

COMMUNITY GRANTS PROGRAM

LODDON SHIRE COUNCIL





Community Grants Program Guidelines

The Loddon Shire Community Grants Program is a competitive funding program aimed at helping clubs and organisations to enhance the provision of facilities, services or activities that improve the quality of life for people in their community.

What you need to know

Who can apply?

This funding is open to not-for-profit organisations wanting to deliver projects/programs that directly benefit Loddon Shire residents.

To be eligible to apply groups must:

- be a not-for-profit organisation/group and incorporated body (or be auspiced by one),
- have Public Liability insurance (to the minimum of \$20 million),
- projects must take place within, or for the benefit of, the Loddon Shire Council municipality

What sorts of projects will be considered for funding?

Community grants are available for projects that:

- fulfil a demonstrated community need
- develop or improve upon existing facilities
- fund programs or purchase equipment that will maintain and/or increase opportunities for participation
- funding can also be used as a co-contribution as part of an organisations financial contribution for an external funding application

What will not be funded?

The Community Grants Program will not fund the following:

- applicants who have outstanding acquittals from previous funding rounds
- retrospective projects or projects which have already commenced
- projects which are not ready to commence and/or which will not be completed within a 12-month period from the date of receiving the funding
- projects that are considered the sole responsibility of another authority (for example, water authorities and health and welfare agencies)
- activities, programs, services, projects or initiatives that are the responsibility of others:
 - activities that Council considers the responsibility of other authorities, agencies or levels of government
 - activities that are the funding responsibility of other levels of government
 - proposals that address shortfalls in funding from other authorities and/or levels of government
 - curriculum-based activities or where the activity is confined to the school or kindergarten, including groups and organisations proposing to work with schools and kindergartens (excluding shared facility use by community groups for their specific activity – for example, local cricket clubs using school ovals)
- activities that duplicate other local service responses (unless it can be demonstrated that it meets an unmet community need)
- open space projects on public owned or managed land
- activities such as administrative costs (wages, rent or insurance), utility charges (power/water bill) or projects of an ongoing maintenance nature (mowing lawns)
- political, religious or spiritual activities:
 - projects designed to promote political or religious ideals
 - organisations whose sole or dominant purpose is of a political nature



Community Grants Program Guidelines

- proselytising, religious worship or sectarian activities
- individuals
- community groups with access to sufficient cash reserves to undertake the project independently
- projects which do not meet the funding ratio

PLEASE NOTE: Council has the right to decline applications that are on land or facilities for which they are responsible.

How much can I apply for?

- Grants are available for a maximum of \$10,000 including GST
- The grant will fund projects on a 2:1 basis - meaning that for every \$2 provided by Council, successful applicants must contribute a minimum of \$1 towards the cost of a project
- Groups can claim up to 50% of their contribution as an in-kind contribution or voluntary support
- Volunteer labour contribution can be calculated at \$25 per hour per person, while specialist contributions can be valued at up to \$50 per hour.
- Donation of materials is based on the item's value, and use of equipment and contractors is based on standard hire rates.

The following examples have been developed to assist you to understand Funding Ratios

Council Grant	Your Contribution		Project Total	Eligible?	Details
	Cash	In-kind			
\$10,000	\$5,000	\$0	\$15,000	Yes	Funding ratio met. No in-kind contribution
\$10,000	\$2,500	\$2,500	\$15,000	Yes	Funding ratio met. In-kind contribution does not exceed 50%
\$10,000	\$1,000	\$4,000	\$15,000	No	Funding ratio not met. In-kind contribution exceeds 50%

Application Conditions

Your application must include the following:

- a copy of the organisations current Public Liability Insurance certificate (minimum \$20 million)
- quotes for all components of the project
- details of any in-kind works or donations that will be claimed as part of the organisations contribution
- a copy of the organisations most recent bank statement (no later than 3 months old)

General Conditions

Please note the following conditions:

- applications to the community grants program can be received at any time, with assessment and approval rounds conducted on a minimum quarterly basis – key dates listed below
- incomplete applications will not be considered
- where the program is oversubscribed in the relevant quarter, applications will be prioritised against the eligibility criteria. Eligible, but lower priority ranked applications will be carried forward automatically into the next quarter
- unsuccessful applications will be carried forward three times, before being deemed ineligible and a new application required
- where applicable, applicants must include written endorsement to undertake works from the land manager
- where applicable, applicants must demonstrate what planning, building or other permits are required to undertake the project and demonstrate steps already undertaken to obtain these approvals
- the cost of planning and building permits must be included in the project's budget
- successful applicants will be required to enter into a formal agreement prior to receiving any funds
- the grant must be fully expended as per the project scope and budget, including the organisations contribution. Any unspent grant funds are to be repaid to Council.



Community Grants Program Guidelines

- the grant must be acquitted as per the terms and conditions of this application form
- if a grant is not acquitted within the 12-month period Council will require in writing the reason as to why the project is not complete. Failure to notify or acquit the project will impact the consideration of future applications or may involve repayment of grant to Council

How projects are assessed and approved

Grant applications are assessed and approved by a minimum of three Council Officers with a focus on alignment to the following criteria:

- demonstrated community need
- potential to increase or support opportunities for participation
- demonstrated multi-use or broad community benefit
- alignment to an existing plan or strategy such as a community plan, facility master plan and/or Council Plan
- the applicant's ability to meet its financial commitment to the project

Where applicable, projects will also be assessed in consideration of:

- the efficient use of resources such as energy efficiency components of the project or sharing of resources with the wider community
- ability to provide access for all, for example, does the project consider the needs of people with a disability or the elderly
- projects that pose an inherent risk in terms of public safety will be assessed in terms of the severity of the risk prior to being considered for funding
- Where project assessment scores are equal, and additional prioritisation of projects is required, the applications demonstrating a higher cash/in-kind contribution will receive a higher priority.

Key dates

Assessment round to commence	Notification of successful/unsuccessful applications	Acquittals due
31 August	No later than 30 September	12 months from notification date
30 November	No later than 31 December	12 months from notification date
28/29 February	No later than 31 March	12 months from notification date
31 May	No later than 30 June	12 months from notification date

Please Note: Successful applicants will be required to submit a 'terms and conditions form' via SmartyGrants prior to receiving funds.

How to submit an application

All applications are submitted via Council's SmartyGrants website: <https://loddon.smartygrants.com.au/>

FOR MORE INFORMATION Contact Council's Community Support department at communitysupport@loddon.vic.gov.au or (03) 5494 1200.