



# Council Guideline Manual

## WEST WIMMERA SHIRE COUNCIL

<b>COUNCIL GUIDELINE</b>	
<b>COMMUNITY STRENGTHENING GRANTS</b>	Guideline No: <span style="float: right;"> </span>
	Adopted by Council: <span style="float: right;">19 April 2023</span>
	Next review date: <span style="float: right;">April 2027</span>
<b>Senior Manager:</b>	Director Corporate and Community Services
<b>Responsible Officer:</b>	Manager Community Development and Tourism
<b>Functional Area:</b>	Corporate and Community Services
<b>Introduction &amp; Background</b>	<p>Council's Community Strengthening Grants Program has been a valuable source of financial support for local events and projects in West Wimmera Shire communities for many years. There are two rounds of grants each year with applications opening on the</p> <ul style="list-style-type: none"> <li>• 1st Monday in April and closing last Friday in April</li> <li>• 1st Monday in September and closing last Friday in September</li> </ul> <p>Grants will be assessed with recommendations going to the 1st Council meeting after the closing date.</p>
<b>Purpose</b>	<p>The Community Strengthening Grants program is designed to promote and increase participation of local residents in community initiatives, to build and strengthen local networks and partnerships and to support community leadership, learning and skill development.</p> <ul style="list-style-type: none"> <li>• Council will provide financial assistance to community groups and organisations to support the provision of programs, activities and services which respond to identified community needs, contribute to the building of a stronger community, develop innovative approaches</li> </ul>



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	<p>and local social issues and are in accordance with Council's strategic objectives.</p>
<b>Overview</b>	<p>Grants of up to \$5000 are available in three streams:</p> <ul style="list-style-type: none"><li>• Community Projects Funding - maximum of \$5,000 on a \$2 for \$1 basis. Maximum of one successful application every four funding rounds per organisation.</li><li>• Community Events Funding - maximum of \$1,200. Maximum of one successful application every four funding rounds per organisation.</li><li>• Facilities Upgrades and Equipment Purchases - maximum of \$5,000 on a \$2 for \$1 basis. Maximum of one successful application every four funding rounds per organisation.</li></ul> <p>Grant of up to \$10,000:</p> <ul style="list-style-type: none"><li>• Major Community Project, Facilities upgrade and Equipment Grant – Maximum of \$10,000 on a \$1 to \$1 basis with a limit of 10% of the total applied grant being in kind. Maximum of one successful application every six funding rounds per organisation.</li></ul>
<b>Policy statement</b>	<p>West Wimmera Shire Council provides grants to community groups for the development of positive and beneficial projects which deliver on the Community Vision 2040 and the Council's priority actions.</p> <ul style="list-style-type: none"><li>• West Wimmera Shire Community Vision is a statement that capture the hopes and aspirations of the West Wimmera community and ensures we are planning for a bright future for all.</li><li>• Council Plan 2021-2025 incorporates Council's strategic commitment to deliver on Council's Vision, which includes the following themes of Liveable &amp; Healthy Community, Diverse and Prosperous Economy, Sustainable Environment, Good Governance &amp; Our Commitment.</li></ul> <p>Please note: Council recommends that in the preparation of applications and delivery of grant projects individuals/groups are aware of and adhere to the most recent Covid-19 advice which can be found at <a href="https://www.australia.gov.au/">https://www.australia.gov.au/</a>.</p>



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<b>Key Dates</b>	<p>All community Strengthening Grants open on the</p> <ul style="list-style-type: none"> <li>• 1st Monday in April and closing last Friday in April</li> <li>• 1st Monday in September and closing last Friday in September</li> </ul>
<b>Process Flowchart</b>	<ul style="list-style-type: none"> <li>• Read the Grant Standard Guidelines to check your idea meets the criteria.</li> <li>• Talk to 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>.</li> <li>• Register your group or organisation on SmartyGrants.</li> <li>• Complete the online grant application form by the due date outlined on our website.</li> <li>• Applications assessed by grants panel and then approved by Council.</li> <li>• Successful applicants notified, funding agreement issued and signed by both parties and funds paid.</li> <li>• At the conclusion of the grant period (12 months from the approval of the grant) the grant must be acquitted (See acquittal process in this guideline)</li> </ul>
<b>Standard Guidelines</b>	<p>These standard guidelines include important information and requirements that are common to all the three streams when preparing an application.</p>
1.	<p><b>GRANT STREAMS</b></p> <p>All funding streams should relate back to the objectives of the Council Plan 2021-2025</p> <p><b>Community Projects Funding</b></p> <p>Maximum of \$5,000 on a \$2 for \$1 basis. Maximum of one successful application every four funding rounds per organisation.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> <li>• These are projects that are designed to provide benefits to the community in a wide range of areas, for example:</li> <li>• Community and cultural development</li> <li>• Sport and recreation</li> <li>• Health and wellbeing</li> </ul>



Requirement: Quotations must be submitted with all applications in this category.

### **Community Events Funding**

Maximum of \$1,200. Maximum of one successful application every four funding rounds per organisation.

These are events that contribute to the community in the following ways:

- Strengthening a sense of community, belonging and civic pride.
- Encourage residents to participate in social, cultural, sporting, and recreational activities.
- Foster social and cultural diversity.
- Promote local business and trading groups.
- Enhance the West Wimmera Shire Council as a desirable destination.

Requirement: Applications in this category must include evidence of public liability insurance

### **Facilities Upgrades and Equipment**

Maximum of \$5,000 on a \$2 for \$1 basis. Maximum of one successful application every four funding rounds per organisation.

This category covers the funding of works or equipment related to community capacity building projects which support an ongoing community activity, program or project that can demonstrate one or more of the following objectives:

- Increases community participation in projects and activities.
- Assists community groups to operate more effectively.
- Encourages and supports the involvement of volunteers.
- Improves occupational health and safety.
- Contributes to environmental sustainability.

Priority will be given to projects that can demonstrate a high level of community need, or where the service or program is in danger of being discontinued without the required facility upgrade or equipment purchase.



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	<p><b>Major Community Project, Facilities upgrade and Equipment Grant</b></p> <p>Maximum of \$10,000 on a \$1 to \$1 basis with a limit of 10% of the total applied grant being in kind. Maximum of one successful application every six funding rounds per organisation.</p> <p>This category covers the funding of Projects, Facility upgrades and Equipment related to community capacity building projects which support an ongoing community activity, program or project that can demonstrate one or more of the following objectives:</p> <ul style="list-style-type: none"><li>• Increases community participation in projects and activities.</li><li>• Assists community groups to operate more effectively.</li><li>• Encourages and supports the involvement of volunteers.</li><li>• Improves occupational health and safety.</li><li>• Contributes to environmental sustainability.</li></ul> <p>Priority will be given to projects that can demonstrate a high level of community need and have a plan for future growth.</p> <p>Requirement: a minimum of two quotations for each element (if applicable) must be submitted with all applications in this category.</p>
2.	<p><b>ELIGIBILITY CRITERIA</b></p> <p>Applicant must be a community group or organisation.</p> <p>Community groups and organisations must be:</p> <ul style="list-style-type: none"><li>• not for profit; and</li><li>• incorporated or have an auspice arrangement.</li></ul> <p>Groups may submit multiple applications per round, but they must be for different projects and cannot be the same application over multiple streams.</p> <p>Government organisations and agencies are not eligible to apply. However, kindergartens, Committees of Management, other community committees and local branches of larger organisations (e.g., CFA and SES) are eligible where significant community benefit can be demonstrated.</p> <p>The project must be carried out within the Shire and benefit West Wimmera Shire communities and residents.</p>



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	<p>Previous funded applicant must have no outstanding debts or overdue acquittals with West Wimmera Shire Council.</p> <p>Applicant must have a level of public liability insurance appropriate to cover the project. This is where if increased insurance is required, it could form part of the application.</p> <p>Applicant must provide quotes or evidence to support the budget for any individual expenditure over \$250.</p> <p>The following rates should be used as a guide when calculating in-kind budget expenses for applicable grants:</p> <ul style="list-style-type: none"><li>• Community group/individual labour: \$30 per hour.</li><li>• Professional labour provided by a qualified tradesperson: \$45 per hour.</li></ul> <p>The number of times an applicant has previously received funding through the Community Strengthening Grants program will be considered during the assessment process. Council may choose not to fund a project by applicants who have previously received funding should the program be oversubscribed.</p> <p>For facilities' improvements, the applicant must either be the owner of the land/building/facility or have the written consent from the owner. Consent evidence must be in writing and attached to the online application.</p> <p>If the community facility is on Council-owned land/property, the applicant must discuss the project with a West Wimmera Shire Council Community Development Project Officer prior to submitting the application.</p>
3.	<p><b>FUNDING CRITERIA</b></p> <p>All applications will be assessed against the following criteria (weighted out of 100):</p> <ul style="list-style-type: none"><li>• Clear objectives that align with the grant focus areas (40%)<ul style="list-style-type: none"><li>○ The objectives of the project are clearly identified.</li><li>○ The project and intended target group aligns with the grant focus areas.</li></ul></li><li>• Direct benefit to the West Wimmera Shire community (20%)<ul style="list-style-type: none"><li>○ The project delivers clear and measurable outcomes and benefits to the target group.</li><li>○ There is potential for the project to have a lasting community impact.</li></ul></li></ul>



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	<ul style="list-style-type: none"><li>○ Ability to foster greater understanding of community issues or provide for preventative measures.</li><li>● Capacity of the organisation to manage the funding and deliver the service or program (40%)<ul style="list-style-type: none"><li>○ There is evidence of project planning for the full funding period (including achievable timelines).</li><li>○ The application contains a detailed, clear, and accurate budget.</li><li>○ Clearly demonstrated ability to manage and implement the project.</li></ul></li></ul>
4.	<p><b>FUNDING CONDITIONS</b></p> <p>All applications must be submitted online at <a href="https://westwimmera.smartygrants.com.au/">https://westwimmera.smartygrants.com.au/</a></p> <ul style="list-style-type: none"><li>● All applicants must acknowledge that they have read and understood the legislative requirements for volunteer health and safety. A Guide to Work Health and Safety for Volunteers</li><li>● All applicants must submit a completed application via SmartyGrants to Council before the closing date to be considered for funding.</li><li>● If successful, funding will be paid directly into the bank account specified in the tax invoice.</li><li>● Grant approval is subject to the applicant demonstrating that they have obtained the necessary permits or approvals to complete the project.</li><li>● All projects must be completed within 12 months of receiving funding notification unless Council gives prior written permission for an extension. Extensions may be granted up to a maximum of 6 months.</li><li>● Applicants are required to submit a final project report via SmartyGrants at the completion of the project.</li><li>● Every approved project is subject to the acquittal process to validate the expenditure and confirm that the funding has been spent on the project in accordance with the funding agreement.</li><li>● Council accepts no responsibility for budget over-runs.</li><li>● Council accepts no responsibility for the ongoing maintenance of projects unless otherwise agreed to in writing.</li></ul>



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5.	<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>
	<p><b>COUNCIL WILL NOT FUND</b></p>
	<ul style="list-style-type: none"><li>• Applicant whose project has received West Wimmera Shire Council funding for the same activity through another grant stream of funding (you cannot be funded twice).</li><li>• Department of Energy, Environment and Climate Action, Department of Health and Human Services, Department of Education and other Government organisations .</li><li>• Individuals cannot be the applicant.</li><li>• Projects that only provide direct financial benefit to a commercial business or individual with no significant community outcome.</li><li>• Projects that cannot demonstrate significant benefit/outcomes to West Wimmera Shire communities.</li><li>• Works that have already commenced prior to the grant application deadline.</li><li>• The purchase of land.</li><li>• Projects for which the funding is the responsibility of other levels of government.</li><li>• An organisation's recurring operational costs such as salaries, rent and utilities or insurance.</li><li>• Duplicates of existing services/activities unless it can be demonstrated that it meets an unmet community need.</li><li>• Funding for individuals to attend conferences, training, or workshops.</li><li>• Funding for prizes, donations, awards, scholarships, or gifts.</li><li>• Activities that are inconsistent with Council Plan 2021-2025.</li></ul>





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	<ul style="list-style-type: none"> <li>• Payments or wages for contracted staff, players, coaches and/or administrators.</li> <li>• Deficit funding (to repay cash shortfalls).</li> <li>• Applicants who have received funding in the past four (six for major grant) Community Strengthening Grant rounds.</li> </ul>
6.	<p><b>ASSESSMENT CRITERIA</b></p> <p>Applications will be assessed according to the following criteria:</p> <ul style="list-style-type: none"> <li>• Projects will be assessed via a competitive process whereby a panel of 3 Council officers relevant to the specific stream of funding make an initial assessment against the funding criteria.</li> <li>• Final endorsement will be given by the Council.</li> <li>• All applicants will be informed on the outcome of their application in writing.</li> <li>• Applicants may appeal decisions made in writing, to the CEO.</li> </ul> <p><b>Important:</b></p> <ul style="list-style-type: none"> <li>• Meeting all the criteria does not guarantee that an application will be successful.</li> <li>• Budget constraints will ultimately limit the projects that can be funded in any given financial year.</li> </ul> <p><b>What Happens After Assessment Process?</b></p> <ul style="list-style-type: none"> <li>• Unsuccessful applicants will be advised by post or email as soon as possible after the grants have been approved by Council</li> <li>• Successful applicants will be contacted and will be required to enter into a contractual agreement with West Wimmera Shire Council in accordance with the Funding Conditions.</li> </ul>
7.	<p><b>ACQUITTAL REPORT GUIDELINES</b></p> <p>Having completed your funded project, West Wimmera Shire Council needs to gather information from you.</p> <p>The information you provide in your Acquittal Report will:</p>



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- Account for your use of public funds, demonstrating that the funding was used for the purpose for which it was provided and in accordance with your Funding Agreement
- Assist West Wimmera Shire Council in assessing how successful funding programs are in meeting the needs of the West Wimmera Shire community.
- Provide you with the opportunity to make suggestions regarding improvements to the funding program.

Your Acquittal Report due date and full acquittal requirements are specified in your Letter of Offer / Funding Agreement.

Acquittals are submitted online using SmartyGrants. All funding recipients will be sent information about the acquittal process (including a link to your Acquittal Report form) and timeline directly via email.

If you do not satisfactorily acquit your grant, you will not be eligible to apply for further West Wimmera Shire Community Strengthening Grants funding and the applicant must return any funds not spent on the project to West Wimmera Shire Council. We will notify you once we have received and accepted your Acquittal Report. You will then have completed all of the obligations under the Funding Agreement.

If you have any difficulty providing your report on time or complying with any specified requirements, you should discuss this with West Wimmera Shire Council Volunteer and Events Officer as soon as possible on Ph: 13 99 72.

### 8. **ADDITIONAL INFORMATION**

#### Features of a strong funding application

There are ways to make your funding application more competitive:

- Broader community reach, multiple objectives.
- Clearly outline what is proposed, why it is needed, how it will be achieved, who is involved and where it will take place.
- Provide relevant support material: preference will be given to projects which can demonstrate.
- clear, defined partnerships with other community organisations and demonstrate partnership by providing letters of support from partner



organisations/groups.

- Provide relevant support material that shows the potential of the proposed activity.

### **Auspice Information**

If your group is a not-for-profit organisation but is not incorporated, you will need to find an organisation that can auspice your application to be able to lodge an application.

Once you have an agreed auspice organisation you will be required to complete an auspice agreement form and upload the completed form and the Auspice organisations certificate of currency.

- It is the applicant responsibility to have an auspice agreement completed using the grant program Auspice Agreement form.
- Applicant must keep the auspice organisation fully informed of the details of the application and all project aspects and progress.
- If the application is successful, all grant funds will be paid to the auspice organisation for distribution to the applicant.
- In some instances, an applicant may request the auspice organisation provides public liability insurance (PLI) for their project. Should this occur, the applicant must obtain a PLI certificate of currency from the auspice organisation and include this in the applicant application. A policy statement or receipt is not acceptable.

### **Legal and Taxation Requirements**

- If required, you must arrange public liability insurance to cover the activity/s detailed in the grant application.
- All applicants must possess an Australian Business Number (ABN) or provide a statement by a supplier form available from the ATO website.
- Allocated funds must be expended within 12 months of receiving the grant, unless otherwise negotiated.

### **Acknowledgement, Promotion and Marketing**

- Successful grant applicants must acknowledge West Wimmera Council as a funding source on all marketing and publicity material.
- You will need to include the Council official logo and the following wording: 'This



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	<p>project is supported by the West Wimmera Council through its Community Strengthening Grants Program.’</p> <ul style="list-style-type: none"> <li>• A logo will be supplied via email to successful applicants. Successful applicants are required to contact the Community Development Project Officer to arrange approval of all proofs/materials before making these public.</li> <li>• Unauthorised use of the West Wimmera Council logo or inappropriate attribution may result in the funded applicant being ineligible to apply for further grants.</li> </ul>
9.	<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>	Ordinary Meeting 19/04/23	Minute Book	Policies and Procedures Team
<b>Guideline Reviewed:</b>			
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