ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

17 October 2017

Agenda Item 8.5   **Community Matching Grant Scheme - Round One 2017/2018 - Recommendations for Approval**

GREATER SHEPPARTON
GREATER FUTURE

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SHEPPARTON

Community Matching Grant Scheme

Funding Guidelines

Funding up to $2500

Greater Shepparton City Council is pleased to offer funding for projects and events which build or strengthen Greater Shepparton communities through its Community Matching Grant Scheme. The Community Matching Grant Scheme will support the development and implementation of community activities and projects, and is part of Council's Community Development Framework.

The intention of the funding is to facilitate projects which achieve some or all of the following objectives:

- Build new social connections and partnerships within communities, or reinforce those that already exist
- Encourage participation in community activities and organisations
- Enable community members to acquire or develop a new skill
- Create, renew or revitalise places and spaces within the community

Funded projects must be able to demonstrate that they are inclusive, have wide community support, and, where appropriate, are sustainable past Council's funding. Funding may be used to conduct events such as a celebration or social gathering, artistic or cultural projects, projects which address environmental needs or community building projects such as creating or rejuvenating a community asset.

Grants are available up to **$2,500** per project.

See Greater Shepparton City Council website for information on how to apply.
www.greatershepparton.com.au

Please contact Council's Community Development Officer before completing your application on 5832 9478

Council staff are available to discuss your project ideas.
Grant Information sessions are conducted throughout the year.

Please read the Guidelines carefully to ensure you are eligible to apply and to assist you to complete all sections of the application process.

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Eligibility

- Applications can be made by not-for-profit community, arts, cultural or sporting groups which already exist and whose principal activities are conducted within the Greater Shepparton area.
- Applications can be made by a residents' group which specifically forms to carry out the project. Where an application is made by a group that is not an Incorporated Association; the applicants will need to nominate another incorporated not-for-profit Community Group, Organisation or Club which is willing to manage the grant funds ("auspice the grant") on their behalf. A letter will be required from your auspice organisation confirming their willingness to accept the auspice role.
- Applicants are required to have a current $20 Million Public Liability Insurance policy.
- Applications will be accepted from Schools and Churches where it is identified that the project will have broader community benefit and is not a part of the core business of the organisation.

What will NOT be funded

- Groups/organisations are only eligible for one Community Matching Grant in any given financial year.
- 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.
- Applications will not be accepted from or on behalf of individuals.
- Groups/organisations that operate for profit.
- 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.

Matched funding

Through the Community Matching Grants Scheme, Council wishes to assist groups who are willing to share the cost of the project with Council. Applicants are required to match the grant requested by providing a contribution. 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 applicants will be taken into account during the review process. Ideally, a 1:1 match is preferred but factors including the value of the project to the community, the capacity of the group to deliver, together with the sustainability of the project is taken into consideration in the decision making process.

Budget

The budget should include details on all income (all sources of funding which will be used to deliver the project) and expenditure (all costs involved in the project). **Income and expenditure must be equal.** Please provide a copy of quotes with your application where applicable. It is also necessary to detail the in-kind contributions, if any, that will be made to the project in the in-kind section in the application.

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Assessment

Your application will be assessed by a panel of Council staff, with broad representation from across Council departments. In assessing the applications, the panel will take the following factors into consideration.

- Applicants must meet some or all of the objectives of the Scheme.
- The intended project meets an objective within the Council Plan. A copy of the Council Plan can be accessed at www.greatershepparton.com.au
- Community benefit
- Project feasibility
- Matching component
- Evidence of community support

Applications will be scored against the funding criteria and applications ranked in order of score.

The Assessment Panel's recommendations will be:

- Presented to Council who will consider the recommended funding allocations at a formal Ordinary Council Meeting
- All applicants will be notified in writing as to the outcome of their application

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

In some cases, the assessment panel may consider your application as more suited to one of Council's other grant programs. If your application is considered by another funding program, Council will contact you to let you know, and may ask for additional information.

Approvals

In some cases, approvals/permits maybe required to carry out the proposed project. Applicants should discuss their project with the responsible body eg Council or a Victorian Government Department, prior to submitting their application. Your offer of funding will be made conditional to you obtaining regulatory approvals. The approval/permit must be obtained within 6 weeks of your offer of funding or an extension negotiated and approved. Council officers can assist applicants with the process of gaining approvals.

Access and Inclusion

Council are committed to providing dignified equitable access for all. It is important that applicants are inclusive of people living with a disability and their carers. This may include considerations to the following:

- Accessible parking at the venue
- Provision of accessible facilities such as toilets, ramp access and accessible seating
- Information available in accessible format, such as large print and signage
- If required, use of interpreters, such as Auslan for people who are Deaf.

For further information, please contact Council's Access and Inclusion Officer on 5832 9592.

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Cultural diversity

Council strongly supports the cultural diversity within our municipality and ensuring our community is inclusive of all. It is therefore important that applicants demonstrate their pro diversity practices within their application. This can include any demonstration of inclusion of all; for example:

- Advertising events in plain English
- Availability of halal foods
- Ensuring all published materials avoids acronyms and jargon
- Take religious and cultural occasions into consideration when planning events
- Availability of interpreters and translated information.

For further information please contact Council's Cultural Development Officer on 5832 9527.

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 Community Matching Grants Scheme. Your acquittal should include:

- A summary of the project including your feedback on the things that went well and also things that you have learnt from the project.
- A Financial Statement must be completed together with receipts attached.
- Copies of promotional materials, photographs or video for the purpose of promoting the Community Matching Grants Scheme through Council publications and website.

All projects should be completed and acquitted within twelve months of receiving funds.

A group which fails to submit their acquittal documents is ineligible to apply for funding under any future rounds of the Community Matching Grant Scheme until their acquittal is completed and reviewed by Council.

**We welcome your application to the next Round of the
Community Matching Grant Scheme**

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Section 2

Budget

It is important to demonstrate that your application is financially viable and can be delivered within the budget specified here.

Income	$	Expenditure	$1000
Matching Grant	2100	Hire of hall 3 days	1200
Funds from the applicant	1500	Band for opening night	1000
		Food for opening night	600
		Hire of display equipment for art	800
Total*	3600	Total*	3600
	Must be a whole dollar amount		Must be a whole dollar amount

Add Row

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

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