

PURPOSE OF THE PROGRAM

The aim of the program is to provide 'one off' financial assistance to community groups operating in the Corangamite Shire for:

- Workshops and equipment purchases
- Development of new community, leisure, cultural or recreational programs
- Community events
- Planning activities (e.g. business plans).

ELIGIBILITY OF APPLICANTS

The program is open to community groups operating in the Corangamite Shire. These include but are not limited to:

- Youth groups
- Self-support groups
- Health and welfare organisations
- Cultural or recreational organisations
- Charitable organisations
- Information service providers
- Church groups
- Other community based organisations deemed eligible.

Please Note: An applicant/ or club must be located within the Corangamite Shire municipal boundary or if located outside of the municipality clearly demonstrate service delivery and benefit to the Corangamite Shire community.

PERIOD OF GRANT

Grants open April and must be received by Council no later than Monday 24 May 2021. Successful applications will be notified after the July Council meeting.

It is expected that projects will be completed by 31 May 2022.

The grant is not available for projects or activities commenced prior to Council's Ordinary Meeting in July 2021.

WHAT FUNDING IS AVAILABLE?

Funding of up to \$1,000 is provided on a \$ for \$ basis (matching contributions can be cash or in-kind). Funding categories include:

- Community development activities
- Cultural activities
- Initiatives that address social disadvantage
- Cultural acquisitions (one off funding)
- Community events

ASSESSMENT CRITERIA

Funding allocations will be determined after considering:

- Number of applications and funds sought
- Organisation contribution (labour and / or finance). The applicant must show that it is capable of completing the project in funds or in-kind support
- Encourage use of local businesses
- Compliance with assessment criteria.

Question	Detail
What is the project? Describe the need for the project. (30%)	Responds to identified community needs and issues.
Who will benefit from the project? How is community support demonstrated? What are the wider community benefits? (20%)	Projects should support the wider community by building the capacity of people and places enabling them to contribute and participate. Projects should encourage the widest possible community participation. Use of local businesses.
Is your organisation funded by or required to report to State Government of a Government agency? (15%)	Details the extent of support from State Government organisations.
Previous financial assistance from Council? (15%)	Details the extent financial assistance has been provided by Council in the past.
Is Council funding required or can the applicant fund the project themselves? What will funding supplied by Council be spent on? (10%)	Includes a current bank statement. Demonstrates a need for funding assistance. Consideration will be given to receipt of funding from other sources. Clear budget outlining income and outgoing expenses
What will be done and what planning has been undertaken in relation to the project? (10%)	Clearly identifies the project scope, methodology, proposed outcomes and timeframe. Includes concept/schematic plans for the project where applicable. Ongoing costs of project have been identified and applicant has detailed how this will be funded.

WHAT WILL NOT BE FUNDED?

- Ongoing facility maintenance
- Events or festivals which would be eligible under Council's Events and Festivals Policy
- An applicant whose project has received Corangamite Shire funding for the same activity within the same financial year, including budget allocation or other grant funding
- An applicant that has overdue debts to the Corangamite Shire
- An applicant that has failed to provide satisfactory acquittal reporting from any previous Corangamite Shire funding

Community Grant Program

Funding Guidelines 2021-2022

- Requests for retrospective funding (i.e. funding for projects already commenced)
- Projects considered to be the responsibility of other authorities
- The purchase of land
- Projects or activities requiring recurrent funding
- Projects that directly benefit a business or a small number of individuals
- School projects
- An applicant whose project is linked in any way to a political party, political organisation, or political agenda.

GRANT PAYMENT PROCEDURE AND CONDITIONS

- Applicants will be advised in writing of the outcome of their submission
- Council is only obliged to pay the allocated amounts. No responsibility will be taken for applicant's budget over run
- Project outcomes will be monitored by Council
- If the project does not proceed, or the conditions/funding agreement are not met, any grant monies must be returned to the Council within 30 days
- To satisfactorily acquit the project, applicants will be required to submit a project report and evidence the project has been completed. Evidence may be a copy of invoices, photographs, brochures/flyers or an invitation for an onsite inspection
- Any equipment purchased as a result of a Council grant will revert to Council for redistribution should the applicant cease to operate in future
- EFT payments are the preferred method of payment. Please complete the front page of the application form
- The Corangamite Shire will issue a recipient created tax invoice in respect of the grant payment to applicants with an ABN & registered for GST
- Applicants that hold an ABN but are not registered for GST must submit an invoice with the amount of grant funding requested
- All grant payments made by the Corangamite Shire will be GST exempt
- Those organisations without an ABN are required to complete a Statement by Supplier form with their application
- Council will pay any successful funding allocations to your organisation immediately on approval of the funding and you are responsible for managing the project
- Grant recipients will be required to acknowledge Council's contribution in all media, documentation and speeches relating to the project. Guidelines will be made available to successful applicants
- Council reserves the right to amend project applications to ensure budgeted allocations are in accordance with Council policy

APPLICATION FORMS AND FURTHER INFORMATION

Please note application forms are available in an electronic format at www.corangamite.vic.gov.au/grants

Applicants are invited to discuss their project/application with Jane Hinds, Corangamite Shire Council, 181 Manifold Street, Camperdown, Phone: 5593 7100.

Completed applications will be accepted until 5 pm, Monday 24 May 2021.

Please forward to:

Corangamite Shire Council PO Box 84 Camperdown, 3260

Email: grants@corangamite.vic.gov.au