



**Macedon
Ranges**
Shire Council

Community Funding Scheme Guidelines - 2020





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1. Acknowledgment of Country

Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri 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.

3. Changes to the Community Funding Scheme in 2020

There are two significant changes to the Community Funding Scheme for 2020:

1. There is *one* online application (last year there were two versions). All applications will now use the same form regardless of the value of the application.
2. 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 promote healthy eating, physical activity, mental health, gender equity, and social connectedness, either directly or indirectly. Example of a direct benefit: initiating a volunteer-run Park Run program to increase physical activity, including among less-active community members. Example of an indirect benefit: initiating a bike share scheme to reduce pollution, whilst also increasing physical activity.
 - Initiatives that make community places and infrastructure safer, accessible and inclusive. Example: modifying changing spaces for people of all abilities, or creating gender-neutral changing spaces.



Changes to the Community Funding Scheme in 2020 Cont.

- Initiatives that encourage more diverse and inclusive participation in programs and activities, by people of all genders, ages and abilities. Example: implementation of VicHealth 'Quick wins for sporting clubs' to increase promotion, participation and leadership opportunities for women and girls.
- Initiatives that advance reconciliation and/or celebrate Aboriginal and Torres Strait Islander Peoples.

4. Useful Definitions

| | |
|---------------------------------|--|
| Acquittal | A written report submitted following the completion of a project detailing what has been achieved and how the funding was spent. Council will provide an acquittal form to successful recipients prior to project commencement |
| Auspice | An organisation that receives and manages grant money on behalf of an unincorporated grant applicant. An auspicing body must be incorporated and have a current ABN |
| Child | Children and young people up to the age of 18 years |
| Disability | A disability is any continuing condition that restricts a person's movements, senses or everyday activities |
| Event | An event is an organised activity that 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 |
| Fundraising | The act of collecting or producing money for a particular purpose |
| Grant | The provision of financial assistance which is: <ul style="list-style-type: none"> • public money to be paid to a recipient other than Council • intended to assist the recipient achieve its goals • intended to promote one or more of Council's policy objectives/strategies • subject to terms and conditions as specified in an agreement |
| Incorporated association | Is a voluntary process whereby a not-for-profit community group or club becomes its own legal entity. This means the group can: <ul style="list-style-type: none"> • enter into contracts, sign a lease or acquire and deal with property • employ people • continue regardless of changes to membership For further info contact Consumer Affairs 1300 558 181 or visit www.consumer.vic.gov.au |
| In-kind support | Is in place of monetary support, in other words non-cash contributions such as goods from a business, time from volunteers, free marketing or promotional opportunities. Any free service, supplies or help your project receives |
| Not for profit | A not-for-profit organisation is an organisation that is not operating for the financial profit or personal gain of its members or associates. Not for profits can raise money but money raised is spent to benefit the public or further the cause of its intended mission. |



5. Opening and closing dates

Applications can be made from Monday 2 March 2020 to Monday 6 April 2020, and must be for activities/projects commencing from 1 July 2020 and completed by 30 June 2021.

Late and/or incomplete applications will not be accepted.

6. How much is available?

The Community Funding Scheme grants budget for 2020 is \$180,000.

Each stream of the grant program has its own maximum funding limit. See the table below:

| Stream | Max funding/project |
|---|---------------------|
| Community and cultural development projects | Up to \$10,000 |
| Enhancing the effectiveness of local community groups | Up to \$6,000 |
| Supporting local environmental priorities | Up to \$10,000 |
| Enhancing community places and infrastructure | Up to \$12,000 |
| Commonwealth Home Support Program* | Up to \$10,000 |

*The Commonwealth Home Support Program will fund up to \$20,000 of projects that support positive ageing in our Shire. The maximum funding per positive ageing project is \$10,000.

Such projects could for example address one or more of the following:

- Increase the number of social, recreational or learning opportunities for older people
- Promote positive images of ageing and older people and challenge ageism
- Support older people to live independently and safely in the community
- Enhance physical and/mental health for carers of older people.
- Prevent elder abuse

7. Who can apply?

Incorporated and community-based not-for-profit groups operating or being established in the Macedon Ranges. Eligible groups can submit one application per funding program (e.g. one Community Funding Scheme and one Events and Festivals grant per year – refer Item. 8).



8. Other funding schemes

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

| Fund | Scheme open | How to Apply | Contact | Maximum grant amount |
|--|-------------|----------------------------|---|---------------------------|
| Small Project Grants | All year | Online | Governance governance@mrsc.vic.gov.au | \$1,500 |
| Landcare and Environmental Friends Group funding | August | Hard copy or email form | Environment environment@mrsc.vic.gov.au | \$800 |
| Events and Festivals Grant Program | March | Fillable form or hard copy | Nicole Pietruschka npietruschka@mrsc.vic.gov.au 5421 9521 | \$10,000 (over two years) |
| Community Weed Partnership Program | August | Hard copy or email form | Environment environment@mrsc.vic.gov.au | \$1,500 |

9. Eligibility

As part of the application process applicants need to discuss their application with a contact officer prior to submitting it. Applicants are strongly encouraged to read these guidelines thoroughly before contacting a Council Officer. For contact details of Council Officers and their areas of subject expertise, please refer to pg. 22.

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



10. What will not be funded?

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 July 2020
- 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
- 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 major 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.

11. Examples of activities/projects that might be funded under each of the streams

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:

- Council Plan 2017-2027 (Year 3). The plan presents actions against five priorities: promote health and wellbeing; protect the natural environment; improve the built environment; enhance the social and economic environment; deliver strong and reliable government. Our Health and Wellbeing priorities are promoting mental health, supporting people living with a disability, encouraging gender equity, promoting health eating and active living and increasing social connectedness and inclusion.

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.



Stream 1 - Community and cultural development projects Cont.

- The priorities for our Disability Action Plan are: accessible facilities and services; increased awareness and appreciation of people with a disability and their carers; increased participation of people with a disability in community engagement activities.
- Local Safety Committee Action Plan 2020
- Arts and Culture Strategy 2018-2028 [Arts-and-Culture-Strategy-2018-2028](#)
- Heritage Strategy 2014-2018 [Heritage-Strategy-2014-2018](#)
- Cultural Heritage and Landscape Study 1994 [Cultural-Heritage-and-Landscape-Study](#)
- Youth Strategy 2018-2028 [Youth-Strategy-2018](#)
- Early Years Plan 2016-2020 [Early-Years-Plan-2016-2020](#)
- Positive Ageing Plan 2016-2020 [Positive-Ageing-Plan-2016-2020](#)
- [Aboriginal-and-Torres-Strait-Islander-Reconciliation](#)

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 – see Section 15)
- projects that respond to community health and wellbeing priorities – see Section 15
- 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 space
- 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 1 encompasses projects that support positive ageing. The Commonwealth Home Support Program will contribute up to \$20,000 in support of eligible positive ageing projects.

Regardless of the project, applications that address Council's wellbeing priorities will receive a higher score than those that do not (see section 5 and the scoring matrix in Section 25).



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 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.

Regardless of the project, applications that address Council's wellbeing priorities will receive a higher score than those that do not (see section 5 and the scoring matrix in Section 25).



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 2016 [Environment-Strategy](#)
- Weed and Pest Animal Strategy 2014- 2024 [Weed-and-Pest-Animal-Strategy-2014](#)
- 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](#)

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 gardens
- support activities/initiatives/workshops (not events) that raise awareness about sustainable living, 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 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 in the community or assist the community to adapt to the impacts of climate change.

Regardless of the project, applications that address Council's wellbeing priorities will receive a higher score than those that do not (see section 5 and the scoring matrix in Section 25).

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 are scored according to a sliding scale that gives higher scores to projects that benefit Council owned and local community managed facilities or spaces. Projects that aim to improve State owned and locally



managed assets will receive a mid-range score and projects that improve State owned and State managed assets will receive a lower score. This reflects Council's commitment to prioritising local responsibilities and supporting local community contributions above projects that relate to assets owned and resourced by other levels of government.

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.

Regardless of the project, applications that address Council's wellbeing priorities will receive a higher score than those that do not (see section 5 and the scoring matrix in Section 25).

12. 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 anyone under 18 years old.



Legal requirements Cont.

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

Council requires applicants that provide services to children to complete the Child Safe Declaration contained within the application form to be eligible for funding.

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. 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.

13. Community building improvements

For projects that involve upgrades/minor capital works on Council buildings or spaces, please contact the Coordinator Building Projects on 5421 9662.

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



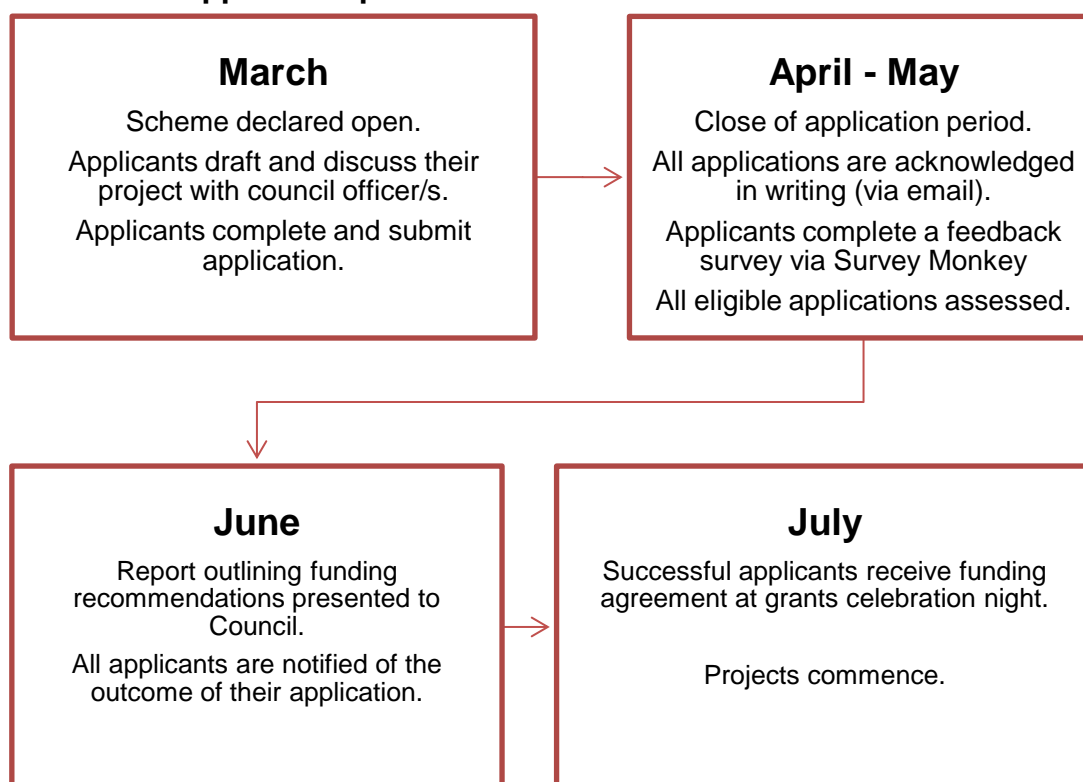
costs and the time required into your applications. You can discuss these requirements with the Coordinator Building Projects.

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.

14. What is the application process?



15. What we mean by demonstrating accessibility, diversity, fairness and benefit to community wellbeing

Applications that benefit community wellbeing and demonstrate how a project supports accessibility, diversity and fairness will be more competitive in the assessment process.

These terms overlap in their intent but also have specific meanings. The overall meaning is for community groups to think about how inclusive and beneficial their projects are to people in a community.

a. Accessibility and safety

In terms of accessibility, you can think about how easy it will be for people of all ages and abilities to take part in, or benefit from, your project. You can also think about how you are helping people to feel safe to take part. Examples – accessibility for people with a vision



impairment, age-friendly facilities, gender-neutral facilities, transport for isolated or rural residents.

b. Diversity and inclusion

Diversity considers whether the program is inclusive of different types of people in a community. Diversity reflects categories such as gender, ability, sexuality, race, ethnicity, poverty, and age. Projects may directly address diversity for example by encouraging gender equality, supporting the LGBTQI³ community, addressing Aboriginal empowerment or working with people from lower socio-economic backgrounds. However, all groups should think about how people from diverse backgrounds can participate in, or benefit from, the project or initiative.

c. Gender

Macedon Ranges Shire Council is committed to gender equity. Men, women and gender diverse people can face different expectations and challenges based on social conditioning and biases. We encourage, when designing or delivering a project, that you apply a 'gender lens' to your application, considering the different needs and circumstances of all genders. An example of this may be considering adding a gender-neutral toilet to your facility or considering gender when choosing images for your promotional material. For more information [gender-lens](#)

d. Fairness

Fairness in this context is making sure everyone has opportunities to benefit from community spaces, facilities and programs. Therefore, Community Funding Scheme projects that 'level the playing field' for those who are at a relative disadvantage to others will be more aligned with this priority.

e. Community wellbeing

Community wellbeing considers the health and happiness of people. The health and wellbeing priorities in the Council plan are; healthy eating and active living, mental health, social connectedness and inclusion and gender equity. Projects that benefit these aspects of wellbeing, either directly or indirectly will be more aligned with this priority.

16. 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 2019 or prior.</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> |

³ Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, and Intersex



| | | |
|------------|--|--|
| | Demonstrating Eligibility Cont. | <p>You have completed the Child Wellbeing and Safety Declaration, if applicable.</p> <p>All supporting documents required are included.</p> <p>You have sign the applicant declaration.</p> |
| 40% | Detailing your project | <p>A project name and a start and end date between July 2020 and June 2021.</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>A description of the project's benefits.</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 men, women and gender diverse people access the benefits, people of different abilities, people of different ages etc.)? ○ 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.</p> <p>If you plan to make changes to a public asset, you have explored the details of your project with Council's Building and Projects Coordinator.</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, design/development work, engaging contractors, installation, promotion, project delivery, community launch etc.) • Has a logical sequence to the activities |



| | | |
|------------|--|---|
| | Demonstrating good project planning Cont. | <ul style="list-style-type: none"> 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 the 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 in 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>Has the applicant used Council's budget template when preparing this application?</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.19 for guidance). |



| | | |
|--|---|--|
| | Demonstrating a realistic project budget Cont. | <ul style="list-style-type: none"> • Costs are reasonable and represent value for money. <p>What in-kind contribution is there?</p> <ul style="list-style-type: none"> • In-kind contribution may refer to the following and calculated at the corresponding rate: <ul style="list-style-type: none"> ○ General committee/community member contribution (e.g. planning, coordination, etc.) - \$30 per hour. ○ Specialist/expert contribution (e.g. tradesperson, professional service etc.) - \$65 per hour. ○ Material Contribution – specify the material donation and the estimated value. ○ Other – specify any other in-kind contributions and 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 quotes?</p> <p>Has the applicant provided an outline of the funding they have received in the last three years?</p> |
|--|---|--|

17. 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.



18. Budget

The budget you submit needs to include all income and expenditure related to the activity/project for which you are requesting funding.

Council provides applicants with a template outlining the required level of detail we expect in your budget. We strongly encourage you to use this template and respond to its prompts to improve your project budget score.

Please note - **In kind contributions are NOT to be included in this budget.** This will be captured later in the application.

Do not include in-kind income in the budget

See a sample budget below:

Income

| | |
|---|----------------|
| Grant from Council (this application) | \$ 5000 |
| Cash contribution from group | \$ 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) | \$ 9000 |

Expenditure

| | |
|---|----------------|
| Facilitator costs | \$ 2000 |
| Delivering consultation | \$ 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) | \$ 9000 |

List all expenditure items on separate lines

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

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](#).



19. 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).

20. 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. (No.21)

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

Council may disqualify an applicant who fails to provide a satisfactory response to any questions in the application form.

Council's decisions are final, applicants who wish to discuss the outcome of their application are encouraged to contact the Manager Community & Culture.

21. Unsuccessful applications

The assessment process is rigorous and objective—the scoring matrix (No. 26) is used to assess applications to a consistent and fair standard.

The funding scheme is consistently over-subscribed with applications. In the past approximately 50 per cent of applications have received funding.

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.
- You did not seek specific advice from a Council contact officer regarding your application idea.
- The applicant does not adequately explain the community benefits of the activity/project or describe how it meets the objectives of the funding stream.
- Responses outlining alignment with the funding stream or describing benefits is comparatively weaker than other applications.
- The application is incomplete, lacking adequate information or answers do not provide the necessary level of detail.
- Project planning (timeline, budget, aims and outcomes) was inadequate or not clearly demonstrated.
- The project is too complex to be realistically achieved in the timeframe available.

22. Lobbying

All applications are assessed against criteria. Lobbying Councillors and/or council officers is not acceptable and may result in your application being ineligible.



23. Conditions

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 2021.

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 by 30 June 2021.

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 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.

24. 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.



25. Contact Information

Arts and Culture

Robyn Till
Cultural Development Team Leader
Tel: 5422 0319

Community Halls

Terry Moore
Cultural Development Officer
Tel 5422 0383

Community Development and Enhancing Community Places

Stephen Hiley
Community Partnerships Officer
Tel 5422 0286

Sport & Recreation

Dean Frank
Coordinator Recreation
Recreation Officer
Tel 5421 1466

Building Improvement Projects

Carina Doolan
Building Projects Officer
Tel 5421 9688

Environment

Silvana Predebon
Environmental Policy and Sustainability
Officer
Tel 5421 9659

Positive Aging and Access and Inclusion

Naomi Scrivener
Coordinator Community Support
Tel 5422 0268

Youth Development

Sarah Day
Youth participation Officer
Tel 5422 0256

Early Years

Alycia O'Sullivan
Early Year Coordinator
Tel 5422 0251

Economic Development and Tourism

Alexis Owen
Administration Officer
Tel 5421 9616

Health and Wellbeing

Anna Nicholson
Health Broker, Healthy Heart of Victoria
Initiative
Tel 5422 0204

Gender equity

Kate Greenwood
Gender Equality Project Coordinator
Tel 5422 0217

General enquiries

Emilie Byrne
Community Projects Officer
grants@mrsc.vic.gov.au
Tel 5422 0206



26. Scoring matrix

| Categories | Negative | Neutral | Positive |
|-------------------------------------|---|---|---|
| | 0–3 | 4–6 | 7–10 |
| Detailing your project (40%) | <ul style="list-style-type: none"> Start or end date are not within the allocated timeframe for projects Brief description does not describe the project's purpose Aims are not clear or appear unachievable Community benefits are not clear or appear unachievable Application does not address any of the community wellbeing priorities. Project is outside of Shire boundaries Application does not adequately describe the link with funding stream. Activity/project does not link with strategic priorities/plan. Activity/project will only benefit applicant. Minor increase in community activity likely. Project benefits a State owned/State managed asset (where applicable). Projects related to proposed changes to community assets not discussed or adequately detailed. No community support detailed. No endorsement from local community. | <ul style="list-style-type: none"> Brief description does not fully describe the project purpose Aims are clear and there is a link between the what the group are going to do and what they want to achieve Benefits are somewhat clear There is some community benefit demonstrated in the outlined aims. Application is likely to have positive outcomes for at least one community wellbeing priority; little or no detail provided. Application somewhat describes the link with funding stream. Application makes some broad links to strategic priorities/plan. Activity/project will benefit applicant and other group(s). Moderate increase in community activity likely. Project benefits a State owned/locally managed asset (where applicable). Projects related to proposed changes to community assets somewhat detailed. Small degree of community support detailed. | <ul style="list-style-type: none"> The brief description clearly states the project's purpose Aims and benefits are extremely clear and there is a strong link between activities and outcomes There is strongly demonstrated community benefit in the outlined aims Application effectively addresses at least one community wellbeing priority and includes a clear rationale of why the project is needed and how it will help. Application effectively describes the link with funding stream Application specifically refers to guidelines and strategies as key reference documents and planning tools for activity/project. Activity/project will benefit many groups/town(s)/shire. Significant increase in community activity likely. Project benefits a Council owned/community managed asset (where applicable). Projects related to proposed changes to community assets thoroughly detailed. |

| Categories | Negative | Neutral | Positive |
|---|--|--|---|
| | 0–3 | 4–6 | 7–10 |
| | <ul style="list-style-type: none"> No engagement or collaboration with local community. | <ul style="list-style-type: none"> Some endorsement from local community confirmed. Some engagement or collaboration with local community planned. | <ul style="list-style-type: none"> High degree of community support detailed. High degree of endorsement from local community. Significant engagement or collaboration with local community planned. |
| Demonstrating good project planning (25%) | <ul style="list-style-type: none"> Application does not use Council's project planning template Application lacks clarity when describing tasks to be completed. Little project planning demonstrated via unrealistic timeline and incomplete list of tasks. | <ul style="list-style-type: none"> Application uses Council's project planning template Application shows a logical and coherent list of tasks to be completed. Good project planning is demonstrated via realistic timelines, and a clear and accurate list of tasks to be completed. | <ul style="list-style-type: none"> Application uses Council's project planning template Application clearly articulates all tasks in a logical order describing how the project will be completed. Excellent project planning is demonstrated via realistic timelines. Aims and outcomes are closely linked to delivering the tasks. |
| Considering potential project risks (10%) | <ul style="list-style-type: none"> Have not considered required permissions or permits No plan in place regarding the need for Public Liability Insurance Have not identified any relevant potential project risks Have not identified how to manage or mitigate any risks | <ul style="list-style-type: none"> Have put some thought into obtaining the required permits and permissions Have an adequate plan for the obtainment of Public Liability Insurance Have identified some potential relevant project risks Have identified how to manage or mitigate some risks but more work is needed | <ul style="list-style-type: none"> Have thoroughly planned for the obtainment of required permits and permissions including commenced the process Have Public Liability Insurance in place or a strong understanding of what will be required to obtain it Have identified a range of relevant project risks Have effectively identified how to manage or mitigate all identified risks |
| Demonstrating a realistic project budget (25%) | <ul style="list-style-type: none"> Application does not use Council's budget template | <ul style="list-style-type: none"> Application uses Council's budget template | <ul style="list-style-type: none"> Application uses Council's budget template |

| Categories | Negative | Neutral | Positive |
|-------------------------------|---|--|--|
| | 0–3 | 4–6 | 7–10 |
| | <ul style="list-style-type: none"> Budget does not account for all aspects of activity/project. Applicant contributing no funds or in-kind contribution. Applicant has not sought additional funding sources (sponsors, other grants). Activity/project costs exceed project value. Activity/project will require ongoing funding. Have repeatedly received Council funding | <ul style="list-style-type: none"> Budget accounts for most aspects of activity/project. Applicant contributes some funds or some in-kind contribution. Applicant has sought additional funding. Activity/project costs are relative or equal to project value. Activity/project has no or negligible ongoing expenses. Some demonstration of previous successful acquittal of funding to implement projects Have received some Council funding | <ul style="list-style-type: none"> Budget comprehensively accounts for all aspects of activity/project. Applicant contributes substantial funds or in-kind contributions. Applicant has sought a variety of additional funding sources (sponsors, other grants). Project value exceeds the activity/project costs. Activity/project will income to offset expenses. Demonstrated receiving substantial funding and successfully acquitting funding Have not received a lot of Council funding |
| General considerations | <ul style="list-style-type: none"> Application is completed with little attention to detail. Some questions not answered and/or answers do not adequately address criteria. No supporting documentation provided. | <ul style="list-style-type: none"> Application is complete with good attention to detail. Applicant answers all questions but does not consistently address criteria. Some documentation provided. | <ul style="list-style-type: none"> Application is completed with excellent attention to detail. All questions answered and applicant consistently addresses criteria. All necessary documentation provided: quotes, letters of support and if required: plans, permits, approvals etc. |