



Small Projects

Council Grants

2023/24



**Macedon
Ranges**
Shire Council

Contents

1.	Small Project Grants.....	4
2.	Opening and closing dates	4
3.	How much is available?	4
4.	Who can apply?	4
5.	Eligibility	4
6.	Legal requirements.....	5
7.	What is the application process?	6
8.	How are applications assessed?	7
9.	Unsuccessful applications	7
10.	What we are looking for in the applications.....	7
11.	Budget.....	9
12.	Conditions	9
13.	Privacy	10
14.	Scoring matrix.....	11



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, 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.



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 the 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) align with the Council plan priorities of:
 - Connecting Communities
 - Healthy Environment, Healthy People.

2. Opening and closing dates

Applications can be submitted online at any time, except during the caretaker period during a Council election year. Please note that from the point at which you submit your application, the assessment/approval process (including endorsement at a Scheduled Council Meeting) may take up to a maximum of eight weeks. Please refer to [Council's website](#) for submission dates for each Council meeting.

3. How much is available?

The Small Project Grants budget for 2023/24 is \$30,000.

The program provides grants of up to \$3,000 per project to eligible groups for community programs and initiatives.

4. Who can apply?

Incorporated, community-based not-for-profit groups operating or being established in the Macedon Ranges can submit one application per year. Schools and churches can apply if they can show a demonstrated need and a broad community benefit beyond the school community or congregation respectively.

Groups that are not incorporated can also apply, if another incorporated group auspices them. Please refer to [Section 6 - Legal Requirements](#).

5. 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 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
- 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
- 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.

6. 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

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.

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.



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. These questions are contained within the eligibility section of the application form and must be completed by all applicants.

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](#).

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.

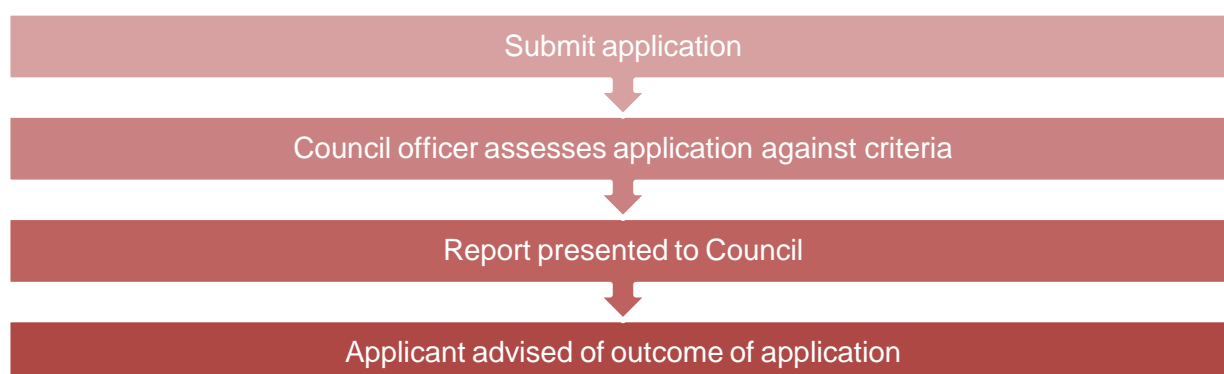
It is the responsibility of the applicant or recipient to arrange appropriate insurance. Applicants are encouraged to discuss their insurance requirements with their insurance company or a professional advisor.

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

7. What is the application process?

The application process involves a panel assessment with recommendations sent to a Scheduled Council Meeting for endorsement. Depending on when an application is received during Council's reporting cycle, the entire process may take up to a maximum of eight weeks.

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



8. How are applications assessed?

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. An application that scores 50 (out of 100) and below will not be recommended for funding and will not be forwarded to Council for consideration. Officers will work with the applicant to explore the possibility of strengthening their application which may result in re-submitting the application.

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 be in conflict with Council objectives, plans, or the wider wellbeing of its residents.

Council decisions are final. Applicants who wish to discuss the outcome of their application are encouraged to contact Council's Coordinator Community Development.

9. 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 (refer to Section 5)
- the application scored 50 or below out of 100 (refer to Section 14).

10. 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.

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 funding programs
20%	Alignment to Council priorities	<ul style="list-style-type: none">• Demonstrated relationship to Council priorities• Alignment to Council's wellbeing, environment or reconciliation 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



		<ul style="list-style-type: none"> 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

What will strengthen my application?

- Applications that address Council's wellbeing and environmental priorities will score more highly than those that do not. Please refer to page 12 of the [Municipal Public Health and Wellbeing Plan 2021-2025](#) and page 3 of the [Environment Strategy](#). Your application should clearly state how your project or initiative will support/contribute to this priority.
- 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.

Summary of 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

- Your application will be strengthened and will score higher if you can 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](#)
- [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](#)

11. 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:

Income

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

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](#).

12. 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



Applicants must contact the Grants Team to discuss and then complete a variation/extension request form via Smarty Grants. Recipients should not undertake any changes until they have written approval following this request.

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.

13. 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.



14. Scoring matrix

Categories	Low (0-3)	Medium (4-6)	High (7-10)
Evidence of need (30%)	<ul style="list-style-type: none"> No community support or endorsement from local community provided No engagement or collaboration with local community detailed No statement of need included Other funding sources very possible 	<ul style="list-style-type: none"> Some degree of community support and/or endorsement included Some engagement or collaboration with local community planned Other funding sources slightly possible 	<ul style="list-style-type: none"> Statement of need included as evidence Multiple letters of support/endorsement from community Strong engagement/collaboration with other community groups demonstrated Other funding sources very unlikely
Alignment to Council Priorities (20%)	<ul style="list-style-type: none"> Little to no detail explaining alignment to Council priorities 	<ul style="list-style-type: none"> Some alignment to Council priority provided, however little detail given Some evidence of understanding of relevant Council plans 	<ul style="list-style-type: none"> Clear alignment to Council priority with reasons strongly articulated Supports initiatives that advance reconciliation and/or celebrate First Nations Peoples Supports one or more of Council's environmental/wellbeing priorities
Community Benefit (30%)	<ul style="list-style-type: none"> Community benefits are not clear or appear unachievable Low benefit for target group/unlikely to impact others in community Minor increase in community activity likely Gender has not been considered Accessibility for diverse groups not considered 	<ul style="list-style-type: none"> Community benefits appear clear and achievable Moderate benefit for target group/ impact is likely to include other groups in shire Moderate increase in community activity likely 	<ul style="list-style-type: none"> Community benefits appear clear, achievable and well considered Significant benefit for target group/ impact will benefit shire broadly Impact of project on all gender identities has been considered Accessibility for diverse community groups has been addressed
Ability to deliver project (20%)	<ul style="list-style-type: none"> Inadequate project planning - aims are unclear or appear unachievable, project description lacks clarity and tasks list incomplete or has little attention to detail Inadequate budget - unclear/incomplete, no funds or in-kind contribution, no additional funding sources sought, project costs exceed project value or will require ongoing funding Potential risks or strategies to mitigate these not adequately considered No supporting documentation provided 	<ul style="list-style-type: none"> Adequate project planning - clear and achievable aims and project timeline Adequate budget - most costs or income sources identified, some funds or in-kind contribution included, additional funding sources may have been sought and project costs equal project value Some relevant risks considered with strategies to mitigate these Some supporting documentation provided 	<ul style="list-style-type: none"> Excellent project planning - clear articulation of all tasks in a logical order with realistic timelines Sound budget - all costs and income sources clearly identified, significant funds or in-kind contribution included, additional funding sources may have been confirmed and project value exceeds project cost Relevant risks carefully considered with strategies to mitigate these All supporting documentation provided