



GREATER SHEPPARTON CITY COUNCIL
SMALL TOWN
FESTIVE DECORATION
GRANTS PROGRAM

2024/25 GUIDELINES

About this grant program

Greater Shepparton City Council is pleased to offer the Small Town Festive Decoration Grant program for small towns and localities. This grant enables local community organisations to purchase and install festive decorations.

The funding is available to a population centre in Greater Shepparton with less than 10,000 people. This includes the following small towns; **however other localities may also apply.**

- Congupna
- Katandra West
- Toolamba
- Tallygaroopna
- Bunbartha
- Dookie
- Merrigum
- Undera
- Kialla West
- Arcadia
- Mooroopna
- Murchison
- Tatura
- Kialla Central

The objective of the Small Town Festive Decoration funding program is to provide small towns and localities the opportunity to decorate their main street and/or public space to celebrate the festive season.

What can be funded?

- Purchase and installation of outdoor festive decorations such as lighting, Christmas trees, feature decorations, signage and banners and/or decorations that provide sensory experiences.
- Installations that will be located outdoors in public areas, such as main streets, and/or iconic, high visibility areas in each town/locality.
- Priority will be given to the purchase of decorations that can be used for multiple years and do not have any detrimental impact on the environment.
- Installation and decommissioning/ removal costs.

Funded projects must be able to demonstrate community support, have a clear scope on what will be delivered and address safety and risk issues in the installation of decorations.

For the 2023/2024 Financial Year there is a total funding pool of \$7,000 available. Individual grants of **up to \$2,000** are available for successful applicants to conduct activities during the timeframes below.

Council strongly advises you to make contact with the Community Wellbeing Department prior to making an application to discuss your proposed activity and eligibility. You can contact Council's Project Officer via telephone on (03) 5832 9472 or via email communityadmin@shepparton.vic.gov.au

Expected timing for this grant program

Applications will be accepted until 5:00pm on the closing date.

| | |
|--------------------------|--------------------------------|
| Applications open: | 1 February 2024 at 9:00am |
| Applications close: | 17 March 2024 at 5:00pm |
| Notification of outcome: | April 2024 |
| Activity timeframes: | 1 May 2024 to 30 December 2024 |

How to Apply

Applications for this grant program must be submitted via Greater Shepparton City Council's SmartyGrants online portal. You can access this portal via the following link:

<https://greatersepparton.smartygrants.com.au/>

Who can and can't apply?

All applicants activities must be primarily based in Greater Shepparton.

| APPLICANT TYPE | YES | NO |
|---|-----|----|
| Not-for-profits, incorporated bodies, co-operatives or associations | X | |
| Registered charitable organisations (refer to the Australian Charities and Not-for-profits Commission) | X | |
| Unincorporated bodies with an auspice | X | |
| Schools and learning institutions – only for activities that are not curriculum based and the primary benefit is for the wider community | X | |
| Applicants that have received funding from this grant in the current financial year that are applying for more than one activity | | X |
| Individuals without an ABN | | X |
| Individual / Sole Traders (entity type with Australian Business Register) | | X |
| For profits, commercial entities, registered businesses | | X |
| Applicants with outstanding acquittals for grant funding from Greater Shepparton City Council (including auspices) | | X |
| Applicants with outstanding debts or arrears to Greater Shepparton City Council or in legal proceedings with Council | | X |
| An organisation involved in legal proceedings relating to winding up its operations, or experiencing insolvency or bankruptcy (this includes any legal bankruptcy – related actions against the organisations directors or officers). | | X |

What if you are NOT incorporated?

If you are not an incorporated body, you can still make an application by using an auspice. An auspice is an organisation that meets our eligibility criteria and agrees to support your application.

If you're successful, the auspice receives the grant money on your behalf so you can undertake the project work.

If you are intending to make an application using an auspice you must obtain written approval from your proposed auspice before you submit your application, and attach this to your application form.

Insurance

Applicants must have Public Liability Insurance with a minimum amount of \$20 million. The Certificate of Currency for this insurance, will be required as part of the application process.

Applicants using an auspice would include a certificate from the auspice organisation. A policy statement or receipt of payment is not an acceptable substitute for the certificate of currency.

Permits and Approvals

Activities may require permits and approvals.

These processes are separate to the grant application process and require additional time and budget in the project plan. You do not need to secure permits or approvals before applying for the grant, however obtaining these approvals will be a condition of the funding.

You must also be able to demonstrate that you are aware of the necessary permits and approvals in your application.

What if my activity does not proceed?

If you are successful in obtaining a grant and your activity it does not proceed, you must contact the Community Wellbeing department in a timely manner to discuss the circumstances of the activity not proceeding, and organise returning the grant funds provided.

Failure to notify Greater Shepparton City Council of your activity not proceeding will deem future applications for all grants available ineligible.

Program Objectives

The objective of the Small Town Festive Decoration funding program is to provide small towns and localities the opportunity to decorate their main street and/or public space to celebrate the festive season.

Funded activities will:

- occur in Greater Shepparton between the timeframes stated above
- provide an inclusive, safe and accessible outcome for the community of Greater Shepparton
- demonstrate effective partnerships i.e. with other groups and/or across interest groups
- deliver value for money
- be well developed, and have reasonable indicators of success for the outcomes expected
- be able to be utilised over multiple years and not have a detrimental impact to the environment
- acknowledge Greater Shepparton City Council sponsors of the project receiving funding.

The following activities will NOT be funded:

- events and activities not held within the activity timeframes
- events and activities held outside the Greater Shepparton municipality
- applications received after the closing date
- applicants who have previously been funded by Council and have failed to comply with the financial, project monitoring and/or reporting requirements
- projects that are clearly a duplication of an existing service.
- fundraising activities
- funding is NOT available for ongoing expenses or for projects which have already commenced or have been completed.
- projects and activities that are discriminatory in any way, or contravene any legislation.

Matched Funding

Council aims to work in partnership with groups to support their project.

Applicants are encouraged to provide a contribution towards their project. This contribution can either be financial, or “in-kind” or a combination of both. An in-kind contribution is part of the project that would normally be paid for but is given to the project at no cost.

The ability to provide financial and in-kind support to a project by the applicant will be taken into account during the review process.

Budget

The budget must include details on all income (all sources of funding which will be used to deliver the project, including the requested amount from this grant) and all expenditure

(costs involved in the project). Income and expenditure must be equal. Below is an example of the budget table within the application form.

Please provide a copy of quotes with your application for expenses exceeding \$1,000.

| Income | \$ | Expenditure | \$ |
|-----------------------|------------|------------------------------------|------------|
| Council Event Grant | \$2,000.00 | Face Painting | \$80.00 |
| Market Stall | \$600.00 | Community group payments | \$500.00 |
| Cars and Public Entry | \$1,000.00 | Bar | \$560.00 |
| Bar | \$800.00 | Canteen and BBQ | \$1,750.00 |
| Canteen and BBQ | \$2,000.00 | Jumping Castle | \$250.00 |
| | \$ | Musicians | \$500.00 |
| | \$ | Music equipment hire | \$250.00 |
| | \$ | Prizes for Colouring Competition | \$60.00 |
| | \$ | Prizes for Car Competition | \$550.00 |
| | \$ | Marque Hire | \$300.00 |
| | \$ | Craft Table | \$100.00 |
| | \$ | Flyers Printing | \$700.00 |
| | \$ | Folding of Flyers and distribution | \$100.00 |
| | \$ | Advertisement | \$700.00 |
| | \$6,400.00 | | \$6,400.00 |

It is also necessary to detail the in-kind contributions, if any, that will be made to the activity in the In-Kind section of the application form. Below is an example of this table within the application form.

If you have volunteers working on the project, include their contribution at the following values:

- \$25 per hour for unskilled labour
- \$40 per hour for qualified trades person
- \$65 per hour for machinery hire, including driver

In-Kind

Please include details of any contributions to the project that you would normally pay for, but are being received at no cost to the project.

If you have volunteers working on the project, include their contribution valued at:

- \$25 per hour for unskilled labour
- \$40 per hour qualified trades person
- \$65 per hour machinery hire including driver

| Person or organisation* | Task | Hours/Rate | Amount In-Kind* |
|-------------------------|----------------------------------|-------------|-----------------|
| Committee | Labour set up and remove display | 10 hrs/\$25 | \$250 |
| Recreation Reserve | Loan of tables and chairs | | \$100 |
| Joe Blough | Sound equipment and tech support | 4 hrs/\$40 | \$160 |
| Mary's Newsagents | Photo copy flyers | | \$100 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | Total* \$610 |

Add Row

If your organisation is registered for GST the budget should be filled in GST exclusive. If your organisation is not registered for GST you should fill in the budget GST inclusive.

Please refer to the www.ato.gov.au website for further details.

How will applications be assessed?

All applications received will go through the following assessment process:

- Eligibility checks against criteria for the funding of this program
- Panel Assessment with broad representation from Council Departments

The Assessment Panel will consider the following:

- Does the activity meet the objectives and activities of the program
- Does the activity have a broad community benefit
- Is the activity well planned and feasible within the timeframes provided
- Evidence that the activity will be well supported by the community
- Evidence that the activity will be inclusive and accessible for the whole community
- Is there are matching component
- Does the intended activity align with the following strategic documents:
 - Greater Shepparton City Councils Plan
 - Other Master Plan or other Council Strategy.

The Council Plan and other Strategies can be accessed at www.greatershepparton.com.au

Once applications have been assessed by the panel, a recommendation of funding will be presented to the relevant Department Director to provide final award of the grant funding under delegated authority.

Notification of outcome

All applicants will be notified as to the outcome of their application via the email address provided in the application.

Please refer to the timetable on the website to confirm the date we aim to notify you of the outcome of your application.

Multiple applications from one organisation will not be funded under this program.

If your application is successful

Successful applicants will be required to:

- Enter into a funding agreement and adhere to the conditions of the agreement.
- Spend the grant money in accordance with the conditions stated in the funding agreement and provided for in the application.
- Return any unspent funds at the completion of the activity, or at the end of the agreement unless prior written approval has been obtained to expend the funds in another way.
- Complete in full detail an acquittal form to the satisfaction of Council.

If your application is NOT successful

If your application is not successful you will be notified in writing and provided with an opportunity to discuss the outcome with the Program Coordinator and Grants Coordinator.

In some cases, the assessment panel may consider your application more suited to one of Council's other grant programs. If your application is more aligned with another funding program, Council will contact you and let you know.

If an application is made to an alternative funding stream within Council, only one funding application may be considered per financial year for the same activity.

If there are funds remaining in the grant pool, we may choose to offer a second round of funding. Whilst unsuccessful applicants are eligible to reapply, we would recommend revising the application prior to ensure it fits the objectives of the program and assessment criteria before doing so.

Diversity and Inclusion

Council acknowledges, celebrates and supports the diversity of the Greater Shepparton community. It is therefore important applicants demonstrate a range of diversity strategies within their application.

Below are examples of ways in which you may demonstrate inclusion of all in your program/activities. Please note, these are examples ONLY and we encourage your group to develop a range of inclusion practices unique to your application.

- Aboriginal and Torres Strait Islander communities
- migrant and refugee communities
- people with a disability
- Lesbian, Gay, Bisexual, Transgender and gender diverse, Intersex, Queer, Asexual communities (LGBTIQA+)
- Women, young people and seniors
- provision of accessible facilities such as parking, toilets, ramp access and accessible seating
- gender inclusion
- information available in accessible formats, such as large print, alternative language, plain English, the use of interpreters, such as Auslan for people who are Deaf
- availability of a broad range of foods
- ensuring all published materials avoids acronyms and jargon
- take religious and cultural occasions into consideration when planning events.

Council Officers are available to support you with identifying, capturing and reflecting diversity within your application through the following contacts:

- Aboriginal Engagement Officer
- Access and Inclusion Officer
- Multicultural Development Officer
- Youth Development Officer
- Positive Ageing Officer
- Social Equity and Safety Coordinator.

Please contact Customer Service on (03) 5832 9700 and ask to speak to the relevant Officer/s. Alternatively, you can contact the relevant Officer via council@shepparton.vic.gov.au.

Greater Shepparton City Council will consider the equitable reach of this funding program during the assessment and final decision-making processes. Projects should support diverse communities including:

Gender Equality

Council has a duty to promote gender equality through the Gender Equality Act 2020.

Applicants to Council's grant programs are encouraged to demonstrate evidence of how your organisation considers and promotes gender equality within their policies, programs and services.

Sustainability and Environment

Council has declared a climate emergency and adopted a 2030 Zero Emissions target to address the causes and impacts of climate change that are already affecting our communities.

Applicants to Council's grant programs are encouraged to consider sustainability outcomes and the impact of their project on carbon emissions and minimise carbon emissions i.e. by using recycled products, reducing or eliminating waste, using local products or using renewable energy.

Applications that support communities to thrive under a changing climate will be highly regarded.

You are encouraged to visit the Greater Shepparton City Council website for more information on Council's commitment to the environment:

<https://greatershepparton.com.au/animals-environment-and-waste/environment>

Final Acquittal

You will be required to report back to Council when your project is completed. The Acquittal process is important because it enables Council to continuously evaluate the success of the program.

You must report back to Council within the timeframe provided in your funding agreement. The financial acquittal is an income and expenditure statement for the grant confirming that funding has been spent on the activity in accordance with the funding agreement.

Council officers may request meetings with you to check the progress or undertake an independent audit of the records of the applicant as they relate directly to the grant.

It is the responsibility of the applicant to maintain accurate financial records for the grant and make them available in the event of an audit by the Council into the use of the grant. An organisation which fails to submit their acquittal documents is deemed ineligible to apply for any future funding from Council, until their acquittal is completed and approved by Council.

Contact Details

Greater Shepparton City Council
Community Wellbeing Department
Phone: (03) 5832 9472
Email: communityadmin@shepparton.vic.gov.au
Website: greater-shepparton.com.au



CONTACT US

Business hours: 8.15am to 5pm weekdays

In person: 90 Welsford Street, Shepparton

Mail: Locked Bag 1000, Shepparton, VIC, 3632

Phone: (03) 5832 9700

SMS: 0427 767 846

Fax: (03) 5831 1987

Email: council@shepparton.vic.gov.au

Web: www.greatershepparton.com.au

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