



2010 COMMUNITY GRANTS SCHEME GUIDELINES

Through Key Strategic Objectives identified in the Council Plan 2009-2013, Central Goldfields Shire Council is committed to supporting the sustainability of the Community.

INTRODUCTION

Central Goldfields Shire Council has allocated an amount of \$20,000 within its 2009/2010 Budget for the Community Grants Scheme. Funds are available to a wide range of non-profit making community groups/organisations to assist them in their provision of facilities and services. Grants ranging from \$500 to \$5,000 may be applied for by Community Groups.

Applications close on Wednesday 7th April 2010.

ALLOCATION PROCESS

Assessment of applications will occur via the following process:

- Council officers will carry out an initial assessment of all applications and then make recommendations based on the ranking of those applications against the assessment criteria. These recommendations will then be reviewed by the Councillors.
- Councillors will give final approval to all successful applications at a Council meeting.

PURPOSE / AIM

The aim of the Grant Scheme is to support non-profit making community groups/organisations in their provision of facilities and services that enhance the quality of life for residents of (and visitors to) the Central Goldfields Shire, or who strive to achieve more sustainable outcomes for the Shire's community.

ELIGIBILITY CRITERIA

A wide variety of community capital works and programs will be considered.

Appropriately submitted applications will be characterised by the following:

- The applicant organisation is a non-profit making one and offers benefit to the broad community.
- The grant request is for a project that will be delivered within the municipality.
- Organisations applying for funds from the Grant Scheme will need to disclose their financial details and if necessary their rationale for applying for additional funding via the Grant Scheme.
- Provide evidence of how funds will be acquitted.

Preference will also be given to projects which are not eligible for State, Federal or other funding assistance. However if funding from Council will assist in the gaining of State or Federal funding then the application will be considered on merit.

FUNDING CATEGORIES

Applications for funding should relate to one or more of the following categories:

1. Physical Infrastructure (Assets)

To support community organisations in relation to facility development and major maintenance issues. This funding category will also provide the opportunity for organisations to increase service capacity through equipment purchases and other physical enhancements to facilities.

Highest priority will be given to projects that increase participation in community activities or those projects or programs where there is a demonstrated community need or are in danger of discontinuing without the financial support of the Grants Scheme. For example:

- Building improvements
- New equipment for programs
- Issues that have arisen in relation to major maintenance of community facilities.

2. Community Development

Projects that will be funded under the Community Development category will be those that increase social capital. These types of projects will lead to leadership development, skills development, increased participation, projects that improve management skills within community organizations and projects that improve a local community. For example:

- Environmental groups
- Youth programs
- Community events

3. Creativity and Innovation:

This funding category is aimed at artistic development, new innovative community projects, incubators or new ways of approaching community programs. For example:

- Community arts projects and initiatives
- Projects promoting the use of new technologies in the community
- Live performance based education (example youth)

ASSESSMENT CRITERIA

- Projects must meet all eligibility criteria.
- Projects must 'fit' one or more of the funding categories.
- Projects will be measured against the benefit they will provide to the community.

APPLICATIONS

To be considered, organisations will need to complete and return the Application Form.

Please note:

- Incomplete applications will not be considered.
- It is crucial that the "Financial Details" section of the Application Form is completed in full. (Please be guided by the example included in the Application Form in relation to this matter).
- Late applications will not be accepted.

The following are not eligible:

- Individuals.
- Applications where funding for projects is being requested retrospectively.

CONDITIONS OF FUNDED PROJECTS

- Project must be completed and the acquittal process finalized within 12 months of receiving a grant.
- Successful applicants will be accountable to Central Goldfields Shire Council for the disbursement of grant monies.

ACQUITTAL PROCESS

- Successful applicants will be required to enter into a written agreement with Central Goldfields Shire Council prior to receiving funding.
- Grant recipients are required to submit a financial statement at the conclusion of the funding period relating to the project.
- Funds not expended for the intended purpose must be returned to Central Goldfields Shire Council.
- Any variations to the original project submission must be lodged in writing and approved by Council.
- An assessment of the key outcomes of the project must be provided detailing the key achievements.

EXAMPLE BUDGET

Income

What contributions will your organisation be making to the total cost of the project, what contribution are you requesting from the Community Grants Scheme, and will you be sourcing other funding?

FUNDING SOURCE	AMOUNT	CONFIRMED
Requested from Council	\$1,000	Not applicable
Cash Sponsorships	\$500	Yes / Ne
Other Government Funding (Federal or State)	\$1,000	Yes / Ne
Organisation Cash Contribution	\$100	Yes / Ne
In Kind Contributions	\$100	Yes / Ne
Total Income for Project	\$2,700	

Expenditure

How the money will be spent (*attach quotes if possible*).

ITEM	AMOUNT
Materials (Quote attached)	\$600
Playground equipment (Quote attached)	\$1,000
Sleepers (Quote attached)	\$100
Sand & pebbles (Quote attached)	\$200
Labour (Quote attached)	\$700
Voluntary labour = 2 people x 5 hours @ \$10 per hour	\$100
Total Expenditure for Project	\$2,700

ACKNOWLEDGMENT

Central Goldfields Shire Council should be acknowledged in any promotional material relating to the project.

An Application Form must be completed and mailed or delivered to:

***Central Goldfields Shire Council
Community Grants Scheme
PO Box 194
MARYBOROUGH VIC 3465***

Late applications will not be accepted.

Council is required to comply with GST related Legislation. If your organisation does not have an ABN and your application is successful, Council will require further documentation before it can advance any funds.

Further information can be obtained from:

**Marita Turner
Manager Governance
Phone: 5461 0610**