &amp; welcoming.</p>	<p>Projects may include:</p> <ul style="list-style-type: none"> <li>• <b>Accessibility Enhancements</b> – Projects that improve physical access (e.g., ramps, handrails, accessible pathways, signage, hearing loops).</li> <li>• <b>Inclusive Programs and Training</b> – Programs that are tailored for all abilities and diverse communities, along with staff/volunteer training in disability inclusion, cultural safety, gender-safe practise, and mental health awareness.</li> <li>• <b>Safety Improvements</b> – Initiatives that enhance child safety in community spaces, including lighting upgrades, safety signage, or risk reduction measures.</li> <li>• <b>Welcoming Space Activations</b> – Projects that enhance the comfort and appeal of community areas through seating, shade, landscaping, public art, or co-designed space improvements.</li> </ul>
<p><b>Equity and Inclusion (Not Scored)</b></p>	
	<p><i><b>What to consider for your application</b></i></p>
	<p>Applicants are encouraged to demonstrate considerations give to gender equity, cultural inclusion, barriers to participation, and broader community impacts.</p>

## Assessment Process

1. **Initial Review:** Check completeness and eligibility.
2. **Merit Assessment:** Assessment Panel applies weighted criteria.
3. **Approval:**
  - Community Grant: Council approval.
  - Quick Response Grant: Manager of Community Services approval.
  - Sponsorship: Council approval.

## Funding Conditions

Successful applicants must:

- Sign and return the Funding Agreement:
  - Community Grant – within one month
  - Quick Response Grant – within two weeks
  - Sponsorship – within one month
- Acknowledge Council in all promotional materials.



- Invite the Mayor and councillors to your project, program or event launch.
- Complete projects by stated deadlines
  - Community Grant – 30 September 2027
  - Quick Response Grant – within six months of receiving funding
  - Sponsorship – 30 September 2029
- Submit required evaluations and financial acquittals.
- Return unspent funds, whether due to lower-than-expected expenditure or the organisation being unable to deliver the project.
- Seek approval from the Community and Recreation team before making any changes to your project.
- Only one application per round is permitted (Quick Response: one per financial year).

***Failure to meet conditions may result in funding withdrawal.***

## Sponsorship Reporting Requirements (Multi-Year Only)

- **Annual Reports:** Due 30 September 2027 and 2028
- **Final Report & Full Acquittal:** Due 30 September 2029
- **Reports to Council:** Annually
- **Annual Payments Released:** Upon completion of the Funding Agreement in August 2026 and following satisfactory annual reporting each year thereafter.

***Failure to meet reporting dates may result in funding withdrawal.***

## Acquittal Requirements

Due within 30 days of project completion and must include:

- Receipts for all expenditure.
- Evidence of outcomes achieved.
- Photos, media or promotional materials acknowledging Council.

***Failure to meet acquittal requirements may result in funding withdrawal.***

## Key Dates

### 1. Community Grant Program



Milestone	Date
Grant Opens	8am, Monday 15 June 2026
Grant Closes	3pm, Monday 13 July 2026
Successful Grants Announced	September 2026*
Funding Released	Upon completion of the Funding Agreement in September 2026
Project Completion	No later than September 2027

\*Dates may be subject to change

## 2. Quick Response Grant Program

Milestone	Date
Grant Opens	8am, 15 June 2026
Grant Closes	3pm, 1 July 2027 (or earlier if funds exhausted)
Project Completion	Within six months of payment

## 3. Community Sponsorship Program

Milestone	Date
Sponsorship Opens	8am, Monday 15 June 2026
Sponsorship Closes	3pm, Monday 13 July 2026
Successful Sponsorships Announced	September 2026*
Funding Released	Upon completion of the Funding Agreement in September 2026
Project Completion	No later than September 2027

\*Dates may be subject to change



## Important Information

- Funding decisions are made by Rural City of Wangaratta (RCoW) Council.
- The Community Funding Program is competitive, and all applications are assessed on merit.
- The program is in line with the Grants and Sponsorship Policy 2026 [Policies Rural City of Wangaratta](#)
- Council reserves the right to offer a reduced funding amount and will assess applications against funding levels.
- Councils' decision is final. There is no review or appeal process.
- Feedback is available upon request for unsuccessful applications.
- Canvassing or attempting to influence Councillors or Council Officers is strictly prohibited and will result in the application being deemed ineligible.
- Projects or building works on council land will require a Works on Council Land Permit.
- Projects within the roadside will require a Works Within the Roadside Permit.
- Further information about building and planning permits is available on the RCoW website [Building Rural City of Wangaratta](#).
- Further information about Registrations, including Itinerant Trading Permits, is available on the RCoW website [Registrations and permits Rural City of Wangaratta](#).
- All events or activities held on Council owned or managed land must comply with Councils Event Terms and Conditions. This includes obtaining all required permits, submitting relevant application forms, and providing event management plans. More information is available on the RCoW website [Planning an event Rural City of Wangaratta](#).
- All events or activities held on private land must meet all applicable requirements. A planning permit may be required, and if so must be obtained and complied with.
- Council reserves the right to withdraw support or request repayment of funds if an applicant does not comply with Council policy or any written agreement entered into.
- Council retains the right to decline entering into a Funding Agreement with any external party where, at Councils sole discretion, the product, service, or proposal is considered inappropriate, unsuitable, or if costs outweigh the benefits.

If a successful applicant fails to meet these conditions at any time before, during, or after the event or activity, the organisation may be required to return any funds provided by Council.

## Contact and Support

More information is available on [Rural City of Wangaratta Community Grants](#) webpage. For information or project guidance, email [communitygrants@wangaratta.vic.gov.au](mailto:communitygrants@wangaratta.vic.gov.au)