



Small Projects

Council Grants



**Macedon
Ranges**
Shire Council

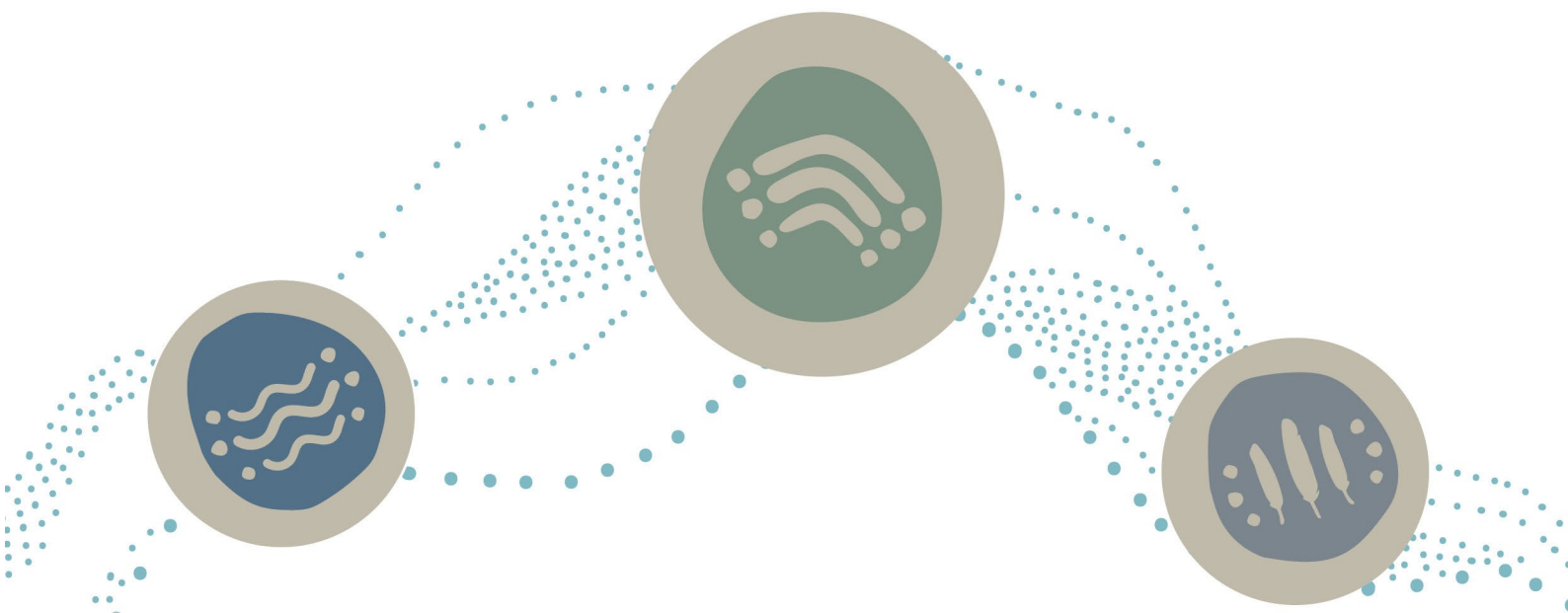
Acknowledgment of Country

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 waterways. Council recognises their living cultures and ongoing connection to Country and pays respect to their Elders past, and present.

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.

Artwork by Taungurung artist Maddi Moser

“Both artworks talk about our connection, connection to Country, connection to places and connection to each other. This is signified by the whimsical circles that form the ‘rivers; that wrap around our lands and ourselves. It reminds us that we should look out for one another.”



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Small Project Grants Overview

Small Project Grants provide funding to not-for-profit community groups, churches, non-government and government schools for projects that benefit the Macedon Ranges community and support Council priorities.

The aim of the Small Project Grants program is to support projects that:

- a) respond to community needs
- b) are unlikely to be funded through other Council programs
- c) align with Shaping the Ranges Council priorities

Contact information

Applicants are encouraged to speak with the Community Projects Officer before applying. This provides an opportunity for the applicant to receive feedback and to strengthen their application for assessment. For further information or to discuss your Small Project Grant ideas or application, please visit Council's website or contact the Community Projects Officer on:

Ph: 0417 568 122 **Email:** grants@mrsc.vic.gov.au

Key dates

Applications can be submitted online at any time, except during the caretaker period in a Council election year. Applications will close once the program's annual budget has been exhausted.

How much funding is available?

The total Small Project Grants budget is announced at the beginning of every financial year. Grants of up to \$3,000 are available per project.

Who can apply?

Incorporated, not-for-profit community groups based in or operating within the Macedon Ranges can submit one application per financial year. Non-government, government schools and churches are eligible if they can demonstrate community need, broad benefit and participation beyond their own organisation.

Council welcomes applications from all not-for-profit community groups, including LGBTQIA+, First Nations and first-time applicants.

Auspicings

An auspice organisation is a not-for-profit group that agrees to manage the grant funds on your behalf.

Applicants that are unincorporated, will need to find an incorporated organisation willing to act as an auspice. Please refer to later section - Legal Requirements.

Organisations acting as an auspice can submit one additional application for their own project, separate to any auspiced application.

Eligibility requirements

Applicants are encouraged to read the guidelines thoroughly before applying and to speak with the Community Projects Officer to discuss their project.

Who will not be funded?

Applicants are ineligible for a Small Project Grant if they are:

- Individuals
- Political organisations
- For profit/commercial organisations
- Government agencies/organisations
- Groups/auspices that are in debt to Council

- Groups/auspices that have not completed the acquittal of previous Council grants.

What will not be funded?

Projects that:

- have already commenced, are recurrent or have been completed
- are commercial, religious, political, discriminatory, sexist, racist or disrespectful
- are considered fundraising/asking for donations¹
- intend to raise funds beyond what is needed to deliver the project and aim to boost general operating profits
- only benefit a school or church congregation
- are the funding responsibility of state or federal government
- activities held in gambling venues or where gambling occurs, including venues with electronic gaming machines (EGMs)
- projects or initiatives linked to gambling operators
- projects or initiatives that involve financial or in-kind contributions from gambling or electronic gaming machine (EGM) operators.
- activities that promote, involve, or are directly associated with gambling
- activities that receive sponsorships from gaming venues, online betting companies or other gambling providers
- do not support responsible drinking
- involve capital and/or infrastructure works
- are defined as facility maintenance on community and Council-owned buildings²

¹ An application for donations/fundraising activities is regarded as a request for sponsorship and therefore ineligible for a Small Project Grant.

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

- 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 by Council
- 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
- do not have appropriate heritage sign-off, including Aboriginal cultural management (where required)

Core business/operational costs such as:

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

Legal requirements

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](#).

Child safe standards

Macedon Ranges Shire Council is committed to a zero-tolerance approach to child abuse, through actively promoting child safety and ensuring compliance with the Victorian 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.

As a Child Safe organisation, Council requires that all grant applicants demonstrate their compliance with the Victorian Child Safe Standards and read/understand Council's Child Safety and Wellbeing Policy and Code of Conduct, available from Council's website. Within the application form, applicants must indicate whether their project involves direct or incidental contact with children and young people, and complete either a Child Safe Statement of Commitment or submit their Child Safe Policy and a Child Safe Direct Contact Checklist.

A template Child Safe Statement of Commitment can be found on [Councils Website](#).

Please note: If your organisation is in an auspice arrangement, the auspicing organisation is also required to meet the Child Safe Standards.

More details on the Child Safe Standards can be found on the Commission for Children and Young People website.

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.

It is the responsibility of the applicant to arrange appropriate insurance.

Groups without public liability insurance will need an auspice with public liability insurance or can contact [Local Community Insurance](#) which offers an affordable public liability scheme for not-for-profit community groups.

How to apply?

Applications must be received through SmartyGrants, an online application software that is accessible via Council's website.

All applicants receive an email of acknowledgement through Council's online grants management system (SmartyGrants) once their application is submitted.

How are applications assessed?

Eligible applications are assessed by a panel of Council officers across the organisation, based on responses provided in the application form. Eligibility does not guarantee funding.

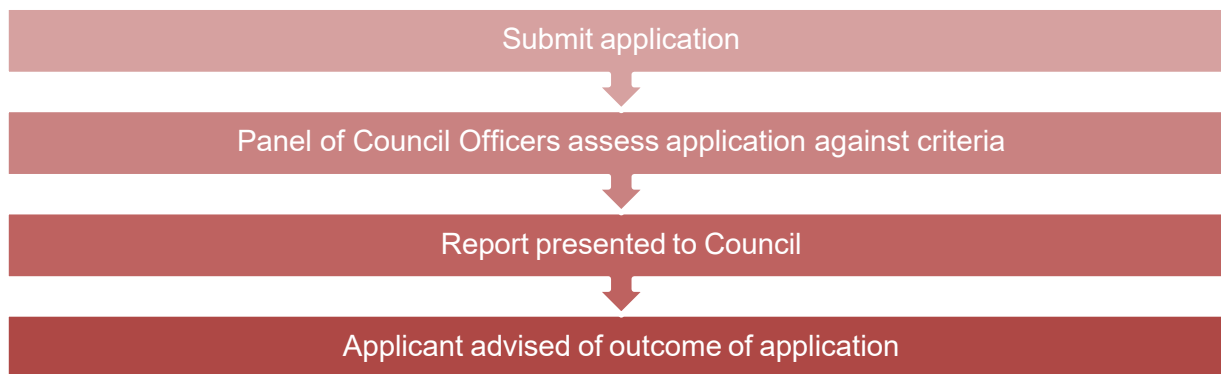
All applications are scored based on the weighted assessment criteria. Applications must meet a minimum score (50/100) to be recommended for funding. Where appropriate, officers may offer applicants feedback to improve their application or conditions as part of the funding agreement.

Funding recommendations are presented to Council for approval.

Council reserves the right to exercise judgement on the appropriateness of funding eligibility criteria in respect to contentious, topical or contemporary issues, or where the project may be perceived to conflict with Council objectives, plans, or the broader wellbeing of the community.

While Council decisions are final, we encourage applicants who wish to discuss the outcome of their application to contact Council's Coordinator Community Development and Youth.

CHART 1: APPLICATION PROCESS



Unsuccessful applications

Applications are assessed using a scoring matrix and criteria to ensure a fair and consistent approach. The scoring matrix is available on [Council’s website](#) and is used to assess applications equitably.

Projects may not receive funding for a variety of reasons, such as:

- the project is ineligible
- the application scored below the minimum requirement (50/100)

All unsuccessful applicants will receive notification of why their application was unsuccessful and opportunities to strengthen future applications.

What makes a strong application?

The table below outlines the assessment criteria, their weightings, and the key elements assessors use to determine the overall application score. Referring to this table and the scoring matrix on the [Council website](#) will help develop a strong application.

Table 1. Assessment criteria

Weighting	Criteria	What we are looking for
30%	Evidence of need	<ul style="list-style-type: none"> • Statement of need • Letters of support • Unlikely to be funded by other Council programs
20%	Alignment to Council priorities	<ul style="list-style-type: none"> • Demonstrated alignment to Council priorities
30%	Community benefit	<ul style="list-style-type: none"> • Number of people participating in project • Number of people benefiting from project • Impact of the community benefit • Improving gender equity outcomes
20%	Ability to deliver project	<ul style="list-style-type: none"> • Demonstrate sound budget • Demonstrate good project planning • Demonstrate good risk management

Your application will be strengthened and will score higher if you can refer to specific actions from at least one of the strategic documents listed below. If you would like any support identifying a suitable priority or action, please contact the Community Projects Officer.

- > [Council Plan 'Shaping the Ranges' 2025 - 2035](#)
- > [Environment Strategy 2021](#)
- > [Arts and Culture Strategy 2018-2028](#)
- > [ELEVATE: Youth Strategy 2018-2028](#)
- > [Reconciliation Action Plan 2025 - 2029](#)

Applications that consider gender equity and accessibility for diverse community groups and those that advance reconciliation and/or celebrate First Nations Peoples will score more highly than those that do not.

Budget

Budgets must include all income and expenditure related to the project.

SAMPLE BUDGET

TABLE 2. INCOME

Grant from Council (this application)	\$ 3,000
Cash contribution from group	\$ 500
Total income	\$ 3,500

Table 3. Expenditure

Venue Hire	\$500
Guest speaker	\$1,000
Welcome to Country and Smoking Ceremony	\$1,000
Marketing and Promotion	\$500
Printing	\$500
Total expenditure	\$ 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](#).

Conditions of funding

Funding agreement

If successful, applicants must sign a funding agreement.

Projects must be completed within twelve months of receiving funding and in accordance with the Funding agreement conditions.

Funds must be spent on the project as described in the application.

Project variation

Applicants must contact the Community Projects Officer to discuss any changes or delays to their project that may require an extension or variation. Applicants will be provided access to a variation/extension request form via Smarty Grants. Applicants should not undertake any changes until they have written approval following this request.

Reporting

Successful applicants are required to submit an acquittal (end of project report) outlining how the grant money was spent within 8 weeks of project completing or by the date set out in the funding agreement.

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

Groups in an auspice agreement must ensure the auspice organisation has received and approved all acquittal information by the due date.

Grant acquittals must be submitted through the SmartyGrants portal.

Incomplete projects and unspent funds

If a project can no longer be completed, please contact the Community Projects Officer.

Council understands that plans change. We are available to support you through the process including how to submit a variation or return unspent funds to Council.

Permits, insurance and authorisations

The applicant is responsible for any permits, approvals, authorisations or insurance required for the project.

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 centres.