

Facility Grant Program

Funding Guidelines 2021-2022



PURPOSE OF THE PROGRAM

The aim of the program is to provide financial assistance to Committees of Management for facility grants to assist with improvements at Council's Halls and Recreation Reserves. It is expected that applications will be submitted for:

- Equipment purchases
- Minor repairs
- Minor works.

ELIGIBILITY OF APPLICANTS

The grants program is open to:

- Recreation Reserve Committees of Management delegated by DELWP, Council or a Trust managing facilities located in Corangamite Shire
- Halls Committees of Management delegated by DELWP, Council or a Trust managing facilities located in Corangamite Shire
- Clubs/organisations whose primary function is located in the Corangamite Shire and who have support from the management committee.

Schools are not eligible to apply to this program.

Applicants must provide a current financial statement with their application to be eligible.

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?

The Facility Grants program will consider requests up to and not exceeding \$2,000 excluding GST.

Grants are provided on a \$ for \$ basis (Matching contributions can be cash and/or in-kind)

A maximum of two applications per organisation is permitted.

ASSESSMENT CRITERIA

Grant allocations will be determined after considering:

- Number of applications and funds sought
- Organisation contribution (labour and / or finance). The applicant must show that it can complete the project in funds or in-kind support
- Assessment criteria - The percentages allocated to each criterion represent the weighting Council will use to assess project applications.

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Question	Detail
Is there a demonstrated need for the project? (20%)	Responds to identified community needs and issues.
Who will benefit from the project? How does the project address social inclusion and how is community support demonstrated? What are the wider population benefits? (15%)	Projects should support the wider community by building the capacity of people and places enabling them to contribute and participate. Use of local businesses.
Previous financial assistance from Council? (10%)	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? (20%)	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
Is the project supported by a clear and accurate budget, including quotes and information regarding in kind contributions? (10%)	Includes the provision of quotations/internal cost estimates, Includes confirmation of funding contributions (both financial and in-kind).
How does the project link with the facility's future plans? (10%)	Provides sustainable benefits to the facility and may be supported by a strategic plan.
What will be done and what planning has been undertaken in relation to the project? (15%)	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?

- Events or Festivals
- 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
- 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 e.g. Operational expenses
- School projects
- An applicant whose project is linked in any way to a political party, political organisation, or political agenda.
- Projects where the facility is not located in Corangamite Shire.

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