

Community Contribution Guidelines

July 2024

Northern Grampians Shire Council's Funding Program provides communities, businesses, and local groups with the opportunity to work collaboratively with the council to undertake projects that uplift our community's economic wellbeing and quality of life.

General information

What is a Community Contribution?

A Contribution is an allocation of funding, a waiving of charges, or an allocation of in-kind support in **recognition of significant community benefits** provided by a group/organisation.

Funding or in-kind support of up to **\$1500** annually is available to eligible community groups.

If need and community benefit can be demonstrated, groups/organisations have the option of requesting funds for a three-year period.

Contributions are available until all funds have been expended.

Program objectives

Community Contributions provide an opportunity for council to acknowledge and support community groups to continue to provide invaluable activities and services for the benefit of Northern Grampians Shire residents.

The objective of the program is to:

- Create connected and inclusive communities by providing support to local volunteer-run community organisations that support community connection, social inclusion, access and participation for residents in the Northern Grampians Shire.
- Contribute to positive educational outcomes by providing educational awards and supporting award ceremonies.



What the funds can be used for

A contribution can be:

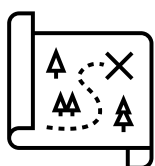


- on-going costs towards assisting the community group/organisation to function and run programs
- in-kind support to assist the community group/organisation to function and run programs
- waiving of fees that relate to the group/organisation being able to complete needed tasks and functions
- provision of educational scholarships and award ceremonies.

Council will not consider initiatives/activities that:

- are for the purchase of gift and prizes (educational awards are excluded)
- are for the reimbursement of council fees and charges consultancies
- are unconditional gifts, donations, bequests, or endowments
- are political sponsorships, donations, or merchandising
- are programs or activities that denigrate, exclude, or offend minority groups
- create environmental concerns
- may present a hazard to the community.

Who is eligible to make a request



- You can request funding as a registered **not-for-profit group/organisation** with either an Incorporation Certificate/and or an ABN. If your group/organisation has neither of these an organisation that does can support you as the legal entity.
- Your group/organisation needs to be based in the Northern Grampians Shire.

What are the eligibility requirements

Your group/organisation can apply for a Community Contribution:

- if substantial support is not already being provided by council
- council's regulatory requirements are adhered to if needed
- evidence of Liability Insurance can be provided if needed.

Your group/organisation cannot receive funding if:

- an individual applying for funds
- the funding is clearly the responsibility of Government departments or the business sector
- the funds are to be used for ongoing or recurrent operations including wages
- previous funding received from council has not been satisfactorily acquitted.

How to apply

- You must contact the Community Development Team to discuss their needs before submitting a Contribution request.
- A request is to be submitted online using the Smarty Grants platform.
- When you apply, you will receive a submission acknowledgement from Smarty Grants.
- Your submitted application can be accessed in your Smarty Grants account.



How is the request assessed

Successful requests will need to:

- demonstrate the need for the contribution
- demonstrate the benefits to the community
- be administered by a group/organisation that has the capacity to honour the agreement.

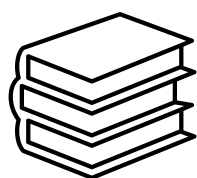
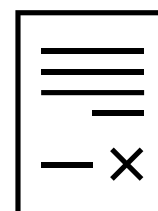
The assessment process involves:

- the request being reviewed and assessed by the Economic and Community Development Teams who provide recommendations to the Coordinator Strategic Planning and Community Development
- consideration being made of the total funding pool for the financial year
- decisions being made on the type of request and available funds
- requests usually being assessed within two weeks of the application being submitted
- requests usually being notified of the assessment outcome in writing within four weeks of the application being submitted.

Funding conditions if the request is successful

If the group/organisation is successful in obtaining a Community Contribution it will be required to enter into a written agreement with council, stating that the group/organisation will adhere to the following conditions while undertaking the funded project.

- Funding or services are allocated for the purpose requested.
- Grant funds allocated to the group/organisation are GST exclusive.
- If appropriate council can be acknowledged in writing or by using the council official logo.
- Groups/organisations are required to meet relevant government legislation requirements (e.g., Occupational Health & Safety Issues, Risk Management, Equal Opportunity, Workcover, Privacy).
- Groups/organisations are required to ensure volunteers are registered with the group/organisation and adequately covered by insurance.
- A short feedback form submitted through Smarty Grants needs to be completed after the funding has been provided.



Reference Council Plans/Strategies

Grants Funding Policy 2021

Events Policy 2021

Economic Development Strategy 2021-31

Municipal Public Health and Wellbeing Plan 2021-25

Applicable Legislations and standards

Gender Equality Act 2020

Child Safety Act 2015

Equal Opportunity Act 2010

Charter of Human Rights and Responsibilities Act 2006

Age discrimination Act 2004

Fair Access policy 2024

Sex Discrimination Act 1994

Disability Discrimination Act 1975