



**Macedon  
Ranges**  
Shire Council

# Small Project Grants Guidelines



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## 1. Small Project Grants

Small Project Grants fund public money to not-for-profit community groups and non-government and government schools for programs and initiatives that benefit residents of the Macedon Ranges and help achieve Council Plan goals.

The aim of Small Project Grants program is to support initiatives which:

- a) support local needs
- b) are unlikely to be funded by other Council funding programs
- c) aligns with the Council plan priorities of:
  - Promote health and wellbeing
  - Protect the natural environment
  - Improve the built environment
  - Enhance the social and economic environment
  - Deliver strong and reliable government.

### Definitions

<b>Auspice</b>	To take responsibility for managing funds on behalf of another.
<b>Child</b>	Children and young people up to the age of 18 years
<b>Event</b>	An event is an organised activity which is open to the public where an open area, facility, venue, road or temporary structure is being used by more people than are usually found at that location.
<b>Fundraising</b>	The act of collecting or raising money for a particular purpose.
<b>Grant</b>	The provision of financial assistance which is: <ul style="list-style-type: none"><li>• public money to be paid to a recipient other than Council</li><li>• intended to assist the recipient achieve its goals</li><li>• intended to promote one or more of Council's policy objectives/strategies</li><li>• provided subject to terms and conditions as specified in an agreement.</li></ul>
<b>Incorporated association</b>	An incorporated association has a legal identity and can: <ul style="list-style-type: none"><li>• enter into and enforce contracts, including the ability to hold, acquire and deal with property</li><li>• sue or be sued</li><li>• continue regardless of changes to membership.</li></ul>
<b>Not for profit</b>	A not-for-profit organisation is an organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it winds up.



## 2. Opening and closing dates

Applications can be online at any time except during the caretaker period during a Council election year.

## 3. How much is available?

The Small Project Grants budget for 2018 is \$30,000.

The program provides grants of up to \$1,500 per project to not-for-profit groups for community programs and initiatives.

## 4. Who can apply?

Incorporated, community-based not-for-profit groups, non-government and government schools<sup>1</sup> operating or being established in the Macedon Ranges can submit one application per year.

## 5. Other funding schemes

Groups can also access council support from the following funding schemes:

Fund	Scheme open	Apply	Maximum grant amount
Community Funding Scheme	March	Online	\$6,000
Landcare and Environmental Friends Group funding	January	Fillable form or hard copy	\$800
Events and Festivals Grant Program	March	Fillable form or hard copy	\$10,000 (over two years)
Places for People Program	July	Online or hard copy	Amounts vary. Average for 2016 was \$7,500
Community Weed Partnership Program	August	Fillable form or hard copy	\$1,500

<sup>1</sup> the purpose of the request must be outside the accepted responsibilities of the school and the State Government, i.e. all curriculum-related activities, student welfare activities and functions that are generally performed by schools



## 6. Eligibility

Applicants are advised to read the guidelines thoroughly before submitting their application.

### a. Who will not be funded?

The following are ineligible to apply to the Small Project Grant program:

- 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.

### b. What will not be funded?

Projects or activities which:

- have already received Council funding
- are commercial, religious, political, discriminatory, sexist or disrespectful
- are considered fundraising/ask for donations<sup>2</sup>
- are the responsibility of other agencies (e.g. charities, government agencies)
- promote or involve gambling-related activities
- do not support responsible drinking
- will not be completed within 12 months of receiving funding
- involve capital works on private property
- are defined as facility maintenance on community and Council-owned buildings<sup>3</sup>
- fund capital expenditure (the purchase of land, buildings, vehicles)
- award monetary prizes or are recreational excursions (camps, holidays, tours)
- are events and/or festivals.

Core business/operational costs such as:

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

<sup>2</sup> An application for donations/fundraising activities is regarded as a request for sponsorship and therefore ineligible for a grant.

<sup>3</sup> Please refer to the terms of your maintenance schedule in your lease/licence agreement.



## 7. 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

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. Children are defined in the standards as children and young people up to the age of 18 years.

Organisations and businesses that are required to comply with the standards include those that:

- provide any services specifically for children
- provide any facilities specifically for use by children who are under the entity's supervision, or
- engage a child as a contractor, employee or volunteer to assist the entity in providing services or facilities.

The standards are a result of recommendations of the Betrayal of Trust inquiry and evidence of what works to prevent child abuse. It found some organisations' cultures did not focus on children's safety and many failed to report or act on child abuse allegations.

Child Safe Standards aim to:

- promote the safety of children
- prevent child abuse
- ensure organisations and businesses have effective processes in place to respond to and report all allegations of child abuse.

More details on the Child Safe Standards can be found at the Commission for Children and Young People website [www.ccyp.vic.gov.au](http://www.ccyp.vic.gov.au)

### 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 any events or 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. Applicants are encouraged to discuss their insurance requirements with their insurance company or a professional advisor.

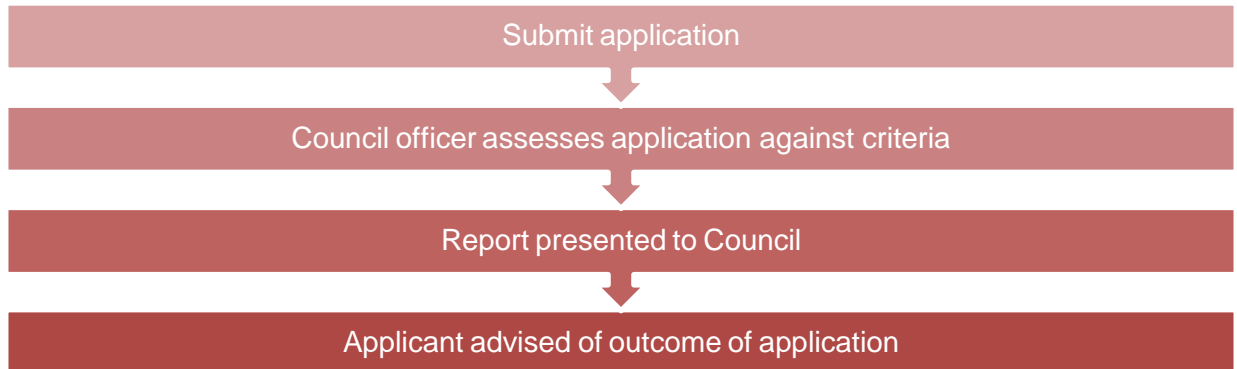
Groups without Public Liability Insurance can contact [www.localcommunityinsurance.com.au](http://www.localcommunityinsurance.com.au) which offers an affordable public liability scheme for not-for-profit community groups.



## 8. What is the application process?

Applications are assessed three weeks prior to an Ordinary Council meeting.

All applicants receive a letter of acknowledgement and advice as to when their application will be considered by Council.



## 9. How are applications assessed?

Eligible applications are assessed based on responses provided in the application form. Eligibility does not guarantee funding.

Funding recommendations are presented to Council for review and/or approval. Council may disqualify an applicant who fails to complete the application form.

Council decisions are final, applicants who wish to discuss the outcome of their application are encouraged to contact the Manager Council and Customer Service.

## 10. Ongoing projects

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

## 11. Unsuccessful applications

The assessment process is rigorous and objective—the scoring matrix is used to assess applications to a consistent and fair standard.

Your activity/project may not receive funding for a variety of reasons. These are some common reasons for an application not being recommended for funding:

- the project is ineligible
- the applicant does not adequately explain the need for the activity/project
- the application is incomplete or lacking adequate information
- project planning (timeline, budget, aims and outcomes) was inadequate or not clearly demonstrated.

## 12. Lobbying

All applications are assessed against criteria. Lobbying Councillors and/or council officers will not influence the outcome of your application.





### 13. What we are looking for in the applications

The table below outlines the scoring for each criteria. Referring to this and the details contained in the scoring matrix at the end of these guidelines will help you develop a strong application.

<b>Score</b>	<b>Criteria</b>	<b>What we are looking for</b>
Pass/Fail	<b>Demonstrating Eligibility</b>	You have completed all mandatory sections of the application. All aspects of the application adhere to requirements of section 6 of the guidelines.
20%	<b>Describing your project</b>	A brief description of the project aim. What you are hoping to do and to achieve in the broadest sense by doing this project. A project within the shire boundaries.
10%	<b>Unlikely to be funded by other funding programs</b>	The project dates fall outside the application period of other grant programs.  The project scale/amount of funding sought is not compatible with the accountability measures of other funding programs.
30%	<b>Demonstrating community need and benefit</b>	Demonstrated community need: <ul style="list-style-type: none"> <li>• Why does your group need to do this project?</li> <li>• What is the evidence that the community needs this project to happen</li> </ul> Demonstrated benefit to the community: <ul style="list-style-type: none"> <li>• How will the community benefit if this activity/project is completed?</li> <li>• Who benefits? (e.g. can men and women access the benefits, people of different abilities, people of different ages etc.)?</li> </ul>
20%	<b>Supporting Council Plan Priorities</b>	Does the project promote or contribute to the achievement of one or more of the Council Plan priorities?
20%	<b>Demonstrating good project planning</b>	A project that is well planned: <ul style="list-style-type: none"> <li>• Does your committee/bard of management assume responsibility for the administration and adherence to the conditions of the grant?</li> <li>• Does the applicant understand what actions need to take place to complete the activity/project?</li> <li>• Does the applicant understand potential risks that may disrupt the activity/project?</li> <li>• Has the applicant dealt with any relevant compliance requirements (i.e. permits)?</li> <li>• Is the budget realistic and has the applicant demonstrated they understand all costs associated with the activity/project?</li> </ul>





## 14. Budget

The budget needs to include all income and expenditure related to the activity/project for which you are requesting funding. See a sample budget below:

### Income

Grant from Council (this application)	\$ 1,500
Cash contribution from group	\$ 1,000
Other (please specify) e.g. Bendigo Bank grant	\$ 1,000
Total income (please calculate)	\$ 3,500

### Expenditure

Venue Hire	\$ 500
Guest speaker	\$1,000
Catering	\$ 500
Marketing and Promotion	\$ 1,000
Printing	\$ 500
Total expenditure (please calculate)	\$ 3,500

For groups who are registered for GST, GST will be added to the amount requested.

Grants to recipients not registered for GST will be made exclusive of GST.

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

## 15. Conditions

### a. Funding agreement

Successful applicants will abide by the terms and conditions of a funding agreement.

Activities/projects must be completed within twelve months of receiving funding.

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.

### c. Reporting

Successful applicants are required to submit a report (acquittal) on grant monies spent upon completion of their activity/project by the date set out in the funding agreement.

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 can no longer be completed please contact Council. 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.



## 16. 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.



## 17. Scoring matrix

Categories	Negative	Positive
	0–5	5-10
<b>Describing your project (20%)</b>	<ul style="list-style-type: none"> <li>• Aims are not clear or appear unachievable</li> <li>• Project is outside of Shire boundaries</li> </ul>	<ul style="list-style-type: none"> <li>• Aims are clear and there is a link between the what the group are going to do and what they want to achieve</li> <li>• Project is within the Shire boundaries</li> </ul>
<b>Unlikely to be funded by other funding programs (10%)</b>	<ul style="list-style-type: none"> <li>• The project is suitable for other funding programs</li> </ul>	<ul style="list-style-type: none"> <li>• The project is not suitable for other funding programs</li> </ul>
<b>Demonstrating community need and benefit (30%)</b>	<ul style="list-style-type: none"> <li>• Minimal community need or need not adequately explained</li> <li>• Activity/project will only benefit applicant</li> <li>• No engagement or collaboration with local community</li> </ul>	<ul style="list-style-type: none"> <li>• Moderate/substantial community need and need adequately explained</li> <li>• Activity/project will benefit applicant and/or other group(s) and/or the community</li> <li>• Moderate/substantial engagement or collaboration with local community</li> </ul>
<b>Supporting Council Plan Priorities (20%)</b>	<ul style="list-style-type: none"> <li>• Project does not align with priorities or is not adequately explained</li> <li>• Project indirectly supports an action of Council Plan priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Project aligns with at least one priority and is adequately explained</li> <li>• Project specifically supports an action of Council Plan priorities</li> </ul>
<b>Demonstrating good project planning (20%)</b>	<ul style="list-style-type: none"> <li>• No oversight of the project is demonstrated</li> <li>• Little project planning demonstrated via unrealistic timeline, budget, aims and outcomes</li> <li>• Have not identified any potential project risks</li> <li>• Budget does not account for all aspects of activity/project</li> </ul>	<ul style="list-style-type: none"> <li>• Good oversight of the project is demonstrated</li> <li>• Good project planning is demonstrated via realistic timeline, budget, aims and outcomes</li> <li>• Have identified potential project risks</li> <li>• Budget accounts for most aspects of activity/project</li> </ul>