

# Quick Response Grant Scheme 2021/22

## Individual Sponsorship & Team/Community Group Guidelines



### Introduction and Aim

The Quick Response Grant scheme 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 Assistance Grant timeline. This scheme supports the delivery of outcomes that have positive impact 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. It is also available for individuals or groups requiring support to attend or participate in a recognised activity or event.

### Overview

Wellington based sporting teams and Community groups can apply for a Quick Response Grant up to \$1,500 under the Team/Community Group category. **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.   | 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 etc. |                |
| Events                 | <b>Community Events</b> – festivals, mardi gras, 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.   | Up to \$500    |
| Team/ Community group  | <b>Participation costs</b> - Funding for costs associated with attending and participating in a recognised activity or event.   | Up to \$1,500  |

## Overview

Council funding provides assistance to allow teams or community groups to participate in activities that would not be possible without financial support.

Funding can be used for costs associated with attending and participating in the activity including travel costs, entrance costs associated with participation and accommodation allowances.

Successful applications will be able to demonstrate a community benefit that will be achieved by sharing information and skills learnt through their experiences.

A team or community group will need to decide which is the best way to support those who are participating in the proposed event or activity. There are only two options available and a team or group is not eligible for both;

1. Up to 3 individuals apply separately to attend or participate in an activity ([use the Individual Sponsorship application form](#)).

or

2. The team or group apply for group funding and shares it amongst those participating ([use the team/group application form](#)).

## Criteria

1. Grants are available to not for profit community or sports group operating in the Wellington Shire.  
Schools are not eligible, although they could be partners in projects.
2. The activity or event must be officially recognised by a national/international governing body or peak body in the field.
3. 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. Once you receive confirmation it can take six working weeks to receive funding. Applications will be accepted a maximum of 3 months prior to the event or activity.
4. Applicants will be eligible for one Quick Response Grant over a 12 month period. Applicants who have previously been successful in receiving Council funding will need to have completed all acquittals and have previously complied with Council requirements
5. Applications must be on a current and correct form. Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application.
6. Applicants are required to list the financial contribution being made by themselves or others to participate in the event or activity.
7. A representative of the Team or Community group will be required to sign the application form and will be accountable for managing and acquitting the funds.
8. Successful applicants will be required to sign a Funding Agreement, which includes the conditions of grant funding. You may also be asked to comply with additional conditions.

- 9.** Applicants must attach a copy of confirmation of participation in the event activity e.g. letter of offer, letter from organisation holding the activity, membership details.
- 10.** Acknowledgment must be given for the support provided by the Wellington Shire Council in any public relations opportunities undertaken by the funded individual.
  - Applicants must be willing to brief Council on their activity if they are successful in receiving funding.
- 11.** The applicant must spend the grant funding as detailed in the application unless written approval of Council is obtained prior to any variation.
- 12.** The applicant will be required to reimburse the Wellington Shire Council the full amount awarded if:
  - The applicant withdraws from the activity or is no longer able to participate.
  - The activity is cancelled.
  - Should it be found that any of the information in the application form was incorrect or misleading?
  - Non compliance with the Funding Agreement.
- 13.** You will be notified in writing of the outcome of your grant. You are welcome to contact the Grants officer for further feedback.
- 14.** Participation in activities that may be perceived to portray a negative image e.g. association with alcohol, gambling or smoking are not eligible. This will be determined on a case by case basis.
- 15.** Applications deemed to be for commercial benefit will be considered ineligible. This will be determined on a case by case basis. This will include applications where the main beneficiary is a business/es.
- 16.** Unsuccessful applications will be ineligible to apply for the same project in the future, unless otherwise advised.
- 17.** The Wellington Shire reserves the right to refuse funding. Once the allocated funds are exhausted during a funding period, no additional funding will be available for sponsorship within that set period.
- 18.** Funding must not be regarded as a recurrent commitment from council.
- 19.** Council encourages the sharing of resources in the community as a way of creating partnerships. If Council is aware of an alternative option to you, they will recommend it as an alternative to funding.
- 20.** 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.

## Application Process / Assessment

Your application will be assessed by two Wellington Shire Council coordinators.

Your application will be initially assessed against the criteria above, and then scored out of 30 for the following assessment criteria:

| Assessment Criteria  | Maximum Points |
|--|----------------|
| The applicant has made a reasonable contribution or is being resourceful in seeking financial support.   | 30             |
| Relevant support material has been included with the application.  |                |
| The applicant has demonstrated that they will fulfil a community benefit through the sharing of skills and sharing of information learnt by attending the event or activity. |                |
| The applicant is applying for funding because it will assist them in attending the event or activity.  |                |
| The applicant is affiliated with an officially recognised national/international governing body or peak body in the field.   |                |
| The applicant has demonstrated disadvantage. There are current barriers to participate and/or attend the event or activity.  |                |

## 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: [grants@wellington.vic.gov.au](mailto:grants@wellington.vic.gov.au)