

# Australia Day Grants

## Guidelines



**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."



# Contents

<b>Acknowledgement of Country</b>	<b>1</b>
<b>Overview</b>	<b>3</b>
Program objectives	3
How much is available?	3
<b>Eligibility</b>	<b>3</b>
Who can apply?	3
Auspicing	4
Who will not be funded?	4
What can be funded?	4
Event conditions	5
What will not be funded?	5
<b>Legal requirements</b>	<b>6</b>
Incorporation status	6
Child Safe Standards	6
Responsible Service of Alcohol	7
Public liability insurance	7
<b>How to apply</b>	<b>7</b>
Assessment	8
What we are looking for	8
Budget	10
Permits, insurance and authorisations	11
Notification of outcome	11
Funding agreements and payment	11
Conditions	11
Event registration	11
Grant acquittal	11
Incomplete activities/events and unspent funds	12
<b>Contact information</b>	<b>12</b>

# Overview

The Australia Day Grants program provides grant funding to support community groups to mark 26 January through events/acknowledgement ceremonies in a way that is respectful of all community members. These events can be hosted 7 days before, after or including 26 January.

Council recognises that Australia Day/January 26 is not a day of celebration for all, especially for First Nations Australians. Any activities funded through this program should align to Council's vision:

"With our unique regional identity, Macedon Ranges Shire embodies a caring, resilient approach to community through our robust local economy, protection of the natural environment and a collaborative commitment to inclusivity for all."

## Program objectives

The aim of the Australia Day Grants program is to support initiatives which:

- a). Recognise and acknowledge days of significance to the local community
- b). Deliver an event which is welcoming accessible and inclusive, and
- c). Aligns with Council plan priorities.

## How much is available?

The annual Australia Day Grants budget is \$5,000 and provides grants of up to \$1,000 per group/event. Each group may only receive funding for one application per year.

## Eligibility

### Who can apply?

Incorporated, community-based not-for-profit groups operating or being established in the Macedon Ranges are invited to apply.

There is no restriction on the number of Australia Day grant projects that an incorporated organisation can auspice in this grant category.

Government schools and churches can apply if they can demonstrate a need and a broad community benefit beyond the school community or congregation respectively.

MRSC welcomes applications from all not-for-profit community groups and encourage LGBTQIA+, First Nations and groups who have not applied for funding previously to apply.

## **Auspicing**

Applicants that are unincorporated will need to find an incorporated organisation willing to act as an auspice for the purpose of this grant. Please refer to [Section 6 - Legal Requirements](#).

If your organisation is incorporated and is helping another community group/s apply for this grant by acting as an auspice, you can still apply for an Australia Day Grant for your own organisation as well.

## **Who will not be funded?**

The following are ineligible to apply to the Australia Day Grants program.

- Individuals
- Political organisations
- For profit/commercial organisations
- Groups/Auspices that are in debt to Council
- Groups/Auspices that have not completed their reporting requirements of previous Council grants
- Groups that do not have the appropriate insurance to deliver the event
- Groups that have not demonstrated compliance with Child Safe Standards.

## **What can be funded?**

Assistance with the costs associated with planning and delivering an event/acknowledgment ceremony. This may include:

- Venue costs
- Staging/equipment costs
- Marketing/promotional costs
- Catering costs

- Performer/artist fees
- Welcome to Country/Cultural education fees.

## Event conditions

- Priority will be given to events attracting a large number of participants. Refer to scoring matrix for more details.
- The event must be free and open to all members of the public.
- The event must be held within the shire.
- Macedon Ranges Shire Council must be acknowledged as a sponsor.
- The event must be held within 7 days before or after 26 January.

## What will not be funded?

Projects or activities which:

- Are not held in the 7 days before or following 26 January.
- Are for events held outside the Macedon Ranges Shire
- Have already commenced or have been completed,
- That have received funding from another Council funding scheme for the same event/acknowledgment ceremony
- Are commercial, religious, political, discriminatory, sexist, racist or disrespectful
- Projects that do not comply with Council's gambling harm minimisation policy, including:
  - 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
- Events that do not support responsible drinking, see Legal Requirements for serving of alcohol.
- Are considered fundraising/asking for donations
- Private events that are not broadly accessible to the community
- Events on private land that have not determined potential restrictions and permit requirements with Council's statutory requirements
- Do not have broad support amongst the community

## 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 this grant, the auspicing organisation also needs 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](#).

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

## **Responsible Service of Alcohol**

All grant funded events must comply with current legislation on the Responsible Service of Alcohol and Liquor Licencing laws.

## **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 their own current public liability insurance will need an auspice with public liability insurance. If you need further clarification or help with public liability insurance, please contact us prior to submitting your application.

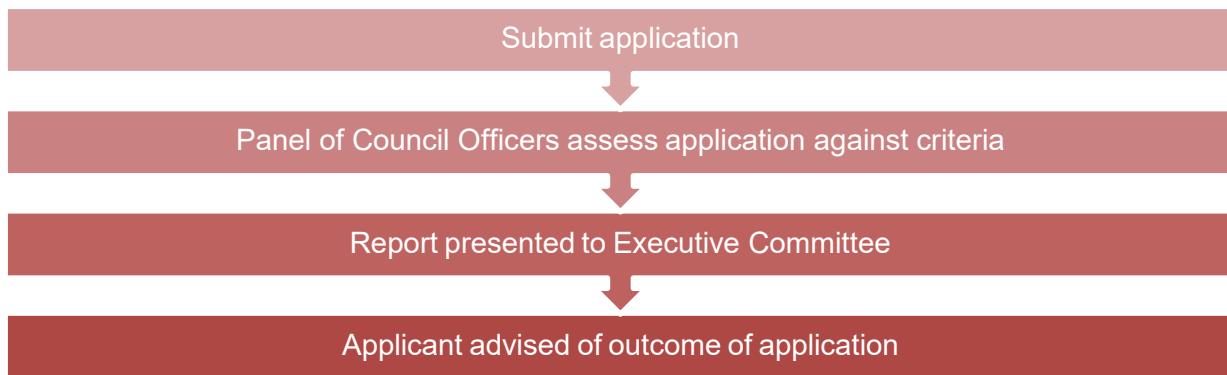
## **How to apply**

Applicants are advised to read the guidelines thoroughly before submitting their application. All applications must be submitted online, via Council's online grants management system, SmartyGrants.

It is important to note that the entire process of assessing and endorsing recommended applications may take up to eight weeks.

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

## Chart 1: Application process



## Assessment

Eligible applications are assessed by a panel of staff 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 in Table 1 (below). An application that scores 50 out of 100 or below will not be recommended for funding and will not be forwarded to the Chief Executive Officer of Macedon Ranges Shire 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 where the event may be perceived to be in conflict with Council's objectives, plans or the wider wellbeing of its residents.

## What we are looking for

The table below outlines the scoring in each of the criteria. Referring to this and the details contained in 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%	Community engagement/benefit	<ul style="list-style-type: none"><li>• Number of people participating</li><li>• Number of people benefiting from the event</li><li>• Impact of the community benefit (anticipated community outcomes)</li><li>• Community/stakeholder participation and/or involvement</li></ul>

		<ul style="list-style-type: none"> <li>• Supports local sourcing of goods and services where applicable</li> </ul>
30%	Alignment to Council priorities	<ul style="list-style-type: none"> <li>• Consideration and planning to minimise environmental impact and promote sustainability</li> <li>• Demonstrate measures to make event safe, welcoming, accessible and inclusive e.g. consideration of gender equity and accessibility for diverse community groups</li> </ul>
40%	Ability to deliver the event	<ul style="list-style-type: none"> <li>• Demonstrate sound budget</li> <li>• Demonstrate clear event plan</li> <li>• Demonstrate risk management plan</li> <li>• Includes site plan</li> <li>• Appropriate permits, permissions and insurances in place</li> <li>• Demonstrate sound marketing/promotion plan</li> </ul>

## Budget

The budget needs to include all expenditure related to the event/acknowledgment ceremony for which you are requesting funding.

*Please note: if expenditure exceeds the grant, the difference will be covered by the applicant.*

See a sample budget in the table below:

Table 2 Example Budget

Expenditure Type	Expenditure Amount
Venue hire	\$100 (in kind)
Guest Speaker/musician	\$200
Welcome to Country and Smoking Ceremony	\$1,000
Marketing and Promotion	\$100 (in kind)
Printing	\$100
Catering	\$200
<b>Total expenditure (please calculate)</b>	<b>\$1,700</b>

For groups who are registered for GST, GST will be added to the amount requested (as such, your budget should be exclusive of GST). Grants to recipients not registered for GST will be made exclusive of GST. For information about GST and ABNs contact the Australian Taxation Office.

## **Permits, insurance and authorisations**

The applicant is responsible for any regulatory and statutory requirements associated with the event, such as permits, permissions and public liability insurance.

## **Notification of outcome**

All applicants will be notified of the outcome of their application in writing in November.

## **Funding agreements and payment**

Successful applicants will be sent a funding agreement and recipient created tax invoice form to complete. All applicants are required to complete these forms and to sign and abide by the terms and conditions of a funding agreement. The event/acknowledgment ceremony must be completed by the date set in the funding agreement. Funds must be spent on the activities/events described in the application budget and event plan.

## **Conditions**

In some cases, conditions such as additional approvals/permits maybe required to carry out the proposed event. Applicants should discuss their event with the responsible body e.g. Council or a Victorian Government department, prior to submitting their application. Your offer of funding may be made conditional to you obtaining further regulatory approvals.

## **Event registration**

Once notified, successful applicants will need to submit an [Event Permit](#) application. Once approved these events will be listed on Council's website.

## **Grant acquittal**

Successful applicants are required to submit a report (acquittal) on grant monies spent upon completion of their event/acknowledgment ceremony by the date set out in the funding agreement. This process is important as it enables Council to continuously evaluate and improve on this grant program. It also provides applicants an opportunity to reflect on the successes and learnings gained from their event. Groups who do not submit an acquittal will not be eligible to apply for further funding from Council until the event has been acquitted.

## Incomplete activities/events and unspent funds

If an event can no longer be completed, please contact Council. Any unspent funds are to be returned to Council.

## Contact information

For further information or to discuss your event ideas please visit [Council's website](#) or contact the Community Development team on:

**Ph:** (03) 5422 0333 **Email:** [grants@mrsc.vic.gov.au](mailto:grants@mrsc.vic.gov.au)