

Council Grants

Neighbourhood house Funding Program Guidelines

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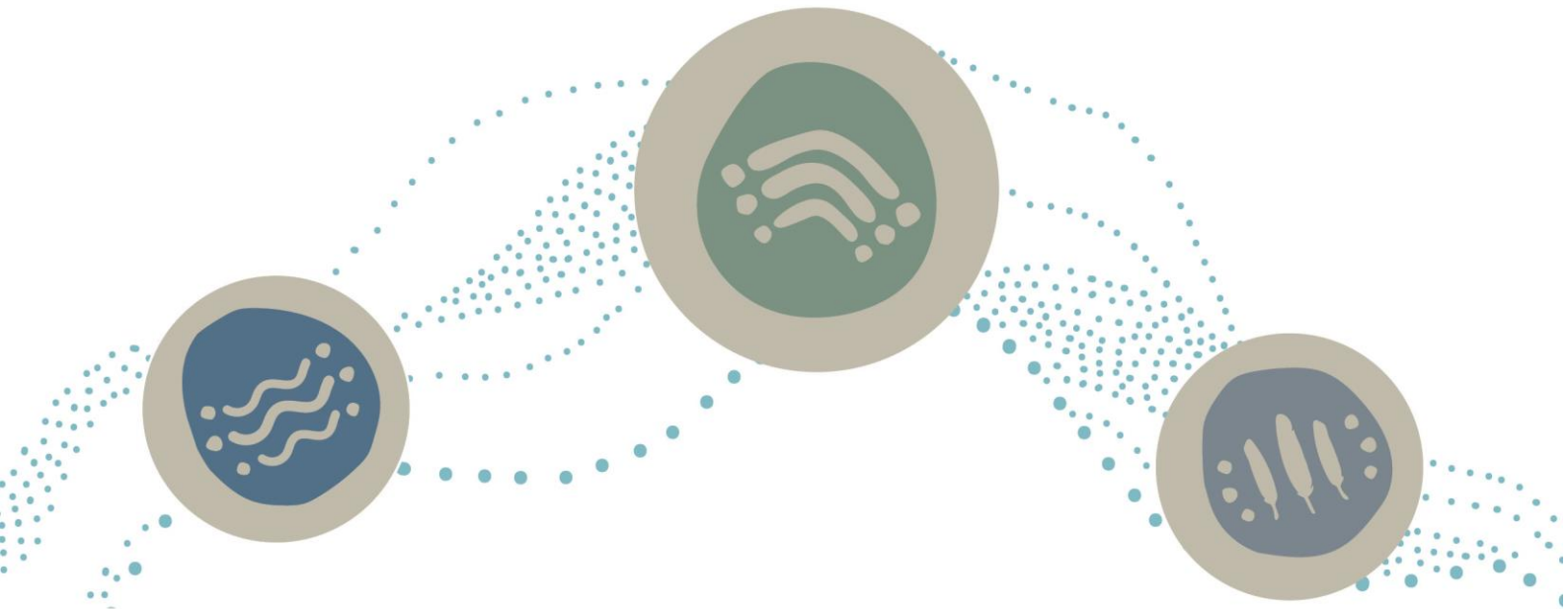
Acknowledgment of Country

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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Neighbourhood House Funding Program

The Neighbourhood House Funding Program has been established in accordance with Council's Neighbourhood House Policy.

The funding program demonstrate Macedon Ranges Shire Council's support to Neighbourhood Houses located within the municipality. Council recognises and supports the benefits Neighbourhood Houses provide to local communities, and their role as a significant contributor to community development.

It applies to the following Neighbourhood Houses:

- Kyneton Community House
- Lancefield Neighbourhood House
- Macedon Mount Macedon Neighbourhood House
- Macedon Ranges Further Education Centre, Gisborne
- Riddells Creek Neighbourhood House
- Romsey Neighbourhood House
- Woodend Neighbourhood House

Opening and closing dates

Applications will be accepted from eligible Neighbourhood Houses concurrently with the Community Finding Scheme Grants – in May annually. Details will be provide to Neighbourhood Houses and will be listed on Council's website.

How much is available?

The Neighbourhood House Funding Program budget for 2024/25 is \$35,000.

The program provides grants of up to \$5,000 per eligible House for community development programs and initiatives.

Who can apply?

Only the Neighbourhood Houses as listed above are eligible to apply.

Recognition of new Neighbourhood Houses will occur on receipt of funding through the Neighbourhood House Coordination Program (NHCP) or a Council resolution recognising the new Neighbourhood House as meeting eligibility per NHCP Guidelines (page 7, Department of Families Fairness and Housing, 2016) or updated Neighbourhood House Guidelines.

Eligibility requirements

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

What will not be funded?

Projects or activities which:

- 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
- are the funding responsibility of state or federal government
- promote or involve gambling-related activities
- do not support responsible drinking
- involve capital and/or infrastructure works
- are defined as facility maintenance on community and Council-owned buildings²
- fund capital expenditure (the purchase of land, buildings, vehicles)
- award monetary prizes

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.

- 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 will be required to identify 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.

Please note: If your organisation is being auspiced for the purpose of this grant, the auspicings organisation will also need 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 or recipient to arrange appropriate insurance.

Groups without public liability insurance will need an auspice with public liability insurance or can contact localcommunityinsurance.com.au which offers an affordable public liability scheme for not-for-profit community groups.

Special requirements

Neighbourhood Houses must provide the following additional information with their application:

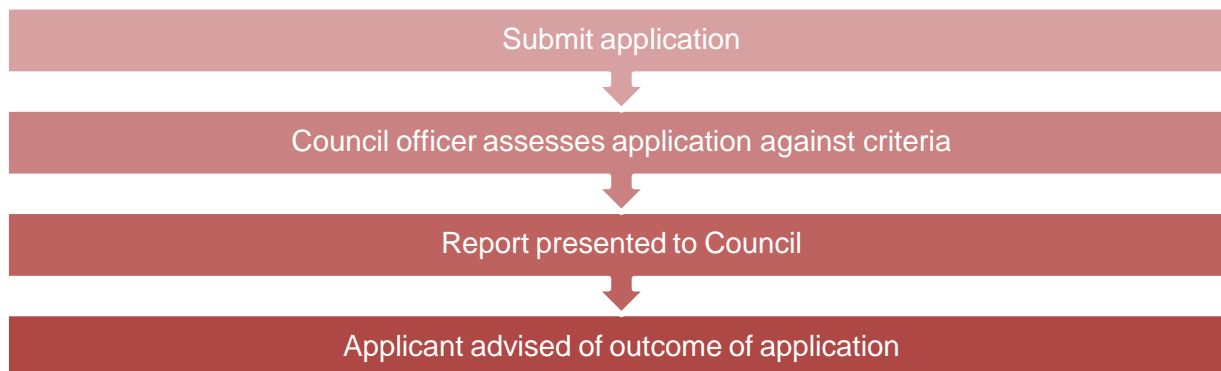
- Annual Report and Financial Statement
- Current Committee/Board Members List
- Contact information for Committee/Board Chair
- Staff Contact information
- Current Strategic Plan
- Agreement to allow Council access to the annual NHVic Survey Data

What is the application process?

The application process involves a panel assessment with recommendations sent to a Scheduled Council Meeting for endorsement.

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

Chart 1. Application process



How are applications assessed?

Eligible applications are assessed by a panel of staff selected by the Manger Community Strengthening.

Eligibility for this program and inclusion of all special requirements should result in funding which is underpinned by the provisions of the Neighbourhood House Policy 2024.

Unsuccessful applications

Houses who do not meet all the requirements will be contacted by the Community Partnership Officer to arrange a meeting to discuss their application with both the Manager/Coordinator and Board Chair.

Summary of Council priority areas

Table 1. Council priority areas

Priority area	Council priorities
Environment	<ul style="list-style-type: none"> • climate emergency • sustainable transport • waterway health • biolinks and habitat links • waste minimisation • community engagement and partnerships
Wellbeing	<ul style="list-style-type: none"> • promoting mental health • social connection and inclusion • encouraging gender equity and respectful relationships free from violence • promoting healthy eating and active living • preventing harm from tobacco, alcohol and other drugs • tackling climate change and its impact on health, • supporting the community to respond to and recover from emergencies • preventing harm from gambling • supporting a dementia friendly community • increasing access to affordable housing
Reconciliation	<ul style="list-style-type: none"> • initiatives that advance reconciliation and/or celebrate First Nations Peoples will also be highly regarded

You may refer to specific actions from at least one of these strategic documents.

- > [Council Plan 2021-2031](#)
- > [Municipal Public Health and Wellbeing Plan 2021-2025](#)
- > [Environment Strategy](#)
- > [Disability Action Plan 2021-2025](#)
- > [Gender Equality Action Plan 2022-2025](#)
- > [Arts and Culture Strategy 2018-2028](#)
- > [Macedon Ranges Heritage Strategy 2014-2018](#)
- > [ELEVATE: Youth Strategy 2018-2028](#)
- > [CREATE: Municipal Early Years Plan 2021-2025](#)
- > [PARTICIPATE: Positive Ageing Plan 2020-2025](#)
- > [Reconciliation Action Plan 2021-2023](#)
- > [2019 Healthy Heart of Victoria Active Living Census](#)

Budget

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

Table 2. Income

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

Table 2. Expenditure

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

Conditions

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.

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.

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

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.

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.

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.