

COMMUNITY GRANTS PROGRAM GUIDELINES 2021 - 2022

Applications close 11.59pm, Wednesday 30 June 2021

All projects must be completed by 30 June 2022

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1. INTRODUCTION

Community groups and organisations provide vital services and support to Alpine Shire residents. Alpine Shire Council is committed to supporting these valuable activities by providing a funding opportunity to assist groups in the areas of arts and culture, sport, recreation, community events, community strengthening and the environment.

2021/22 Community Grants will be using the Smarty Grants platform, an electronic grants submission system used by many local governments and other funding bodies and provides an efficient way for you to submit your application. More information is available at Alpine Shire Council's website <https://www.alpineshire.vic.gov.au/community/grants-and-awards/community-grants>

2. FUNDING

To provide access for a number of groups, the assessment panel endeavours to divide available funds across a broad range of groups ensuring that grants from as little as \$100 are considered.

Council may elect not to allocate the entire budget in this funding round.

Bright Community Bank and Community Bank Mount Beauty & District are committed to supporting local community groups and organisations to achieve their goals. Both community banks give up to 80% of profits back to community.

Eligible applicants will be invited to have their application considered for full or part funding by the Bright Community Bank as part of the Community Grants process or contact the branch directly on 03 5755 1932.

Community Bank Mount Beauty & District has two funding rounds in January and July each year, eligible groups can contact the bank for information about sponsorship on 03 5754 4484. Application forms and further information are also available via email to the Company Secretary at kmmcel@westnet.com.au

3. FUNDING CRITERIA

Alpine Shire Council is seeking applications for the Community Grants Program for projects that support diversity, community participation and contribution to the building of healthy, strong, resilient, and connected communities with a broad range of initiatives within the Alpine Shire in particular, projects which consider Council Plan Health and Wellbeing Priorities:

- Physical Health and Healthy Eating
- Preventing Family Violence Against Women and Children
- Harmful Alcohol and Drug Use
- Socially Connected and Supported Communities

Grants are open to not-for-profit community organisations or youth projects, programs or community events which will take place in the Alpine Shire and that demonstrate benefit to the residents of the Alpine Shire.

Funding is available for four (4) categories:

3.1 Community Events

These grants are designed to provide the community with the opportunity to organise activities specifically for local community members for example, workshops, exhibitions, community information sessions.

Funding for tourism events which provide opportunities for increased tourism in the region can be found at: <https://www.alpineshire.vic.gov.au/business/events/event-funding>

Festivals and events that already receive support from Alpine Shire Council's Events Funding Program are not eligible to apply for Community Grants funding.

3.2 Community Project - Capital Improvements

Permanent structures/assets eg – new items within community buildings, items for playgrounds, sculptures, new or improved recreational infrastructure to existing facilities, projects requiring seed funding etc will be considered.

Improvements to Council owned property will be considered. This may include new equipment, such as dishwashers, provision of shade and new tables and chairs.

Maintenance of any infrastructure will not be considered eligible.

3.3 Community Projects - Non-Capital Projects

Non-structural items – for example newsletters, portable BBQs to support community events, computers, storage, lawnmowers for sporting clubs etc will be considered.

3.4 Youth Projects

This is an opportunity for young people from 12 to 25 years to develop a project to benefit their community. In the process the applicant will develop skills and experience to assist them in their future endeavours. Young people who are seeking funding for a project must have the support of an incorporated group or organisation to auspice their project (this could be a school, sporting or community group).

4. WHAT WON'T BE FUNDED?

Applications involving:

- retrospective funding for projects already commenced or completed;
- maintenance to Council owned buildings, which may include painting and repairs, covered under Alpine Shire Council's maintenance policy;

- maintenance to buildings owned by other Government agencies whether subject to a Committee of Management or not;
- maintenance or improvements to privately owned buildings;
- salaries
- projects submitted for commercial activities and by for profit organisations
- religious activities
- projects which take place outside of the Alpine Shire
- projects which are not primarily for the benefit of residents of the Alpine Shire
- fundraising activities, competitions, sponsorship, prizes and awards
- individual community members owning resources

will **not** be considered.

5. WHO CAN APPLY?

- Incorporated not-for-profit groups and organisations
- An unincorporated organisation (including formal and informal youth groups) auspiced by an incorporated organisation

6. WHO CANNOT APPLY?

- Individuals
- For profit organisations or businesses
- Government agencies and political groups
- Applicants who have not satisfactorily acquitted previous Council grants or who have outstanding debts to Council or who are subject to legal action

7. AUSPICE ORGANISATIONS

To auspice is to lend support to another person or group, in the context of grant applications, the auspice organisation is one that actually gets given the grant money on your behalf and is ultimately responsible to ensure the project is completed. You may need to seek an auspice organisation if your group is not incorporated, does not have a bank account or if your group will not be ongoing; you should partner with an organisation with similar vision or values to yours.

If you require an auspice arrangement you will need to provide a letter of support by your auspice organisation or have the auspice organisation sign the application.

More information about using an auspice arrangement can be found at <https://www.nfplaw.org.au/auspicing>

8. DEVELOPING YOUR BUDGET

The Budget for your project must include a breakdown of your income sources (including other sponsorship, donations and in-kind support) and all expected expenditure.

Applicants are required to demonstrate a minimum 25% contribution from their organisation and/or the community toward the project cost; this may be cash, in-kind or donated items. A maximum of 10% of an organisation's contribution can be made up of unskilled labour.

- **In-Kind Contributions**

In-kind contributions can be in the form of donations of materials, equipment, workspaces, labour etc. The value of these contributions must be included in the Project Budget

- **In-Kind Labour**

- In-kind labour refers to work completed by volunteers at no cost to your group/organisation and should be calculated at \$25 per hour. A maximum of 10% of an organisation's contribution can be made up of unskilled labour.

eg. 5 club volunteers work for 2 hours each preparing a site = 10 volunteer hours @ \$25.00 per hour = \$250.00 in-kind.

- Skilled in-kind labour such as earthmovers, qualified tradespeople and those with professional skills should be calculated at their usual charge out rate, if you do not know this, calculate at \$45 per hour.

eg. 15 hours @ \$45 = \$675 in-kind.

- **Cash Contributions**

Refers to money committed to your project by your group/organisation, other organisations or funding bodies. It is not compulsory to make a cash contribution. If a cash contribution is being made to the project, by a group who are going to partner with the applicant, the applicant must show evidence of the availability of these funds and their allocation to the project; this could be through letters of support and/or bank statements to show the cash is available and is allocated to this project. Failure to follow through with the commitment of funds will result in breach of contract with Alpine Shire Council and the Community Grant will be cancelled.

- **Expenditure**

Council must try to get the best value when spending public money and will expect applicants to provide copies of written quotes to support applications. To help support local businesses and the local economy, Council encourages applicants to seek quotes from local and regional businesses. For expenditure items over \$2000, two quotes should be provided. GST must be included in the project budget.

Sample budget:

Income		Expenditure	
Description	\$Amount	Description	\$Amount
Provide details of how you will pay for the project		Provide details of the total cost of the project	
Building Supplies donated by local business	\$1,050.00	Building Supplies (in kind)	\$1,050.00
Cash from organisation	\$620.00	Freight for building supplies	\$200.00
Volunteer Project Manager (skilled in this area) 18 hours @ \$45	\$810.00	Building Permit	\$127.00
Site Preparation (unskilled labour) 20 hours x \$25 (maximum 10% of total project cost)	\$500.00	Project Coordination (in kind)	\$810.00
		Site Preparation (in kind)	\$500.00
		Building Contractor	\$8,000.00
	\$2,980.00		\$10,687.00

Total Expenditure		Total Income	Grant Request
\$10,687.00	Less	\$2,980.00	\$7,707.00

Minimum 25% of this project must be contributed by applicant (total \$10,687 ÷ 4) = \$2,671

Maximum unskilled labour contribution 10% of total project cost = \$1,068

9. ENGAGING A CONTRACTOR

If you anticipate using a contractor to undertake work, it is the applicant's responsibility to ensure that all businesses maintain the relevant and appropriate insurance cover and manage occupational health and safety requirements.

If your Capital Works Project is valued at over \$5000 please provide a statement from the contractor that they have the capacity to complete the project within the stated timeframe

10. APPLICATION PROCESS

Interested groups should complete the online application form before 11.59pm on 30 June 2021.

Successful applicants will be required to promote the project and acknowledge Council's contribution at an appropriate time, i.e. during an event, at the completion of a project and on all promotional material. (Council logo and guidelines for use will be supplied on request).

You will be asked to respond to questions about your project including:

- Describe the event / project and the value of the project to the community
- Do you have relevant permits / permission to undertake the project ie. permission of the landowner, building permits etc.
- Provide a Work Plan ie. a timeline of the project and who will be responsible for completing different tasks
- Who will own the infrastructure and be responsible for maintenance?

You will need to provide:

- Project budget including 25% contribution by your group – this can be cash or in kind
- Financial statement of your club / organisation
- A statement of intended expenditure for next financial year if your bank balance exceeds \$10,000
- Letter from other donors confirming their contribution to the project
- Letter of support / permission from owner of the land/property where your project will take place
- For purchase of expenditure items valued at over \$2,000 applicant should provide two quotes
- Statement from contractor of capacity to complete the project within the stated timeframe for Capital Works projects valued at over \$5000

Letters of support and written quotes will strengthen your application.

Applications will only be assessed once submitted formally online.

You will receive a confirmation of submission from SmartyGrants to your email address along with a pdf copy of your submission for your records. If you do not receive a confirmation email your application has not been correctly submitted.

Under no circumstances will late applications be accepted.

Applicants are reminded that grants are **one off** amounts of money to assist groups with a specific project and should not be relied upon as an ongoing secured funding source.

Applicants will be responsible for obtaining any permits necessary to complete the proposed project and should include cost of permits in their budget.

11. TIMELINE

Wednesday 30 June 2021	Applications close
July 2021	Applications assessed and recommendations for funding
August 2021	Council consideration of recommendations and notification to all applicants
30 June 2022	Project or program delivery completed

12. PAYMENT OF GRANT

Successful applicants must submit evidence that the project has commenced or has been completed when claiming payment of the expended funds; all funds will be paid by direct deposit to the applicant's bank account unless by prior arrangement.

Funds will only be paid for the project contained in the application. If the project comes in under budget, applicants will only be paid for the actual cost of the project.

On completion of the project/event, applicants must submit final report on the online acquittal report which is provided to successful applicants.

Groups which fail to complete their project, or which fail to submit their completion report to Council, may not be eligible to apply for future community grants.

13. COVID-19

In light of the current COVID-19 situation, all activities you undertake must be consistent with official guidance. Particular note must be taken in regard to social distancing and permitted activities. You must adhere to this guidance under all circumstances. This may mean your current plan of activities needs to be varied by delivery method, timing, or other ways. If this is the case, please discuss with Community Grants Coordinator about necessary adjustments.

For further information on the current COVID-19 requirements, refer to the Department of Health website www.health.gov.au

14. PRIVACY AND PERSONAL INFORMATION

Alpine Shire Council treats all personal information provided by an individual or organisation in support of this funding application in accordance with the Privacy and Data Protection Act 2014 and the Public Records Act 1973.