



# Council Guideline Manual

## WEST WIMMERA SHIRE COUNCIL

COUNCIL GUIDELINE		
COMMUNITY QUICK RESPONSE GRANTS	Guideline No:	
	Adopted by Council:	
	Next review date:	
Senior Manager:	Director Corporate and Community Services	
Responsible Officer:	Manager Community Development and Tourism	
Functional Area:	Corporate and Community Services	
Introduction & Background	<p>Our Quick Response Grants Scheme encourages community outcomes in line with West Wimmera Shire 2041 community vision, and the Council Plan 2021-25. Community Quick Response Grant may be via application for funds and/or Council in kind support.</p> <p>It aims to build community capacity by encouraging:</p> <ul style="list-style-type: none"><li>• Participation and inclusion in events, projects, activities, and programs.</li><li>• Growing community partnerships</li><li>• Providing learning opportunities</li><li>• Supporting social connectedness, and</li><li>• Activating our community spaces such as parks, halls, and other facilities.</li></ul>	
Purpose & Objectives	<p>The Quick Response Grants have been established to assist eligible organisations who require small amounts of funding throughout the year to support:</p> <ul style="list-style-type: none"><li>• Unforeseen expenses or urgent issues</li><li>• To take advantage of an unexpected opportunity</li></ul>	



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	<ul style="list-style-type: none"> <li>• To support the establishment of a new group / program</li> <li>• As a result of a disaster or emergency event</li> </ul>
<b>Overview</b>	<ul style="list-style-type: none"> <li>• A maximum grant limit of \$1000 will apply to any community group.</li> <li>• Maximum of one successful application every four funding rounds per organisation.</li> <li>• The grants are open all year round and available through <a href="https://westwimmera.smartygrants.com.au/">https://westwimmera.smartygrants.com.au/</a></li> <li>• Grants in this category will be assessed by a panel of Staff Officers and approved by the Chief Executive Officer with minuted consultation with all Councillors.</li> <li>• Grants need to be acquitted within three months.</li> </ul>
1.	<p><b>Criteria – General</b></p> <p>After reading the funding guidelines, please contact the Councils Community Development Project Officer to seek feedback on your proposal. This will ensure you are eligible to apply, and your application meets the guidelines.</p> <ul style="list-style-type: none"> <li>• Grants are available to not-for-profit community groups operating in the West Wimmera Shire Council.</li> <li>• Department of Energy, Environment and Climate Action, Department of Health and Human Services, Department of Education and other Government organisations are not eligible to be an applicant.</li> <li>• Applicants must be incorporated bodies or have an established legal entity. If your organisation is not incorporated or doesn't have an ABN, you will be required to provide the details of an auspice organisation. The auspice organisation will receive the grant funding on your behalf and will ultimately be responsible for the Acquittal Report.</li> <li>• If your organisation is incorporated but does not have an ABN, a 'Statement by a Supplier – Reason for Not Quoting an ABN' form must be included with your funding agreement. This form is available from the Australian Tax Office website.</li> <li>• Activities must be administered in the West Wimmera Shire Council area.</li> <li>• Applicants who have previously been successful in receiving Council grant funding MUST have completed all Acquittal Reports and complied with Council</li> </ul>



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requirements prior to being considered for this grant.

- All applicants must provide a copy of a current Public Liability Insurance certificate of currency with activity/event details, where applicable. (For an event the P/L certificate of currency must include the event name, date, and location).
- All activities are encouraged to align with Key Council Plans:
  - West Wimmera Shire Council Council's Plan 2021-25
  - West Wimmera Shire 2041 Community Vision
- All activities must ensure inclusivity, social connectedness and accessibility has been considered.
- Multiple applications for the same activity will not be accepted.
- Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application. Council reserves the right to further investigate aspects of the application. Applications and Acquittal Reports must be on the correct form.
- Where possible, the goods and services used in the funded activity (suppliers and contractors) be sourced from within the West Wimmera Shire Council.
- Activities that are primarily for the purpose of fundraising will be required to demonstrate the Community benefits in addition to the fundraising outcome.
- For all expenditure items of \$1,000 or more you must include a quote or evidence of the item cost.
- Applications deemed to be for commercial benefit will not be considered. This will be determined on a case-by-case basis. This will include applications where the main beneficiary is a business.
- Funding must not be regarded as a recurrent commitment from Council. There is no guarantee a recurring activity will be funded in the future. Funding is limited.
- The applicant is responsible for all ongoing maintenance and running costs of any equipment purchases resulting from a successful application.
- Council may reduce the amount allocated to you if the funding applied for is considered unsubstantiated and/or excessive.
- Council may reduce the amount allocated to you if the funding allocation is oversubscribed; additionally, if Council is aware of an alternative option



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	<p>available to you, it will recommend it as an alternative to funding.</p> <ul style="list-style-type: none"> <li>• Successful applicants will be required to complete a Funding Agreement, which includes the conditions of grant funding. You may also be asked to comply with additional conditions.</li> <li>• You are required to acknowledge West Wimmera Shire Council Council's support of your activity as specified in the Funding Agreement</li> <li>• Funding must be returned if the activity is not completed in line with the Funding Agreement. Any excess funding must be returned.</li> <li>• Quick response grants to be read in conjunction with the West Wimmera Shire Councils Grants Policy.</li> </ul>
2.	<p><b>Council's In-kind Support</b></p> <p>West Wimmera Shire Council's in-kind contribution is a contribution of a good or a service other than money. Some examples include:</p> <ul style="list-style-type: none"> <li>• Preparation of an area out of normal works routine (Mowing, slashing, etc.)</li> <li>• Allocation, preparation, delivery, and removal of extra bins</li> <li>• Allocation, delivery, and removal of traffic management signage</li> </ul> <p>As with monetary support in kind contribution is a contribution by council and as such requires acknowledgement to the support and sponsorship of the West Wimmera Shire Council</p>
3.	<p><b>Unincorporated Organisations</b></p> <p>An unincorporated organisation must have their application auspiced by an eligible incorporated organisation. Information on the auspicing body is required in the application including their ABN details, copy of current public liability insurance and a completed Auspice Agreement attached to the application.</p> <p>If the applicant is successful, the auspicing body is legally responsible for the funds and grant payment is made into their bank account.</p> <p>Further information on auspicing can be found at <a href="#">Not for Profit Law – Auspicing</a>.</p>



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4.	<p><b>Supporting Documents</b></p> <p>(CEO may waive some or all of the required documents during an emergency or if the situation is urgent)</p> <p>The following documents are required with your application.</p> <ul style="list-style-type: none"><li>• Current bank statement showing date and bank balance.</li><li>• Quotes are required for each item you are requesting funding for and should clearly show the service or company where the item is being purchased, what is being purchased and how much each item is. A screenshot is sufficient so long as all the above are included. Preference should be given to local suppliers.</li><li>• Current certificate of public liability insurance to cover the project.</li><li>• If your group is being auspiced you will need to complete an Auspice Agreement and attach a copy of the Auspice organisation's current certificate of public liability insurance</li><li>• An Australian Tax Office Statement by Supplier if you do not have an ABN.</li><li>• Permission from the asset owner to undertake the project (if applicable)</li></ul>
5.	<p><b>Application and Assessment</b></p> <p>Applications are made through SmartyGrants which can be accessed on Council's Grants web page <a href="http://www.westwimmera.vic.gov.au/grants">www.westwimmera.vic.gov.au/grants</a>.</p> <p>The following criteria will be used to assess applications:</p> <ul style="list-style-type: none"><li>• how well the request meets one or more of the purposes of the grant.</li><li>• how well the group has provided evidence of justification to support the request.</li><li>• the level of benefit to West Wimmera Shire residents.</li></ul> <p>The Chief Executive Officer has the authorisation to approve the application upon consultation with councillors.</p> <p>Council reserves the right to approve partial funding or refuse funding.</p> <p>Applicants will be advised of the outcome of their application as soon as practicably possible once the assessment and approval conditions have been met</p>



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6.	<p><b>Grant Acquittal</b></p> <p>The project should be completed within three months of receiving funds.</p> <p>After you have completed your project, you must tell us how you spent the money by acquitting the grant in SmartyGrants. You will need to provide copies of receipts, invoices and packing slips are not accepted. We also ask that you provide photos and any media promotion.</p> <p>Please note that you are required to acknowledge Council's funding contribution within any media associated with the project.</p> <p>If your project is delayed, please contact Council's Community Development Team as soon as possible to discuss your specific circumstances.</p> <p>Failure to complete an acquittal report for any successful grant funding received through Council's Community Grants Program may result in applicants being ineligible for any further funding through the Community Grants Program.</p>
7.	<p><b>Contact</b></p> <p>For assistance in completing the online application please contact the Volunteer and Events Officer via phone 13 99 72 or email <a href="mailto:grants@westwimmera.vic.gov.au">grants@westwimmera.vic.gov.au</a></p> <p>Disclaimer: these Guidelines are updated on a regular basis. Please ensure your application aligns with the latest Guidelines which are available on Council's Community Grants webpage.</p>

<b>Guideline Adopted:</b>			
<b>Guideline Reviewed:</b>			



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