

# Community Assistance Grants

## Guidelines and Assessment Criteria

August 2019



### Introduction

Our Community Assistance Grants Scheme encourages the development of community initiatives in line with Council's Wellington 2030 vision and the Council Plan.

It aims to build on community capacity, encourage participation in cultural development and support community initiatives that promote partnerships and working together to maintain our community assets.

### Overview

Not for profit community groups operating in the Wellington Shire can apply for a Community Assistance Grant of \$2,001 to \$5,000. There are three funding categories – Projects, Events and Facilities.

Applications Open:

**Friday 14 June 2019**

Applications Close:

**4.00pm Thursday 1 August 2019**

Categories	Funding Available For	Funding Amount
Projects	<b>Projects that have a benefit to the community</b> – Arts initiatives, accessible equipment, equipment, community gardens, community development programs, cultural projects, project planning, etc.	\$2,001 - \$5,000
Events	<b>Community Events</b> – festivals, mardi gras, activities, open days, fun days, forums, garden parties, celebrations and anniversaries etc.	
Facilities	<b>Minor Capital Works</b> – kitchen upgrades, water tanks, building extensions, storage, accessibility improvements, shade shelters etc.	

#### What will not be funded?

Funding cannot be used for the following:

- Scholarships and awards. Applicants who request Council funding for trophies, uniforms, prizes, wages and honorariums will need to provide specific reasons why the funds are required for these items, prior to their application being assessed.
- Projects that deliver a religious or party political message.
- Projects associated with or hosted at areas/facilities with or designed for gaming machines, gambling and betting and commercial licensed venues.
- Funding deemed to be used for a primarily commercial benefit.

## **Grant Types**

### **Projects**

Project grants aim to support a broad range of community initiatives and provide financial assistance to projects that are important to the community.

Successful applicants must demonstrate a community need that will be filled through receiving the funding and show a community benefit through project outcomes.

Equipment purchases and project planning are also considered under this fund.

### **Events**

Event grants aim to bring the community together and actively engage them in an event or activity. This includes activities and events that signify the social, cultural, historic and environmental identity of the area.

Applicants must show evidence of bringing the community together and a demonstrated capacity to deliver the event.

Community Events funding provides assistance to increase the range of events and activities that the wider community can access and be a part of.

### **Facilities**

There is one annual grant round for facilities, opening 14 June and closing 1 August 2019.

Facilities grants aim to provide assistance to community groups to undertake minor capital works projects and maintenance on community facilities.

Projects incorporating environmentally sustainable initiatives such as passive energy design, energy usage and water harvesting are encouraged.

Capital works are defined as building extensions and improvements. Playing surface improvements and lighting projects are also considered to be capital works items. Built in or fixed equipment may also be considered for funding.

The aim of funding should be to increase the access and use of a facility for the community.

Applicants must show evidence of the use of the facility and demonstrated capacity to deliver the project.

## Criteria – General

After reading the funding guidelines, and prior to completing the application form you should contact the **Grants Officer 1300 366 244** to seek feedback on your proposal. This will ensure that you are applying in the correct funding category and your application meets the funding guidelines.

1. Grants are available to not for profit community groups operating in the Wellington Shire. Schools are not eligible, although they could be partners in projects.
2. Projects must service the residents of and be administered in the Wellington Shire.
3. All applicants must provide a copy of a current Public Liability Insurance policy that will be used to cover the event/project.
4. All Events/Projects must ensure inclusivity, social connectedness and accessibility has been considered.
5. Events/Projects that are primarily for the purpose of fundraising will be required to demonstrate the Community benefits in addition to the fundraising outcome
6. Events/Projects must commence after 15 November 2019 and take place by 30 November 2020. Acquittal forms must be submitted to Council within 8 weeks of the event or project completion.
7. 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.
8. 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 application. This form is available from the Australian Tax Office website.
9. Council will provide \$3 for every \$1 contributed by the applicant i.e. if you are applying for a \$5,000 grant you must contribute \$1,666. The contribution can be in-kind support, volunteer labour or a monetary contribution.
10. For all council expenditure items of \$1,000 or more you must include a quote or evidence of the item cost. Project and Facility applications **MUST** include a quote for all expenditure items.
11. Unsuccessful applications will be ineligible to apply for the same project in the future unless otherwise advised.
12. Applications must be completed and returned by 4.00pm on Thursday 1 August 2019. No late applications will be accepted. Applications submitted at Customer Service Centres must be received during business hours by 4.00pm Thursday 1 August 2019.
13. You will be notified in writing of the outcome of your grant by 19 October 2019. You are welcome to contact the Grants Officer for further feedback. Once you receive confirmation it can take up to six weeks for the funding to arrive in your bank.
14. 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.
15. **Applicants who have previously been successful in receiving funding MUST have completed all acquittals and complied with Council requirements prior to being considered for the current funding round.**
16. Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application. Applications must be on the correct form.
17. Applicants must not already be receiving substantial financial support from Council.
18. Applicants who are under agreement to receive no further financial contribution from Council are ineligible to apply.

19. Funding must not be regarded as a recurrent commitment from Council. There is no guarantee a recurring project, activity or event will be funded in the future. Funding is limited.
20. 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.
21. Council may reduce the amount allocated to you if the funding applied for is considered unsubstantiated, excessive, or if you have previously received funding.
22. Funding must be returned if the event is not completed in line with the Funding Agreement. Any excess funding must be returned.
23. Council encourages the sharing of resources in the community as a way of creating partnerships. If Council is aware of an alternative option available to you, it will recommend it as an alternative to funding.
24. You are required to acknowledge Wellington Shire Council's support of your event or project as specified in the Funding Agreement.

## **Criteria – Category Specific**

### **Projects**

- The applicant is responsible for all ongoing maintenance and running costs of any equipment purchases resulting from a successful application.

### **Events**

- You must include a copy of your public liability insurance that will be used to cover the event. Funding will not be processed until this is received.
- All successful applicants must display Wellington Shire Council banners/signs at the event. These will be automatically booked if you are successful. If you would like to book extra equipment, you will need to complete and return an Equipment Booking form available on the Council website [www.wellington.vic.gov.au](http://www.wellington.vic.gov.au).
- Successful applicants will be provided with an Event Marketing Toolkit which provides advice on marketing your event and information regarding the use of the Wellington Shire Council Logo and other Council requirements.

### **Facilities**

- Committees of Management or user groups of community facilities within the Wellington Shire are eligible to apply.
- All applicants must attach a written quotation to reflect the works that will be undertaken.
- It is unlikely that more than one application for a facility will be funded. User groups must prioritise their projects before submitting their applications.
- Applicants must include written permission from the land owner/manager to complete works on the facility.

## Important Things to Note

- The not for profit community group applying for the grant will be referred to as the 'organisation' throughout the application.
- The applicant is the organisation, not the individual representative or person completing the application form.
- A community group does not have to be an official or legally recognised body; it can include any loosely affiliated community members joined by interest, geography or culture etc.
- The event, project or minor capital works upgrade is referred to as the 'project' in the application form, assessment criteria and guidelines.

## Assessment Process

Applications undergo an initial eligibility check to determine whether they meet the funding guidelines and will then be scored against the criteria.

Section	Category – Criteria	Maximum Points
Section 1	Planning and Capacity	15
Section 3	Community Outcomes	40

Based on the score received against the assessment criteria, applications are prioritised by a panel from the Wellington Shire Council. This panel provides advice and recommendations to Council. During a Council meeting, Councillors make the final decision on which applications will be funded under the scheme.

Applicants can have special funding conditions placed on their application. These conditions will be included on the Funding Agreement form. These can be conditions that must be met prior to receiving funding, or included in the acquittal phase of the project to ensure compliance.

If your application is successful but your project has been recommended for part funding, you will be notified prior to receiving grant confirmation.

## Assessment Criteria

The assessment criteria below is used to assess applications received for Community Assistance Grants and should be used as a reference when completing the application form.

<b>Section 1 - Planning and Capacity</b>	
<i>responses will be scored out of 15 and will be 25% of the application assessment</i>	
Has the applicant:	
<ul style="list-style-type: none"> <li>• Provided clear details about the event/project?</li> <li>• Is the project achievable?</li> <li>• Demonstrated the ability to deliver the project?</li> <li>• Provided promotion and marketing information and schedule?</li> <li>• Provided evaluation details, schedule and information?</li> <li>• Considered Access and Inclusion issues and considered the needs of the community and user groups?</li> <li>• attached relevant support material?</li> </ul>	
Details	
Limited details about the event/project	<b>1</b>
Adequate details about the event/project have been supplied	<b>2</b>
A clear picture of the event/project has been presented eg all event/project activities listed, event/project plan attached Detail and evidence provided	<b>3</b>
Organisation details	
Limited details about the organisation	<b>1</b>
Adequate details about the organisation have been presented	<b>2</b>
Presented detailed roles and purposes of the organisation Detail and evidence provided	<b>3</b>
Promotion and Marketing	
Provided no promotion and marketing initiatives	<b>1</b>
Adequate promotion and marketing initiatives presented	<b>2</b>
Provided clear direction for promotion and marketing for the event/project Detail and evidence provided	<b>3</b>
Evaluation	
No plans to measure the impact of delivering the event/project - initiative	<b>1</b>
Adequate evaluation planning have been presented and considered	<b>2</b>
Strong and clear planning presented to measure the impact of delivering the initiative. Detail and evidence provided	<b>3</b>
Accessibility and Inclusivity	
Demonstrated an understanding about access and inclusion needs for the event/project	<b>1</b>
Access and Inclusion considerations have been demonstrated adequately	<b>2</b>
Provided a clear direction of the access and inclusion needs for the event/project/facility, etc Detail and evidence provided, eg accessible action plan, images, signage, etc	<b>3</b>

## Assessing Community Outcomes

Applicants are asked to determine what community based outcomes will be achieved if they are successful in receiving grant funding. A large factor for assessing these criteria will be the applicant's ability to demonstrate the community benefit and how a community need will be achieved by delivering their event or project or completing the minor capital works upgrade.

Community benefit and community need has been defined in the following table; a successful application will address a number of the points listed in the table.

<b>Community Need Outcomes</b>
<ul style="list-style-type: none"><li>• Evidence<ul style="list-style-type: none"><li>• There is more than one source of evidence showing a need for funding e.g. ABS Stats, community newsletters, local newspaper, data from the organisation, community demographics, letters of support/community feedback etc.; and/or</li><li>• This project responds to changes in our community.</li></ul></li><li>• Solutions<ul style="list-style-type: none"><li>• The project provides a sustainable solution to a problem;</li><li>• The project is the best solution, and multiple solutions have been considered;</li><li>• The project improves the quality of service and/or introduces a new group or service;</li><li>• The project is an innovative solution that has not been tried before; and/or</li><li>• The project helps identify the solution.</li></ul></li><li>• Community Engagement<ul style="list-style-type: none"><li>• The community relies on the project. It is important for the community that the project goes ahead;</li><li>• The project enables the applicant to broaden or deepen its role in the community; and/or</li><li>• The project endeavours to engage diverse groups.</li></ul></li></ul>
<b>Community Benefit Outcomes</b>
<ul style="list-style-type: none"><li>• Economic<ul style="list-style-type: none"><li>• The project will bring new visitors to the area;</li><li>• The project encourages people to stay overnight (Accommodation, food etc.); and/or</li><li>• The application encourages residents of the Wellington Shire to spend money in local communities or townships.</li></ul></li><li>• Skill Building for Community Members<ul style="list-style-type: none"><li>• Personal development as the result of direct or indirect involvement in the activity;</li><li>• Participating in the activity will increase an individual's skills;</li><li>• The project is educational in nature and aims to increase knowledge; and/or</li><li>• The project increases the understanding of social issues in the community.</li></ul></li><li>• Social<ul style="list-style-type: none"><li>• The project encourages networking and collaboration including the creation of partnerships and pooling of resources;</li><li>• The project encourages people who are not currently engaged in their community to become involved;</li><li>• The project encourages the community to continue to work together; and/or</li><li>• The partnerships developed through the project will be ongoing.</li></ul></li><li>• Facility Improvements and activation; this includes capital improvements and usage<ul style="list-style-type: none"><li>• The project will result in increased usage of the facility/equipment;</li><li>• People with diverse needs will now be able to access the facility;</li><li>• The project provides a solution to underutilisation of a facility; and/or</li><li>• The project will bring the facility in line with current best practice principles, Universal Design principles or Occupational Health and Safety Requirements.</li></ul></li></ul>

<b>Section 3 – Community Need and Benefit</b>	
<i>responses will be scored out of 20 and will be 75% of the application assessment</i>	
Has the applicant:	
<ul style="list-style-type: none"> <li>• Provided information relating to the community need for the event/project?</li> <li>• Provided information relating to the community benefit for the event/project?</li> <li>• attached relevant support material?</li> </ul>	
<b>Community need</b>	
Meets one need with little detail and evidence	<b>5</b>
Meets one to five Community Need outcomes Detail and evidence provided	<b>10</b>
Meets six to seven Community Need outcomes Detail and evidence provided	<b>15</b>
Meets eight or more Community Need outcomes Detail and evidence provided Demonstrated community benefit based on clearly documented evidence, eg letters of support, research, data, previous experience	<b>20</b>
<b>Community Benefit</b>	
Meets one benefit with little detail and evidence	<b>5</b>
Meets one to five Community Benefit outcomes Detail and evidence provided	<b>10</b>
Meets six to ten Community Benefit outcomes Detail and evidence provided	<b>15</b>
Meets eleven to 15 Community Benefit outcomes Detail and evidence provided Demonstrated community need based on clearly documented evidence, eg letters of support, research, data	<b>20</b>

## Contact

For general grant enquiries or if you require assistance in completing the application form please contact:

Community Facilities Planning and Grants Officer  
 Phone: 1300 366 244  
 Email: [enquiries@wellington.vic.gov.au](mailto:enquiries@wellington.vic.gov.au)