

Minor Grant Guidelines

July 2024



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.

About the grant

Minor Grants are for not-for-profit groups/organisations to support one-off quick to implement activities/initiatives.

Applications for Minor Grants Program funding can be up to **\$700** per annum and need to be delivered within a **three-month period** of receiving the funds or request for in kind support.

The funding stream is open throughout the year, until all funds have been expended.

There are no defined objectives; however, you will need to explain how the requested funds will benefit your group/organisation or the broader community.

What the funds can be used for

A range of items can be considered for funding under this program.

Items that can be funded

- Hiring a facilitator or consultant to provide capacity and skill building.
- Purchasing or hiring equipment and materials.
- Purchasing refreshments (for non/low paying events/occasions) for an activity or program.
- Promotion and advertising for an activity or program.

Items that will not be funded

- Ongoing or recurrent costs.
- The reimbursement of council fees and charges.
- Staff wages.
- Prizes and gifts.



Who can apply for funding

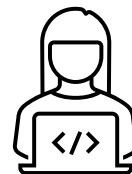
1. You can apply for funding as a registered **not-for-profit group or organisation** with either an Incorporation Certificate/and or an ABN. If your group/organisation has neither of these an organisation that does can support, you as the legal entity.
2. Your group/organisation needs to be based in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

Applications will be ineligible if:

- The group/organisation has not submitted a budget acquittal or feedback form from a previous grant.
 - The funding is being provided in retrospect (the activity/initiative has started or is complete).
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How to apply

- You must contact the Community Development Team to discuss your activity/initiative and grant availability prior to applying.
- Grant applications are to be submitted online using the Smarty Grants platform.
- When you apply, you will receive a submission and acknowledgement from Smarty Grants.
- Your submitted application can be accessed in your Smarty Grants account.



How the grant is assessed



- All Minor Grants Program applications are reviewed and assessed by the Community Development Officer who provides recommendations to the Coordinator Community Futures.
 - The outcome will take into consideration the total funding pool for the financial year.
 - Applications will be assessed within two weeks of the application being submitted.
 - Applicants will be notified of the assessment outcome in writing within four weeks of the application being submitted.
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Funding Conditions if your application is successful

If you are successful in obtaining a minor grant you will be required to enter into a written agreement with council, stating that the group/organisation will adhere to the following conditions:

- Grants are allocated specifically for the activity/initiative in the application and cannot be used for any other purpose without prior formal written agreement from council.
- Grant funds allocated to the group/organisation are GST exclusive.
- Funds are required to be expended within three months of the letter of offer. If the activity/initiative cannot be completed within the three months due to factors out of your control an extension can be granted.
- Council's regulatory requirements need to be complied with.
- Groups/organisations are required to participate in media and communications opportunities that promote the council's Minor Grants Program, as requested.
- Any programs or activities undertaken with funding under this program must acknowledge the support of the Northern Grampians Shire Council. Council logo will be provided.
- A short feedback form must be submitted to council via your Smarty Grants account one month after completion of the activity/initiative.
- Applicants will be ineligible for further grants if the feedback form is not completed.



Referenced Council Plans/Strategy

Funding Policy 2024

Economic Development Strategy 2021-31

Municipal Public Health and Wellbeing Plan 2021-25
