

Community Funding Scheme

Grant guidelines - 2022-23





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1. Acknowledgment of Country

Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples as the Traditional Owners and Custodians of this land and waters. Council recognises their living cultures and ongoing connection to Country and pays respect to their Elders past, present and emerging.

Council also acknowledges local Aboriginal and/or Torres Strait Islander residents of Macedon Ranges for their ongoing contribution to the diverse culture of our community.

2. Community Funding Scheme

The Community Funding Scheme grants public money to not-for-profit community groups for programs and initiatives that benefit residents of the Macedon Ranges and help achieve Council Plan goals.

The aim of the Community Funding Scheme (the Scheme) is to support initiatives which:

- meet local needs
- strengthen community relationships/partnerships
- deliver projects in the Scheme streams of:
 - Community and cultural development projects
 - Enhancing the effectiveness of local community groups
 - Supporting local environmental priorities
 - Enhancing community places and infrastructure
- demonstrate a commitment to accessibility, diversity, fairness and community wellbeing
- complement strategic Council directions and strategic plans.

Applications that address Council's wellbeing priorities will score more highly than those that do not. Our wellbeing priorities are promoting mental health, supporting people living with a disability, encouraging gender equity, promoting healthy eating and active living and increasing social connectedness and inclusion. These priorities can be addressed through:

- Initiatives that either directly or indirectly promote healthy eating, physical activity, mental health, gender equity, and social connectedness.
- Initiatives that make community places and infrastructure safer, accessible and inclusive.
- Initiatives that advance reconciliation and/or celebrate First Nations Peoples.

It should be noted that Council offers other grants via a range of funding schemes. Before applying for the CFS check if your project better fits these programs. Visit

<https://www.mrsc.vic.gov.au/About-Council/Find-A-Grant>



3. Changes to the Community Funding Scheme

There are two significant changes to the Community Funding Scheme in 2022-23:

- a) A new online platform has been introduced. All applications, assessments and correspondence will now be administered through Smarty Grants. Smarty Grants is an intuitive grants administration system used by Federal and State Government as well as many local Councils. Further information can be found here:
<https://smartygrants.com.au/>
- b) Up to a maximum of two grants will be allocated per organisation

4. Opening and closing dates

Applications can be made from Monday 23 May 2022 to Monday 27 June 2022, and must be for activities/projects commencing from 1 September 2022 and completed by 30 June 2023. Late and/or incomplete applications will not be accepted.

5. How much is available?

The Community Funding Scheme grants budget for 2022-23 is a total of \$160,000.

Funding streams – Community Funding Scheme	Maximum funding/project
Stream 1 - Community and cultural development projects	Up to \$10,000
Stream 2 - Enhancing the effectiveness of local community groups	Up to \$6,000
Stream 3 - Supporting local environmental priorities	Up to \$10,000
Stream 4 - Enhancing community places and infrastructure	Up to \$12,000

6. Who can apply?

Incorporated and community-based not-for-profit groups operating or being established in the Macedon Ranges. Eligible groups can apply for project funding in one stream only for the Community Funding Scheme.

Up to a maximum of two grants will be allocated per organisation.



7. Eligibility

As part of the application process, applicants must discuss their application with a relevant Council Officer prior to submitting it - please refer to section 20 of these guidelines. Applicants are strongly encouraged to read these guidelines thoroughly before contacting a Council Officer.

Schools/churches are eligible if they can show a demonstrated need and broad community benefit and participation in a project. However, school curriculum-related activities, student welfare activities, or building maintenance or other responsibilities and functions of independent schools and/or the State Government will not be funded by Council.

Any funding applications from local groups or organisations for ongoing projects will need to clearly demonstrate how they plan to achieve financial sustainability.

The following are ineligible to apply to the Community Funding Scheme:

- Individuals
- Political organisations
- For profit/commercial organisations
- Government agencies/organisations
- Groups that are in debt to Council
- Groups that have not completed the reporting requirements of previous Council grants*

**Note: Council is encouraging community groups who were unable to proceed with their planned activities or projects due to COVID-19 impacts to seek an extension to their current funding arrangements and acquittals until 30 June 2023. These groups can apply for a 2022/23 CFS grant, however it must be for a different project.*

8. What will not be funded under the Community Funding Scheme?

Projects or activities which:

- are commercial, religious, political, discriminatory, sexist, racist or disrespectful
- are considered fundraising/ask for donations¹
- intend to raise funds beyond what is needed to deliver the project and aim to boost general operating profits
- are the responsibility of other agencies (e.g. charities, government agencies)
- promote or involve gambling-related activities
- do not support responsible drinking
- have started or finished prior to 1 August 2022
- involve capital works on private property
- are defined as facility maintenance on community and Council-owned buildings²
- fund capital expenditure (the purchase of land, buildings, vehicles)
- award monetary prizes
- are recreational excursions (camps, holidays, tours)
- duplicate services already operating or planned for in a targeted community
- have been previously funded
- are not well supported by evidence of need and where alternative solutions have not been adequately considered

¹ An application for donations/fundraising activities is regarded as a request for sponsorship and therefore ineligible for a Community Funding Scheme grant.

² Please refer to the terms of your maintenance schedule in your lease/licence agreement.



- do not have broad support amongst the community
- have not been adequately master planned or equivalent (for larger construction projects)
- do not have appropriate heritage sign off including Aboriginal cultural management (where required).
- are events and festivals eligible for Council's Events and Festivals grants.

Core business/operational costs such as:

- salaries for ongoing positions
- rent, insurance, utility costs, debts
- conducting an annual general meeting.

9. Community Funding Scheme: Streams

Applications that address Council's wellbeing priorities are likely to receive a higher score than those that do not. Please refer to page 12 of the [Municipal Public Health And Wellbeing Plan 2021-2025](#).

Stream 1 - Community and cultural development projects

These projects will contribute to the enhancement or development of local community strength, wellbeing and culture, or address critical social challenges or encourage all people to participate in community life or expressions of culture. Council has the following existing strategies available on Council's website that applicants are encouraged to read when developing their application idea.

Your application will be strengthened and will score higher if you can refer to specific actions from these strategic documents.

- [Council Plan 2021 - 2031](#)
- [Municipal Public Health and Wellbeing Plan 2021-2025](#)
- [Disability Action Plan 2021-2025](#)
- [Arts-and-Culture-Strategy-2018-2028](#)
- [Heritage-Strategy-2014-2018](#)
- [Youth-Strategy-2018-2028](#)
- [Municipal Early Years Plan 2021 - 2025: CREATE](#)
- [Positive-Ageing-Plan-2020-2025](#)
- [Reconciliation Action Plan 2021 - 2023](#)
- The [2019 Healthy Heart of Victoria Active Living Census](#)

Examples of projects in this stream include:

Community initiatives/activities that:

- implement or pilot new (or expanded) community initiatives/activities
- support local interests and ambitions
- respond to social equity issues (improving accessibility and safety, supporting diversity and fairness)
- projects that respond to community health and wellbeing priorities



- activities/initiatives that support positive ageing
- activities/initiatives that support young people
- activities/initiatives that support families with young children

Cultural activities (that are not eligible for the Events and Festivals grants) that:

- explore and share local Indigenous culture and history, in partnership with local Traditional Owners and local Aboriginal and/or Torres Strait Islander peoples
- deliver Aboriginal and Torres Strait Islander Reconciliation outcomes
- deliver artistic workshops for local practitioners
- create public art that enhances community spaces
- explore community histories (such as heritage trails, recorded histories, exhibitions)
- celebrate our diversity
- create new memorials or enhance existing memorials or propose new commemorative plaques
- activate public places through arts/cultural performance.

Stream 2 - Supporting local community groups to operate effectively

These projects will directly support the operations of local not-for-profit organisations and community groups and fund enhancements to how committees and groups coordinate their local work and activities.

Examples of projects in this stream include;

Governance enhancement projects that:

- assist with the costs of establishing a new organisation (e.g. Incorporation costs, meeting required legal obligations)
- create a strategic plan
- prepare a feasibility study
- develop a policy and procedure manual.

Training and development initiatives that:

- provide skills training for members and/or volunteers
- enable groups to conduct information days and/or community forums
- fund the costs of food handling and responsible handling of alcohol courses for group members
- fund the costs of purchasing educational material for volunteers
- fund member attendance at leadership courses.

Purchasing small equipment to assist volunteers such as:

- digital cameras, projectors, portable computers
- barbeques, kitchen appliances, furniture for public spaces
- public address systems
- first aid and sporting coaches kits



- safety and injury prevention items for sporting clubs (e.g. goal post padding, high visibility vests)
- updated or replacement of sporting or other essential equipment
- upgrades to storage.

Developing promotional material for community groups such as:

- portable signage, flags and banners
- brochures, booklets and website development
- branding and logo design.

Stream 3 – Supporting local environmental priorities

These projects respond to environmental issues that have been identified as priorities for action. Council has the following existing strategies available on the website that applicants are encouraged to read when developing their application idea:

- Environment Strategy 2021 [Environment-Strategy](#)
- Weed and Pest Animal Strategy 2014- 2024 [Weed-and-Pest-Animal-Strategy](#)
- Climate Change Action Plan 2017 [Climate-Change-Action-Plan](#)
- Biodiversity Strategy 2018 [Biodiversity](#)
- Bushland Reserve Environmental Management Plans [Bushland-Reserves](#)
- Sustainable Design fact sheet [Sustainable-Design](#)
- Waste Management Strategy 2015-2020 [Waste Management](#)

Examples of projects in this stream include those that:

- Reduce waste to landfill such as community composting, food redistribution schemes, repurposing of waste products, projects that reduce use of plastic
- Support new edible or indigenous gardens or enhancements to existing community or public gardens
- Support activities/initiatives/workshops (not events) that raise awareness about sustainable living, sustainable land and waterways management, waste reduction and biodiversity, including citizen science projects and projects that increase access to nature
- Protect and enhance biodiversity through ecological restoration of public land (weed control, revegetation, masterplans and environmental management plans)
- Improve the environmental performance of community facilities through works that reduce demand for energy and water use (e.g. solar panels, insulation, LED lighting, double glazing, water tanks, environmental audits)
- Support sustainable transport initiatives (e.g. car or bike share schemes)
- Facilitate reduced greenhouse gas emissions across different sectors of the community or assist them to adapt to the impacts of climate change



Stream 4 – Enhancing community places and infrastructure

Projects in this stream aim to improve the community outcomes we get from community places like public buildings, open space, reserves or streetscapes. Improved access, increasing useability, tailoring places to community needs and updating features are all ways community outcomes can be improved in public places.

This stream of funding is designed to enhance public places that serve an important role in encouraging community participation. This stream funds projects at a variety of locations that reflect a mixture of public ownership and management models.

Projects that propose changes to community places score higher if they benefit Council owned and local community managed facilities or spaces.

Improvement projects may focus on one or more of the various stages of improving a place; the planning, design, construction or renovation phases.

Council has the following existing strategies available on the website that applicants are encouraged to read when developing their application idea:

- Open Space Strategy 2013 [Open-Space-Strategy](#)
- Walking and Cycling Strategy 2014 [Walking-and-Cycling-Strategy](#)
- Sports and Active Recreation Strategy 2018 - 2028 [Sport-and-Active-Recreation-Strategy](#)

Examples of projects in this stream include those that:

- upgrade shared community spaces such as meeting places and public halls that benefit a broad audience of users
- improve accessibility to community facilities and encourage greater inclusiveness for users
- improve open space areas, village greens/commons, or public streetscapes to benefit a broad audience of users
- support the renewal or preservation of significant heritage buildings/sites
- establish or upgrade interpretive signage and visitor infrastructure
- support the creation of masterplans for mechanic institutes, community halls, parks, commons, recreational facilities to ensure a planned approach to facility improvements
- support the completion of feasibility studies or business cases to create an evidence base to support future infrastructure proposals.

Note: Infrastructure projects may need planning and/or building permits and additional costs associated must be included in your budget. Further discussion is required with Council Officers – refer to the relevant officers in section 20 of these guidelines. To help deliver the project, a project management fee may apply (see section 11 of the guidelines).



10. Legal requirements

a. Incorporation status

Applicants must be registered as an incorporated body or arrange for a legally constituted not-for-profit organisation to manage (auspice) the funds.

Council does not auspice applicants.

For more information on auspice arrangements visit the [Not-for-profit Law Information Hub](#)

b. Child safe standards

Council has a Child Safe Policy and accordingly, applicants that provide services to children will need to complete the Child Wellbeing and Safety Declaration contained within the application form to be eligible for funding.

Victorian organisations that provide services to children are required under the Child Safety and Wellbeing Act 2005 to ensure that they implement compulsory child safe standards to protect children from harm. The Victorian Government announced that new Child Safe Standards (Standards) will come into effect on 1 July 2022 which include 11 new Standards. They set out minimum requirements and outline the actions organisations must take to keep children and young people safe.

More details on the Child Safe Standards can be found at the Commission for Children and Young People website <https://ccyp.vic.gov.au/child-safe-standards/>

c. Public Liability Insurance

Public liability insurance covers incidents that occur during an activity being conducted by a group. All groups must be covered by Public Liability Insurance and be able to provide a valid certificate of currency if they are involved in activities in public open space, using Council facilities or sporting events. Other activities may also require public liability insurance.

It is the responsibility of the applicant or recipient to arrange appropriate insurance, including collecting appropriate insurance from a contractor or tradesperson. Applicants are encouraged to discuss their insurance requirements with their insurance company or a professional advisor.

Groups without Public Liability Insurance can contact www.localcommunityinsurance.com.au which offers an affordable public liability scheme for not-for-profit community groups.



11. Community building improvements

For projects that involve upgrades/minor capital works on Council buildings or spaces, please contact the Coordinator Facilities and Operations on 5421 9688.

Seeking approvals/permissions/permits

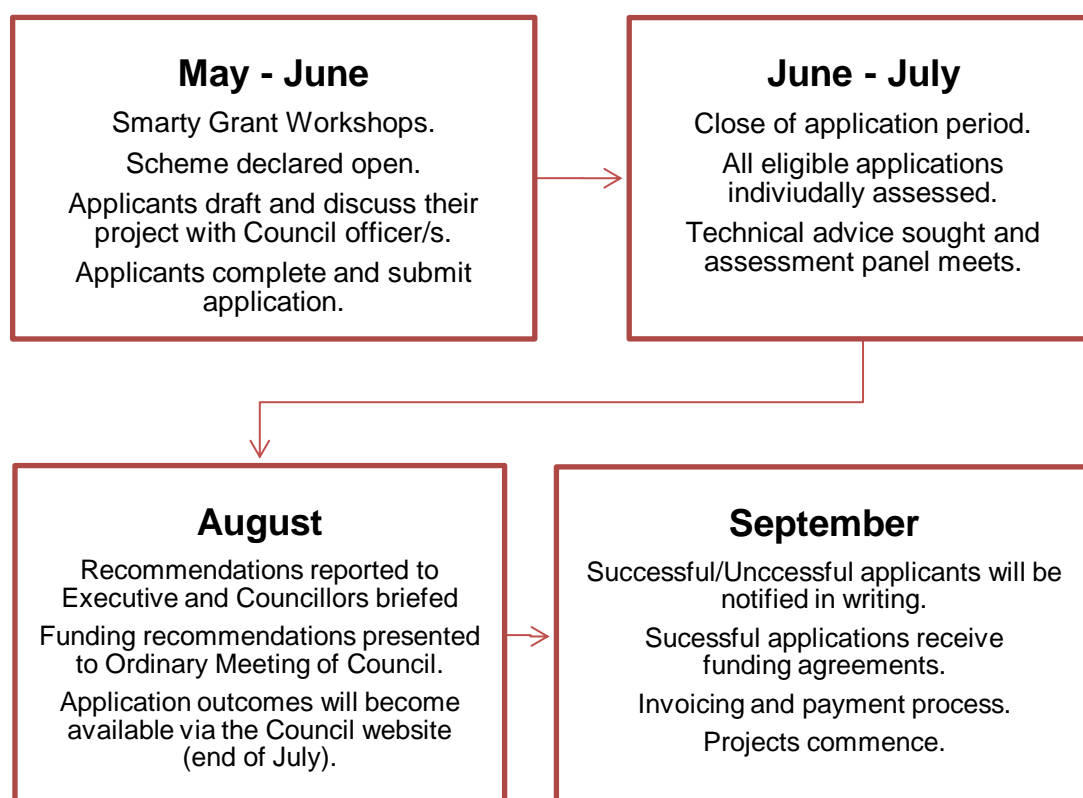
It is your responsibility to obtain any permits/approvals/permissions that may be required and provide copies to Council as they are obtained. You must also factor in application and permit costs and the time required into your applications. You can discuss these requirements with the Coordinator Facilities and Operations.

Council acknowledges that not all permits/approvals will be obtained until after your funding is confirmed. It is expected that your application outlines which approvals you will be seeking and in the event you are successful, your plan for their obtainment.

When proposing construction work projects, it is advantageous to submit working drawings of any construction works you are proposing with your application. These can be formalised into specifications and designs/plans after you have obtained the grant funds.

It is mandatory for infrastructure projects to be managed by a Council project manager. This cost will need to be factored into the project funding being applied for to deliver a project at a rate of 10% of the total project cost.

12. What is the application process?



13. What we are looking for in the applications

The table below outlines the scoring for each criteria, what we mean by each and what we are looking for. Using this and the details contained in the scoring matrix at the end of this document will help you develop a strong application.

Score	Criteria	What we are looking for
Pass/Fail	Demonstrating Eligibility	<p>You have contacted the relevant Council contact officer/s.</p> <p>You have acquitted any Community Funding Scheme grants from 2021 or prior. Either acquitted or received in writing a formal extension and variation to existing funding agreement.</p> <p>You are not in debt to Council.</p> <p>You have completed all sections regarding the details of your organisation.</p> <p>You are an authorised representative of your organisation.</p> <p>You have completed the Child Wellbeing and Safety Declaration, if applicable.</p> <p>All supporting documents required are included.</p> <p>You have signed the applicant declaration.</p> <p>You have demonstrated that you have met all legal requirements</p> <p>You have submitted your project before applications close</p> <p>If you have not demonstrated eligibility, your application will not be considered and will not be scored.</p>
40%	Detailing your project	<p>A project name and a start and end date between August 2022 and June 2023.</p> <p>A brief description of the project. What you are hoping to do and to achieve in the broadest sense by doing this project.</p> <p><i>A description of the project's benefits.</i></p> <ul style="list-style-type: none"> How will the community benefit if this activity/project is completed? <ul style="list-style-type: none"> Will it have health and wellbeing benefits, such as increasing healthy eating, physical activity, mental health, social connectedness and inclusion, or gender equity? Will it improve the safety, inclusiveness and accessibility of facilities or programs? Who benefits? <ul style="list-style-type: none"> Are the benefits spread broadly throughout a community (e.g. can people of all genders, abilities, ages, cultures or first nations peoples



		<p>access the benefits)? How many people will benefit.</p> <ul style="list-style-type: none"> ○ Is there a focus on fairness and inclusion for a specific target group? <p>A project within the shire boundaries.</p> <p>You have selected a funding stream and described how your project is aligned to relevant Council Strategies and Plans.</p> <p>If you plan to make changes to a public asset, you have explored the details of your project with Council's Facilities and Operations Coordinator. You must include evidence of this in your application.</p> <p>You have detailed the community support gained and the groups you are collaborating with.</p> <p>You have assessed the impact of your project and detailed the relevant groups you will need to inform or consult.</p>
25%	Demonstrating good project planning	<p>A project that is well planned:</p> <ul style="list-style-type: none"> • Uses Council's project planning template • Covers all the activities that need to take place (e.g. planning, consultation, seeking quotes, seeking approvals/permits, design/development work, engaging contractors, installation, promotion, project delivery, community launch etc.) • Has a logical sequence to the activities • Allows realistic timeframes for the completion of all tasks in your plan • Identifies how you will work within your community group to deliver the specific tasks in the project's delivery • Addresses compliance issues that relate to their activity/project (e.g. the process of obtaining building regulations, permit requirements, Australian Standards, ongoing maintenance responsibilities) • Identifies people with the required skills to help complete the project
10%	Considering potential project risks	<p>Identification of all the required permits, permissions and approvals to complete the project.</p> <p>Identification of possible risks that may disrupt the project's delivery:</p> <ul style="list-style-type: none"> • For example, potential delays, the need to follow an approvals process, the need to attract community volunteers/helpers, being reliant on contributions from other partners, needing to resolve existing land use issues, resistance from other key stakeholders <p>A good explanation of how you will respond to the risks you have identified and reduce their potential impacts.</p>



		<ul style="list-style-type: none"> • For example: <ul style="list-style-type: none"> ○ Having already determined what approval processes are required and factored these and their likely timeframes into the project plan. ○ Having a plan to gain (or already having gained) the commitment from other groups to partner or provide volunteers for the project in the event you are successful. ○ Having a back-up plan if you are seeking other financial contributions to complete the project. ○ Having considered and made contact with relevant stakeholders to seek their buy-in and/or support for the project.
25%	Demonstrating a realistic project budget	<p>Can the applicant contribute to the cost of the activity/project?</p> <p>Has the applicant sourced other contributions to assist in delivering the project?</p> <p>Demonstration of a financially viable project:</p> <ul style="list-style-type: none"> • The applicant demonstrated they understand all costs associated with the activity/project. • All expenditure has been budgeted for (see a sample budget on pg.17 for guidance). • Costs are current, reasonable and represent value for money. <p>What in-kind contribution is there?</p> <ul style="list-style-type: none"> • In-kind contributions may refer to the following and is calculated at the corresponding rate: <ul style="list-style-type: none"> ○ General committee/community member contribution (e.g. planning, coordination, etc.) - \$40 per hour. ○ Specialist/expert contribution (e.g. tradesperson, professional service etc.) - \$80 per hour. ○ Material Contribution – specify the material donation and the estimated value. ○ Other – specify any other in-kind contributions and the estimated value. <p>Is the applicant able to meet any future costs (e.g. operating and maintenance) of the activity/project?</p> <p>Has the applicant provided current quotes?</p> <p>Has the applicant provided an outline of the funding they have received in the last three years?</p>



14. Project Plan

Council provides applicants with a [template](#) outlining the required level of detail we expect in your project plan. We strongly encourage you to use this template and respond to its prompts to improve your project planning score.

The project plan is a list of specific tasks you will complete in order to deliver your proposed project. Use the template to outline the logical order of steps involved within three key phases of the project:

Phase 1 - plan the project

Phase 2 - deliver the project

Phase 3 - acquit the grant

Consider the following possible tasks within each of the phases and then develop a customised plan for your project:

Plan the project – Develop a consultation plan and identify project stakeholders, complete consultation with stakeholders, complete design work, confirm partner contributions, finalise plans, obtain approvals/permissions/permits, confirm quotes.

Deliver the project – Conduct community activities/workshops, appoint contractors to complete works, complete installation/construction, promote and celebrate your achievements, launch your deliverables.

Acquittal of grant – Pay outstanding invoices, reconcile your income and expenditure, gather your reporting evidence, complete project acquittal documentation and send to Council, recognise the contributions of project partners. Taking ownership of your project from start to finish enhances your group's reputation with not only Council but future funders.

15. Budget

The budget you submit needs to include all income and expenditure related to the activity/project (including permit fees) for which you are requesting funding. It is the costing of your project plan. The application form on Smarty Grants provides applicants with guidance on the information and level of detail required in your budget. We strongly encourage you to take note of any hints provided, as these will support you to improve your project budget score.

GST

For groups who are registered for GST - all pricing in your budget must exclude GST. (GST will be added to the amount requested).

For groups who are NOT registered for GST - all pricing in your budget must include GST. (Grants will be made exclusive of GST).

For information about GST and ABNs contact the [Australian Taxation Office](#).



In kind support

This covers contributions by volunteers and suppliers in terms of time, goods or professional services donated to the project and should be clearly identified in your project budget. The value of in-kind support should be reflected in both your income and expenditure.

Estimating the work required will help you determine the level of community contribution required and helps to demonstrate the true value of your project.

It is good practice to also supply a breakdown of estimated in-kind support to show how the figure in your budget total was reached. i.e:

- General committee/community member contribution (e.g. planning, coordination, etc.) @ \$40 per hour.
- Specialist/expert contribution (e.g. tradesperson, professional service) @\$80/hr.

See a sample budget below:

Income

Grant from Council (this application)	\$ 5000
Cash contribution from group	\$ 1000
In-kind contribution from group (total)	\$ 1000
Contributions from other sources (please specify): Department of Health and Human Services grant	\$ 2000
Other (please specify) Bendigo Bank	\$ 1000
Total income (please calculate)	\$ 10,000

Expenditure

Facilitator costs	\$ 2000
Delivering consultation	\$ 1000
In-kind contribution from group	\$1000
Venue hire	\$ 500
Workshop materials	\$ 500
Permit approvals	\$ 1500
Costs of registered contractor	\$ 1000
Catering	\$ 500
Marketing and promotional activities	\$ 1000
Printing of promotional materials	\$ 350
Administrative overheads	\$ 650
Total expenditure (please calculate)	\$ 10,000

Make sure your
total income
and total
expenditure are
the same figure

List all
expenditure
items on
separate lines

16. Ongoing projects

The scheme is not designed to support ongoing projects. Organisations should demonstrate a self-sustainable funding model for activities/projects that will create income to support ongoing costs (i.e. maintenance of infrastructure, continuing service provision).



17. How are applications assessed?

Eligible applications are assessed based on responses provided in the application form within each of the sections of the application. Responses are scored and the weighting is then applied to create an overall score. Eligibility does not guarantee funding.

Funding recommendations are presented to Council for consideration at a Scheduled Council Meeting. Scheduled Council meetings are open to the public and streamed live.

Council's decisions are final, applicants who wish to discuss the outcome of their application are encouraged to contact the Community Development team for advice as soon as possible on 5422 0216 or via grants@mrsc.vic.gov.au.

18. Conditions of Funding

a. Funding agreement

Successful applicants will abide by the terms and conditions of a funding agreement. Failure to comply with the terms and conditions as set out by Council may result in future ineligibility for all Council grants.

Activities/projects must be completed by 30 June 2023.

Funds must be spent on the activity/project described in the application.

b. Project variation

Any variation to an activity/project must be pre-approved by Council. If you are encountering unexpected challenges in your project delivery, please contact the Community Development team for advice as soon as possible on 5422 0216 or via grants@mrsc.vic.gov.au.

c. Reporting

Successful applicants are required to submit a report (acquittal) on grant monies spent by 30 June 2023 including a copy of all receipts relating to funding from Council and 2 photographs which may be used for promotional purposes.

Groups who do not submit an acquittal will not be eligible to apply for further funding from Council until the activity/project has been acquitted.

d. Incomplete activities/projects and unspent funds

If an activity/project is unable to be completed, please contact the Community Development team for advice as soon as possible on 5422 0216 or via grants@mrsc.vic.gov.au. Any unspent funds are to be returned to Council.

e. Permits, insurance and authorisations

The applicant is responsible for any regulatory and statutory requirements associated with the activity/project, such as planning and building permits and public liability insurance.

19. Privacy

The collection and handling of personal information is in accordance with [Council's Privacy policy](#), which is displayed on Council's website and available for inspection at, or collection from, Council's customer service centre/s.



20. Contact list of Council Officers

Arts and Culture

Simon Clarke
Coordinator Arts and Culture
03 5422 0319

Community Halls

Terry Moore
Arts and Culture Officer
03 5422 0383

Community Development

Melissa Telford
Community Projects Officer
03 5422 0216

Julius Peiker
A/g Coordinator Community
Development
03 5422 0286

Economic Development and Tourism

Alexis Owen
Business Support Officer
03 5421 9654

Sport & Recreation

Leesa Ray
Recreation Development Officer
03 5421 1469

Building Improvement Projects

Carina Doolan
Coordinator Facilities & Operations
0447 453 030

Stuart Gunnell
Team Leader Facilities Maintenance &
Services, Facilities & Operations
03 5421 9633

Environment

Krista Patterson-Majoor
Coordinator Environment
03 5421 9503

Positive Aging and Access and Inclusion

Naomi Scrivener
Coordinator Community Support
5422 0268

Youth Development

Vishal Tandon
Coordinator Youth Services
0438 492 322

Early Years – Children’s Activities

Sarah Day
Early Years’ Service Planner
0436 632 361

Health and Wellbeing

Emma O’Brien
Health Broker
03 5422 0204

Gender equity and COVIDSafe

Jake Argyll
Senior Safety and Wellbeing Advisor
03 5422 0245

General enquiries

grants@mrsc.vic.gov.au
03 5422 0216

Melissa Telford
Community Projects Officer
03 5422 0216

Julius Peiker
Coordinator Community Development
03 5422 0286



21. Scoring Matrix

A copy of the scoring matrix used to assess each application can be found on the Council website via Scoring Matrix. This may help guide you to improve your application.