

# Quick Response Grant Scheme 2021/22

## Guidelines and Assessment Criteria Facilities, Projects & Events



### Introduction

This fund aims to fulfil community need by providing a quick turnaround for funding and provides an option for the community to access funding outside the Community Grant timeline. This scheme supports the delivery of outcomes that have positive impacts on the wider Wellington community. Eligible projects submitted under this program will be assessed within two weeks.

We understand that there are circumstances where the community may need some financial assistance to complete a project, run an event or undertake some maintenance on their facility. This grant is provided to support minor initiatives that encourage partnerships, celebrate an occasion and assist with maintenance of community assets.

### Overview

The grants are open all year round. Applications must be received 3 weeks prior to the commencement of your project or event.

Categories	Funding Available For	Funding Amount
Facilities	<b>Minor Capital Works</b> – kitchen upgrades, water tanks, building extensions, storage, accessibility improvements, shade shelters etc. All quotes for works to be done need to be supplied with application.	Up to \$2,000
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, community communications, etc.	
Events	<b>Community Events</b> – festivals, activities, open days, fun days, forums, garden parties, celebrations and anniversaries etc.	
Individual Sponsorship	<b>Participation costs</b> - Funding for costs associated with attending and participating in a recognised activity or event. Please refer to guidelines and assessment criteria <a href="http://wellington.vic.gov.au">Quick Response Grants (wellington.vic.gov.au)</a>	Up to \$500
Team/ Community group	<b>Participation costs</b> - Funding for costs associated with attending and participating in a recognised activity or event. Please refer to guidelines and assessment criteria <a href="http://wellington.vic.gov.au">Quick Response Grants (wellington.vic.gov.au)</a>	Up to \$1,500

### 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/Events that deliver a religious or political message.
- Projects/Events associated with or hosted at venues with electronic gaming machines, gambling and betting facilities and commercial licensed venues.
- Funding deemed to be used for a primarily commercial benefit.

## Grant Types

### Facilities Grants

The aim of the Facilities grant is to provide assistance to community groups to undertake minor capital works projects and maintenance on community facilities.

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. This funding category does not include portable items.

Community Facilities Funding should aim 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.

### Projects Grants

This grant aims to support a broad range of community initiatives and provide financial assistance to projects that are important to the community.

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

Equipment purchases are also considered under this fund.

### Event Grants

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.

## 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 and where possible, the goods and services used in the funded project (suppliers and contractors) be sourced from within 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. Funding will not be processed until this is received.
4. **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.**
5. Multiple applications for the same event or project will not be accepted.
6. All Events/Projects must ensure inclusivity, social connectedness and accessibility has been considered.
7. All events and projects are encouraged to consider the waste that will be produced through delivering their grant outcomes and have appropriate measures in place to manage waste.
8. Events/Projects that are primarily for the purpose of fundraising will be required to demonstrate the Community benefits in addition to the fundraising outcome.
9. Application forms must be completed and returned 3 weeks prior to the commencement date of your project. You will be notified in writing of the outcome of your grant 10 business days after the submission date. You are welcome to contact the Grants officer for further feedback. Once you receive confirmation it can take six working weeks for the funding to arrive in your bank. Applications will be accepted a maximum of 3 months prior to your project.
10. 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.
11. 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.
12. Council will provide \$3 for every \$1 contributed by the applicant i.e. if you are applying for a \$2,000 grant you must contribute \$666. The contribution can be in-kind support, volunteer labour or a monetary contribution.
13. For all council expenditure items of \$1,000 or more you must include a quote or evidence of the item cost. Facility applications must include a quote for all expenditure items.
14. Council may reduce the amount allocated to you if the funding applied for is considered unsubstantiated, excessive, or if you have previously received funding.
15. 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.
16. Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application. Applications and Acquittals must be on the correct form.
17. 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.
18. Applicants must not already be receiving substantial financial support from Council.

19. Applicants who are under agreement to receive no further financial contribution from Council are ineligible to apply.
20. 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.
21. 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.
22. You are required to acknowledge Wellington Shire Council's support of your event or project as specified in the Funding Agreement.
23. Funding must be returned if the event or project is not completed in line with the Funding Agreement. Any excess funding must be returned.
24. Unsuccessful applications will be ineligible to apply for the same project in the future unless otherwise advised.
25. Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the Charter of Human Rights and Responsibilities Act 2006 (Vic) and has referred to Council's Human Rights Policy to develop the QRG Guidelines and Assessment Criteria.

## **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.
- 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.

## **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 leadership team. This panel provides advice and recommendations.

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 Quick Response 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 limited promotion and marketing planning and 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	
Limited evaluation planning has been considered and presented. Eg. visual assessment of participants (smiling faces of audience).	<b>1</b>
Adequate evaluation planning has 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, eg accessible action plan, images, signage, etc. Detail and evidence provided.	<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; all of these will be referred to as a project.

The following table offers examples of Community benefit and Community need; a successful application will be able to identify how the project relates to the examples listed in the table below.

<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 the project and/or 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><li>• There is evidence of the community need for the project.</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; and/or</li><li>• The project is an innovative solution that has not been tried before.</li></ul></li><li>• Community Engagement<ul style="list-style-type: none"><li>• The community relies on the project. It is important to 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 enables multiple groups to be engaged, ie young people, local business groups, other community groups, volunteers and local activity 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 enable the community to gain economic benefits and outcomes, such as;<ul style="list-style-type: none"><li>- attract new visitors to the area;</li><li>- encourage people to stay overnight (Accommodation, food etc.); and/or</li><li>- encourage local spending; this can relate to the applicant purchasing from local suppliers.</li></ul></li></ul></li><li>• Skill Building for Community Members<ul style="list-style-type: none"><li>• There will be personal development as the result of direct or indirect involvement in the project;</li><li>• Participating in the project will increase an individual's skills; and/or</li><li>• The project is educational in nature and aims to increase knowledge.</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 could encourage people who are not currently engaged 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>• Improvements and activation; this includes capital improvements and usage<ul style="list-style-type: none"><li>• The project will result in increased usage of a facility/equipment/local park/community space;</li></ul></li></ul>

- People with diverse needs will now be able to access the facility/local park/community space;
- The project provides a solution to underutilisation of a facility/equipment/local park/community space; and/or
- The project is in line with current best practice principles, Universal Design principles or Occupational Health and Safety Requirements.

### **Section 3 – Community Need and Benefit**

*responses will be scored out of 20 and will be 75% of the application assessment*

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 14 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)