ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

17 April 2018

Agenda Item 10.3   **Community Sustainability Grants Round Two - 2017/2018**

GREATER SHEPPARTON
GREATER FUTURE

GREATER
SHEPPARTON

Community Sustainability Grants

Funding Guidelines

Funding up to $2000

Greater Shepparton City Council is pleased to offer funding for projects and events which will assist in promoting sustainability within the community.

The Sustainability Grants will support the development and implementation of sustainable projects and events, which will go to achieving sustainability related actions within the Environmental Sustainability Strategy.

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

- Encourage and support the community to reduce energy consumption and greenhouse gas emissions.
- Increase the energy efficiency of existing new and existing community buildings across the municipality.
- Raise community awareness of the relevance of climate change, the impacts it will have on our environment and way of life, and the opportunities it will present.
- Encourage participation in sustainability activities and events.
- Increase recycling at public events or community spaces.
- Divert waste from landfill.
- Increase community awareness on waste minimisation and correct waste disposal.
- Enable community members to acquire or develop new skills in relation to Sustainability.

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 will be available for a range of projects including:

- Educational Field days, workshops and volunteer training
- Provision of essential equipment
- Sustainable gardening/community garden projects
- Energy Efficiency programs
- Alternative energy
- Water efficiency programs

- Sustainable Building Design
- Waste Infrastructure (signage, bin cage, compost bins, worm farms)
- Developing education programs and material including brochures, booklets and resources

Grants are available up to **$2000** per project.

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

For more information on any aspect of this project grant, or if you encounter any problems with your application please contact Council's Sustainability & Environment Officer on 5832 9862
Grant Information sessions are conducted throughout the year.

Open: 4 December 2017
Close: 5 February 2018

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

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.
- 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.

What will NOT be funded

- 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.
- Groups/organisations are only eligible for one Community Sustainability Grant in any given financial year.
- Fundraising activities.
- Funding is NOT available for ongoing expenses or for projects which have already commenced or have been completed.
- Groups which are not incorporated.

- Groups who are in debt to council.
- Prize money and awards.
- Groups that receive direct income from electronic gaming machines.

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.

Sample Budget

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

Sample Indication of In-Kind Contribution from Applicant

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

GST

If your organisation is registered for GST – or required to be – and receives grant funding from Council it does not have to pay GST on the funding payment unless it makes a 'supply' in return for the payment. Please refer to the www.ato.gov.au website for further details.

PLEASE NOTE: All funding amounts are GST Inclusive

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 Environmental Sustainability Strategy. A copy of the Strategy can be accessed at www.greatershepparton.com.au

- Community benefit

- Project feasibility

- Evidence of community support

The Assessment Panel's recommendations will be:

- Presented to Council within a Council Report to be prepared by Council Officers.

- Council 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
- Consideration for assistance animals
- Acceptance of Carer Cards and/or Companion Cards for carers
- 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.

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 Sustainability Grants. 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 Sustainability Grants Program 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 Sustainability Grant until their acquittal is completed and reviewed by Council.

We welcome your application to the next round of the Community Sustainability Grants