

Community Grant Guidelines



The Northern Grampians Shire Council's Grants Programs provide 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.

Aims of Northern Grampians Shire Council Grants Programs

Council allocates funds through the annual budget process for the grants program to support Northern Grampians to:

- Grow the economic capacity and engagement of our own people.
- Become a magnet for innovation and investment.
- Develop strong economic development governance, leadership, collaboration, and advocacy.
- Attract investment in enabling infrastructure.
- Create iconic destinations.
- Improve the health and wellbeing of the community.
- Foster communities that are inclusive, welcoming, and supportive of diversity
- Promote diversity, inclusion, and equal opportunity.
- Supports community members to promote respectful relationships and challenge inappropriate behaviour.

General Information

The Council's Community Grants Program is a competitive funding program. Council is offering grants of up to **\$5,000** to support initiatives that align with the grant priority areas.

Council may choose to prioritise certain outcomes on given grant rounds. This is to ensure that grants align with the strategic work council delivers throughout the year. Projects that align with these outcomes will be looked upon favourably during assessment.

The Grants Program and any prioritised outcomes of a given round will be communicated and promoted to the public via council's website, social media, and corporate communication channels.

Community Grant priority areas

This round of the Community Grants Program has a community equity and inclusion focus. These grants, in line with the program outcomes, will support initiatives that:

- support opportunities for multicultural inclusion.
- enable all residents to have the opportunity to be socially connected.
- enable access to healthy and affordable food.
- provide leadership opportunities for women and girls.

What can be funded

Items suitable to be funded with the grant include:

- social media training / support

- purchasing of workshops/ programs/ training
- program resources
- materials and equipment
- plays/shows
- signage
- promotional materials
- website development
- catering (up to 20% of funds)

Who can apply for funding

Eligibility criteria

All applicants are required to:

- Be a not for profit or incorporated body with an ABN or be auspiced by a not for profit or incorporated body with an ABN and able to provide documentation demonstrating the auspice agreement.
- Be based in or demonstrate their project has a direct benefit to the residents of the Northern Grampians Shire.
- Be able to demonstrate financial viability and competence.
- Not have already received substantial support from council.
- Be able to be compliant with council's regulatory requirements.
- Provide evidence of Liability Insurance for events, activities, or construction that have a likelihood of causing damage or personal injury must have public liability insurance (of at least \$20 million). Other amounts will be considered where there is no likelihood of damage or injury.

Ineligible applicants

Applications will be ineligible if:

- The applicant has not discussed their project with a member of the Community Development Team **prior** to submitting their application.
- Previous funding received from council has not been acquitted satisfactorily.
- Applicants have already received substantial grants funding within the same financial year.
- Applicants are an individual applying for funds.
- Funds are contributing towards operating costs e.g., wages/utilities.
- The funding is clearly the responsibility of spheres of other Government i.e., Department of Health & Human Services or Department of Education.
- Projects duplicate other locally available services or resources.
- The project or initiative has commenced prior to the date on which notification of application outcome was given.
- Applications are for ongoing or recurrent funding.
- Organisations or groups are based outside the Northern Grampians Shire, unless the project can be proven to still have benefit to residents of Northern Grampians Shire.

Application and submission process

- **Applicants must contact the Community Development Team to discuss their project and grant availability prior to applying. Failing to do so will render the applicant ineligible.**
- Grant applications are to be submitted online using the Smarty Grants platform.
- When you submit your application, you will receive a submission acknowledgement from Smarty Grants.
- Your submitted application can be accessed in your Smarty Grants account.

Assessment criteria and decision-making process

For an application to be successful it will need to:

- Successfully align with at least one of the grant priority areas.
- Effectively outline the benefits of the project aligning with the program objectives.
- Have clear and achievable outcomes and measures.
- Demonstrate community involvement in the project planning and implementation.
- Demonstrate the needs and benefits of the project.
- Have been accurately costed and include quotes in application.
- Be run by an organisation/group that has the capacity to implement and report on the project/initiative.
- Be run by an organisation/group that has a Responsible Drug & Alcohol Policy (if applicable).

Assessment Process

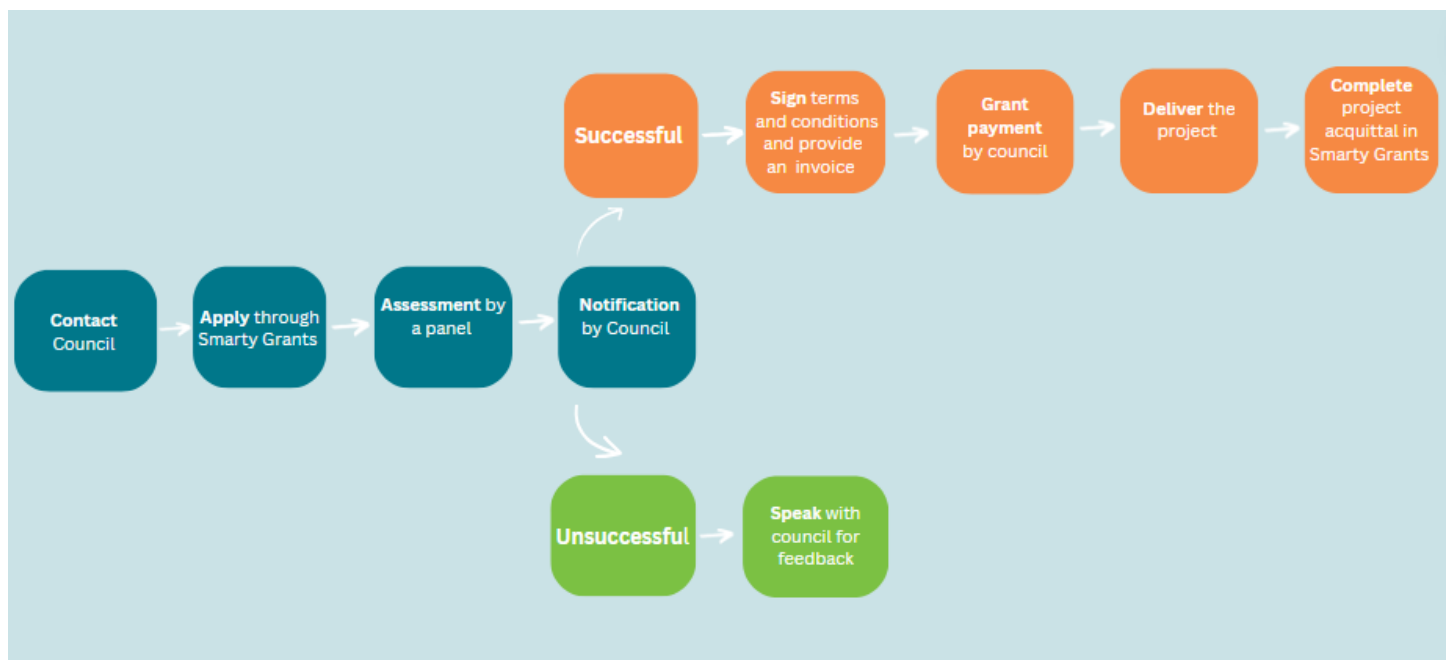
All applications are assessed against the program criteria, eligibility, and the Community Grant Guidelines.

- All Community Grant applications are reviewed and assessed by members of the Strategy, Prosperity and Engagement Department.
- The outcome will take into consideration.
 - The number of applications received.
 - The total funding pool for the financial year.
 - Relevance and impact on outcomes and priority areas.
- Projects may not receive the full amount requested.
- Applicants will be notified of an outcome as per the timeline below (within 3 weeks of applications closing)

Grants Process and Timeline

The grants process

The key stages of the grants process are outlined in the diagram below.



Grants timeline

The grants process will follow the following timeline.

Date	Outline of programs process
Round 2	
9am 10 February 2025	Community Grants open
5pm 21 March 2025	Community Grants close
25 March to 4 April 2025	Grant Assessments conducted
By 4 April 2025	Grant applicants notified of assessment outcome
By 2 May 2025 We ask that successful applicants have these in as soon as possible after being notified to receive their funding promptly.	Grant funding provided upon receipt of grant invoice and signed terms and conditions in Smarty Grants.
May 2026	Activities and projects are complete
June 2026	Project acquittals are complete

Funding Conditions for a successful grant application

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

- Project specific conditions may be identified during the assessment and notification process. These must all be adhered to and addressed as part of the acquittal.
- Grants are allocated specifically for the project and cannot be used for any other purpose without prior formal written agreement from council.
- Grant funds allocated to the organisation/group are GST exclusive.
- Funds are required to be expended within 12 months of the letter of offer. Funds not expended by this date are to be returned to the Northern Grampians Shire Council unless a written extension is obtained from Council.
- Any change to the original submission must be approved by Northern Grampians Shire Council in writing.
- All works to be undertaken must obtain relevant permits and approvals prior to commencement.
- Organisations/groups are required to participate in media and communications opportunities that promote the council's Community Grants Program, as requested.
- Any programs or activities undertaken with funding under this program must acknowledge the support and sponsorship of the Northern Grampians Shire Council.

- This includes responses to media, logos attached to relevant assets (flyers, posters, social media posts etc.), invitations to council to attend relevant events.
- Successful applicants will be provided with the Northern Grampians Shire Council corporate logo.
- If you have any questions about these types of activities, please contact council to discuss.
- Successful projects may be requested to share their project at council events, to media etc. to promote councils grant program.
- Organisations/groups are required to meet relevant government legislation requirements (e.g., Occupational Health & Safety Issues, Risk Management Equal Opportunity, Workcover, Privacy).
- Organisations are required to ensure volunteers are registered with the organisation and covered by insurance.
- A grant acquittal must be submitted to council one month after completion of the project. The acquittal is to include details of the success of the project, photos of the completed project and an income and expenditure statement detailing the grant from council and how this was expended.
- Grant acquittals are submitted via the Smarty Grants portal and council officers are available to assist applicants with the final acquittal. Applicants will be ineligible for further grants if the acquittal process is incomplete.

Referenced Council Plans/Strategy

Grants Funding Policy 2021
Economic Development Strategy 2021-31
Municipal Public Health and Wellbeing Plan 2021-25
Gender Equality Act 2020
Age Discrimination Act 2024
Disability Discrimination Act 1992
Sex Discrimination Act 1984
Reviewed January 2025.