



# STRATHBOGRIE SHIRE COUNCIL COMMUNITY GRANTS FUNDING PROGRAM GUIDELINES

## FUNDING CATEGORIES

Applications under the Community Grants Funding Program will be invited under the following categories:

- Minor Capital Works or Minor Capital Purchases
- Community Events
- Art and Culture
- Sponsorship
- William Pearson Bequest

***Funding will not be provided under this Program for facility maintenance.***

## FUNDING SUPPORT

Maximum funding limits of \$10,000 are set in each category, with the exception of William Pearson Bequest, which is a maximum of \$2,500. Consideration may be given to applications seeking funding above this limit on a case by case basis.

## APPLICANT CONTRIBUTIONS

In order to meet the eligibility criteria, applicants are required to make a financial or in-kind contribution to the project.

## CRITERIA

All applications for funding will be evaluated against the following criteria:

- Compliance with these guidelines (non-compliance results in non-eligibility).
- Organisations must operate on a not-for-profit basis.
- Past history of funding received and projects completed and acquitted within required timeframes.
- What and who will benefit from the project.
- What will be the outcome of the project.
- Whether applicants have considered incorporating disability access into their facility.
- Commitment to project - \$ and/or in-kind.
- Ability to demonstrate additional financial or in-kind contributions (either by the applicant or external source) towards the project.
- Safety/risk management/health issues identified.
- Ability to successfully complete project within required timeframes.
- Must have an ABN at time of application.
- All applications are to be acknowledged by the relevant Community Action Group. In the case of projects at facilities located within the Seven Creeks (Euroa) Recreation Precinct (excluding the Seven Creeks Parkland Area) are to be acknowledged by the Seven Creeks Recreation Committee.
- All applications must include any relevant Council fees and charges. Council fees and charges will not be exempted or subject to ex gratia payments.
- William Pearson bequest applications must be based in Euroa and for the benefit of children's playgrounds, parks and gardens, the Euroa Citizens Band or for the beautification of the town.
- Applications must be signed off by all parties and include all attachments requested.



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## **TIMELINES**

- Applications received after the closing date will not be accepted.
- Funding will not be provided for projects which have commenced or been completed unless extenuating circumstances exist.
- Projects/purchases must be satisfactorily completed and acquitted by 31 May of the financial year in which funding was approved, unless prior written approval is granted by Council.
- Applications can be submitted at any time and will be assessed and awarded once per year.
- Funding will be advertised in April each year, with applications closing for assessment in July. Applicants will be notified if successful in August/September.

## **CONTEXT**

Subject to available resources and budget priorities, Council will make provision each year in its annual Budget for funding of projects to be identified and coordinated by community organisations across the entire municipality. While an application may be assessed as meeting program guidelines, funding is highly competitive and eligibility is no guarantee of success. Grants are conditional upon recipients using the funds for the approved purpose and the provision of an appropriate acquittal at the conclusion of the project.

## **COMMUNICATION OF THE PROGRAM**

Council will give annual notice of the program by Public Notice in the Euroa Gazette, Seymour-Nagambie Advertiser, Community Newsletters and on Council's Website.

## **APPLICATION PROCESS**

An information kit comprising an Application Form and Guidelines will be issued to organisations who express interest in submitting an application. Applications from organisations wishing to apply for assistance must be on the prescribed Application Form, be signed by the appropriate parties and include all attachments.

## **EVALUATION PROCESS**

Applications will be evaluated against the following criteria:

- Compliance with these Guidelines
- The goals within the Strathbogie Shire Council Plan
- Compliance with requirements of the Application Form – for example all signatures and attachments
- Applicant contribution towards project – dollars and/or in-kind
- Past history of applicant – funding received, projects completed and acquitted within required timeframes
- All applications must be acknowledged by the relevant Action Group prior to being submitted to Council



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## **APPROVAL PROCESS**

A report will be submitted to Council with a recommendation for projects to be funded. Once successful projects have been determined by Council, Council's Grants Coordinator will notify applicants in writing of the outcome of their application.

## **ACCOUNTABILITY**

Once an application is approved, the grantee will receive the following from Council:

- Notification of amount approved and what it is in relation to.
- Funding Terms & Conditions.
- Acquittal Report Template – to be completed and returned to Council by 31 May.

Grantees will be asked to return signed Funding Terms and Conditions, along with a Tax Invoice to Council for the full amount. Once received, the Tax Invoice will be paid by the end of the following month.

Subject to the size of the project, Council may require that grantees provide progress reports in relation to the project outcomes.

## **ACQUITTAL**

Projects/purchases must be satisfactorily completed by 31 May of the financial year in which funding was approved, unless prior written approval is granted by Council. Grantees are required to complete an Acquittal Report showing the project has been completed in accordance with the Funding Terms and Conditions – including photos and budget information.

## **INSURANCES**

All relevant insurances need to be secured by the grantee organisation and Council indemnities provided where required.

## **FURTHER INFORMATION**

Council Community Grants and Action Group Funding Program Policy (CCS7)  
Community Grants Funding Program Application  
William Pearson Bequest Application Form  
Community Grants Funding Program Terms and Conditions  
Community Grants Funding Program Acquittal Report

All enquiries or requests for above documents should be addressed to:

Grants Coordinator  
Strathbogrie Shire Council  
PO Box 177, Euroa, Vic, 3666  
Ph: 03 5795 0016 Fax: 5795 3550  
Email: [info@strathbogrie.vic.gov.au](mailto:info@strathbogrie.vic.gov.au)