

LODDON SHIRE COUNCIL



LODDON
SHIRE



Community Grant Guidelines

The Loddon Shire Community Grants Scheme 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 based in the Loddon Shire wanting to deliver projects 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 increase opportunities for participation
- funding can also be used as a co-contribution as part of an organisation's financial contribution for an external funding application.

What will not be funded?

The Community Grants will not fund the following:

- applicants who have outstanding acquittals from previous funding rounds
- retrospective projects or projects which have already been commenced
- projects which are not ready and 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 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 (such as wages, rent or insurance), utility charges (such as a power bill) or projects of an ongoing maintenance nature (such as 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

- proselytising, religious worship or sectarian activities
- individuals
- community groups without access to sufficient cash reserves to undertake the project independently
- projects that do not meet the funding ratio.

PLEASE NOTE: Council has the right to not approve projects on land or facilities for which they are responsible.

How much

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 in-kind contribution or voluntary support.

Volunteer labour contribution can be calculated at \$20 per hour per person while specialist contributions can be valued at up to \$45 per hour. Costings need to be based on 'reasonable' commercial rates.

Donation of materials is based on the items 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 your current Public Liability Insurance certificate (minimum \$20 million)
- quotes for all components of your project
- details of any in-kind works or donations you will be claiming as part of your contribution
- a copy of your organisation's most recent Bank Statement (no less than 3 months old).

General Conditions

Please note the following conditions:

- late applications will not be accepted
- incomplete applications will not be considered in the first round of assessments
- where funds are not likely to be fully expended in the first round of assessments, a second round of assessments will be conducted. Applicants will be:
 - notified of the incomplete information/documentation within seven days of close of applications

- provided with 14 days from above notification to supply required information/documentation to qualify for a second round assessment
- advised that at the expiry of this time, any applications that remain incomplete will be deemed ineligible
- applicants must include written approval 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 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 consideration of future applications.
- No additional community grant funding rounds will be offered in the financial year
- Unspent community grant funds will be rolled over into the subsequent financial year funds available for allocation.

How projects are assessed

Grants will be assessed on their ability to meet the following criteria:

- demonstrated community need
- potential to increase or support opportunities for participation
- demonstrated multi-use or broad community benefit
- relevance of the project to an existing plan or strategy such as a community plan or facility master 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 inherent risk in terms of public safety will be assessed in terms of the severity of the risk prior to being considered for funding.

Key dates

1 March	Program opens
1 May	Applications close at 5pm
Last Tuesday in July	Council consideration of applications
Late July/Early August (following July Council Meeting)	Notification of successful and unsuccessful applications.
30 May the following year	Project must be completed and acquittal received

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



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How to submit an application

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

FOR MORE INFORMATION Contact Council's Community Support department on (03) 5494 1200