

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

17 September 2013

Agenda Item 7.3	Community Matching Grants Scheme - Round One 2013/2014	
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Community Matching Grants Round One 2013 – 2014

Funding Guidelines

Funding up to \$2500

TIMETABLE	
Call for applications	Monday 1 July 2013
Applications Close	Thursday 25 July 2013 at 5pm
Collate and Assess applications	July/August 2013
Council Meeting - recommended allocations are considered/approved	17 September 2013
Notify successful applicants	September 2013
Notify unsuccessful applicants	September 2013
Information Session for successful applicants. Funding Agreements returned	Tuesday 1 October 2013
Distribute Funds	October 2013
Acquittal due	October 2014

Round Two 2013- 2014 will open December 2013

Please call Council if you need assistance with this application

Phone: 5832 9478

www.greatershepparton.com.au

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Community Matching Grants Scheme Round One 2013/2014

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 following 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.

In 2013/2014, a total of \$75,000 will be available to support small one-off projects identified and delivered by the community. Grants are available up to **\$2,500** per project.

FUNDING IS NOT AVAILABLE FOR ONGOING EXPENSES OR FOR PROJECTS WHICH HAVE ALREADY COMMENCED OR HAVE BEEN COMPLETED.

Applications are due by 5pm on Thursday 25 July 2013

Applications may be hand delivered to

**Council's Offices at 90 Welsford Street, mailed to:
Matching Grants, Greater Shepparton City Council,
Locked Bag 1000, Shepparton 3632.**

Or emailed to: grants@shepparton.vic.gov.au

Posted applications must be postmarked on or before the closing date.

Applicants will be contacted via email or phone within 3 working days to confirm receipt of your application. If you have not been contacted within three working days please contact a Council Community Development Officer on 5832 9478.

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Please carefully read the information below to ensure you complete all sections of the application process. For more information on any aspect of the scheme, or if you encounter any problems with your application, please contact Council's Community Development Officer on 5832 9478.

Eligibility

- Applications may be made by a residents' group which specifically forms to carry out the project, or 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 Small Town Community Planning Groups.
- 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. Council may be able to act in this role. If your group is considering making an application as an unincorporated body, then it is a good idea to contact Council prior to making your application. 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.
- Groups/organisations are only eligible for one Community Matching Grant in any given financial year.
- Fundraising activities.

Matched funding

Through the Community Matching Grants Scheme, Council wishes to assist groups who are also willing to share the cost of the project with Council. That is, grants will only be made under the Community Matching Grants Scheme if they add to a contribution being made to the project by the applicants. The applicants' contribution can either be financial, or "in-kind". An in-kind contribution is part of the project that would normally be paid for but is given to the project at no cost. Council wishes to be as flexible as possible regarding matching funding. As a guide, however Council anticipates that the group applying will contribute around half of the total project cost, with no more than half of the applicant's contribution being in-kind. The ability to provide financial and in-kind support to a project by the applicants will be taken into account during the review process to ensure a fair distribution of grant funds.

For example, if a business lets you use their photocopier for free, you can include how much it would have cost to have copying done elsewhere as an in-kind contribution; or if you have volunteers working on your project their contribution to the project can be included at a value of \$25 for each hour they work.

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Budget

The budget provided with your application 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.

The budget should include details of the cash contribution the applicant is making to the total costs of the project. It is also necessary to detail the in-kind contributions, if any, that will be made to the project in the budget section.

Quite often, applicants find the budget can be one of the most difficult parts of the application. If you have any queries about the budget, please do not hesitate to contact Council. A sample budget can be found on page 6.

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
- 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

We aim to notify you of the outcome of your application by the end of September 2013.

In some cases, the assessment panel may consider your application as more suited to one of Council's other grant programs, and will forward your application for consideration under that program. 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 to carry out the proposed project may be required. For example, approval may be required from various Victorian Government Departments if the project is to take place on Crown Land, or on a roadside reserve. Similarly, approvals may also be required from Council to carry out a project on Council owned land. In all cases, applicants should discuss their project with the applicable body responsible for permits/approvals prior to submitting their application to ensure that the project is viable. If your project is deemed to require external approvals, your offer of funding will be made conditional to your obtaining regulatory approvals. The necessary approvals 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 either before submission of an application, or following the granting of funds.

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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.

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
- Ensuring event membership is open to everyone
- Availability of halal foods
- Ensuring all published materials avoids acronyms and jargon
- Take religious and cultural occasions into consideration when planning events
- Considerations of uniform alterations for religious dress wear practices
- Availability of interpreters and translated information

For further information please contact Council's LEAD Coordinator on 5832 9527.

Acquittal

Acquitting your project is the process of reporting back to Council. This process is important because it enables Council to continuously evaluate the success of the Community Matching Grants Scheme and helps planning for future years. In your acquittal, you should include the things that went well and also things that did not go according to plan. A Financial Statement must be completed together with receipts attached. All projects should be completed and acquitted within twelve months of receiving funds.

Your acquittal should include copies of promotional materials, photographs and a summary of the project which may be included in Council publications, including the website, for the purpose of promoting the Community Matching Grants Scheme and exchanging ideas about community initiated projects.

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.

Greater Shepparton City Council warmly welcomes your application.

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Sample Budget

Cash income		Amount
Greater Shepparton City Council Grant		2200
Funds from applicant (if applicable)		500
Total Income		\$2700

Expenditure		Amount
Hire of hall for three days		1200
Band for opening night entertainment		300
Food for opening night		200
Hire of display equipment for artworks		1000
Total Expenditure		\$2700

The amount you are requesting from Council

Your group's cash contribution to the project

This is where you include all details on how you propose to spend your money including any quotes

Total income and Total expenditure must be equal

In-kind contribution Person/organisation	Task	Qualification	Hours	Rate per hour	Amount In-kind
Committee	Labour to set up and remove display	Volunteer	10 hrs	\$25	250
Recreation reserve	Loan of tables and chairs				100
Joe Blough	Provide sound equipment/tech support for opening night	Sound Technician	4 hrs	\$40	160
Donated by Mary's newsagents	Photocopying of flyers				100
Total in-kind contributions					\$610

In-kind contributions are those you would normally pay for, but will be received by the project at no charge

(Volunteer Labour is calculated at \$25/hour)

Total project Cost	Amount
Total Expenditure	2700
Total in-kind	610
Total Project Cost	\$3310

The Total Project Cost is the total of all expenditure plus in-kind contributions.

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Community Matching Grant Application

PART ONE – Details of Group/Organisation making the application

1.1 GROUP/ORGANISATION DETAILS

Name of Group/Organisation

Address of Group/Organisation

CONTACT DETAILS

Contact Person

Position within Group

Address

Telephone number

Mobile number

Email address

PLEASE MAKE A BRIEF STATEMENT ABOUT YOUR GROUP/ORGANISATION

Description and purpose

Have you discussed your application with a Greater Shepparton City Council Community Development Officer? If so who?

How did you find out about the Greater Shepparton City Council - Community Matching Grant Scheme?

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Is your group an Incorporated Body?

- Yes - please provide your Incorporation number _____
- No - your grant will need an incorporated community group to act as the applicant
auspice for your project – Please complete the AUSPICE ORGANISATION section below

Section 86 Committee of the Greater Shepparton City Council

Does your group have Public Liability Insurance?

- No – please contact your Council representative BEFORE submitting your application
- Yes - please attach your Certificate of Currency to your application

Is your group registered for GST?

- No – please complete your budget with GST **included**
- Yes - please complete your budget with GST **excluded**
- Unsure - please contact your Council representative BEFORE submitting your application

Does your group have an ABN?

- No
- Yes - please provide your ABN _____

AUSPICE ORGANISATION DETAILS

Only complete if you require an auspice organisation for your project.

Name of Auspicing Organisation

Authorised Person's Name

Position within Auspice Organisation

Auspice Organisation's Address

Telephone number

Fax number

Email address

The Auspicing organisation must also provide:

- Proof of Incorporation
- A Copy of their latest Annual Financial Report
- A copy of their Certificate of Currency – Public Liability Insurance
- A letter indicating support for the project and willingness to take on responsibility for the grant.

Please ensure the authorised person from the auspicing organisation has signed the application **DECLARATION** in Part 4, acknowledging that their organisation has agreed to auspice this application.

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PART TWO – About your Project**PROJECT NAME:****2.1 BRIEF DESCRIPTION OF YOUR PROJECT (Max 50 words)**

What do you want to do?

2.2 PROJECT OVERVIEW

Please include information on how your project will achieve some or all of the four objectives of the program. You may attach plans, maps, and additional information to this application. Please refer to each document you attach. Only answer objectives applicable to your project.

Build new social connections and partnerships within communities, or reinforce those that already exist.

Allow participation in a community activity, at all stages of the project from planning to completion.

Enable community members to acquire or develop a new skill.

Create, renew or revitalise places and spaces within the community.

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2.3 WHEN WILL THE PROJECT HAPPEN?

Anticipated commencement date for your project

Anticipated completion date for your project

2.4 WHO WILL BE INVOLVED IN THE PLANNING AND RUNNING OF THE PROJECT?

Individuals, groups, businesses - who will be involved in your project and their role?

2.5 WHO HAS BEEN CONSULTED?

What other community groups are involved? How have you ensured the project is supported by the community?

2.6 WHO DIRECTLY BENEFITS FROM THE PROJECT

Tick one or more boxes

- Whole of community
- Families & children
- People with disabilities
- Socially & economically disadvantaged
- Culturally & linguistically diverse community (CALD)
- Aboriginal community
- Young people
- Seniors
- Rural community
- Other

2.7 ACCESS AND INCLUSION

How have you ensured your event or project will be inclusive to all members of the community (those with disabilities, ageing population and diverse cultural backgrounds)? For further information, please contact Council's Access and Inclusion Officer on 5832 9592 and/or Council's LEAD Coordinator on 5832 9466.

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2.7 BUILDING AND PERMITS Only complete if your project involves approvals

Applicants must demonstrate what planning, building or other permits are required to undertake the project and demonstrate steps they will undertake to obtain these approvals. Your offer of funding will be made conditional to your obtaining regulatory approval if your project is deemed to require external approvals.

Please describe who owns the land or building where your project will take place. If it is not the organisation making this application, you will need to include a letter from the land or building owner that they are aware of and approve the project taking place.

Are you aware of any approvals which are required to complete your project? Have you discussed your project with the applicable body responsible for permits/approvals relevant to your project? Please comment on the status of any approvals required.

Who will be responsible for ongoing maintenance of any permanent infrastructure (eg, buildings or landscaping) once your project is complete?

2.8 EVALUATION

How will you evaluate the success of your project?

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2.9 HAS YOUR PROJECT BEEN IDENTIFIED IN A COMMUNITY PLAN, MASTER PLAN OR STRATEGY If yes, please provide details

2.10 DOES YOUR PROJECT MEET A KNOWN COUNCIL STRATEGY FROM THE GREATER SHEPPARTON CITY COUNCIL PLAN? It is in your best interest to review these objectives and ensure your intended project meets an objective within the Council Plan. This forms part of the assessment criteria.

<p>ACTIVE AND ENGAGED COMMUNITIES (Social) We will improve liveability through social and recreational opportunities, a range of inclusive community services and activities, and valuing our diversity.</p> <p><input type="checkbox"/> Continue to enhance Community Capacity Building.</p> <p><input type="checkbox"/> Develop and implement a strategy for improving education opportunities for all ages.</p> <p><input type="checkbox"/> Ensure liveability options are always considered in our decision making activities.</p> <p><input type="checkbox"/> Provide sustainable community services to our community.</p> <p><input type="checkbox"/> Embrace and Strengthen cultural harmony and diversity.</p> <p><input type="checkbox"/> Value Arts Culture and Heritage as an integral part of our dynamic community.</p>
<p>ENHANCING THE ENVIRONMENT (Natural) We will continue to value our heritage, open spaces and natural environments, maintaining and enhancing them, and enabling greater access for people to connect with our environment.</p> <p><input type="checkbox"/> Ensure that the environment is a major priority in planning for the future.</p>
<p>ECONOMIC PROSPERITY (Economic) We will promote economic growth through working with existing businesses and industries, encouraging new business development and diversification, attracting and supporting education within our city, and strengthening the agricultural industry.</p> <p><input type="checkbox"/> Maximise opportunities to ensure Greater Shepparton leads Victoria, retaining and attracting education and industry.</p> <p><input type="checkbox"/> Ensure that retail strategies deliver appropriate outcomes for the community.</p> <p><input type="checkbox"/> Make Greater Shepparton's the regional sporting capital of Victoria and a leading sporting destination.</p>
<p>QUALITY INFRASTRUCTURE (Built) We will provide and maintain urban and rural infrastructure to support the development and liveability of our communities.</p> <p><input type="checkbox"/> Ensure that the community has access to high quality facilities.</p> <p><input type="checkbox"/> Ensure that the community has access to appropriate transportation infrastructure.</p> <p><input type="checkbox"/> Encourage sustainable municipal growth and development.</p>
<p>HIGH PERFORMING ORGANISATION (Leadership & Governance) We will deliver council services to the community efficiently, and provide leadership and governance that is future thinking, transparent and accountable.</p> <p><input type="checkbox"/> Develop and implement best practice communication strategies.</p> <p><input type="checkbox"/> Develop stronger relationships between council and State and Federal Governments, local government sector and non-government partnerships to enhance the position of Greater Shepparton City Council.</p> <p><input type="checkbox"/> Ensure strong internal systems and processes to ensure best practice delivery of services for the community.</p>

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PART THREE – Your Budget

Applicants must provide accurate financial information as part of the submission process. It is important to demonstrate that your application is financially viable, and that the project can be successfully delivered within the budget specified. Please prepare your budget carefully, as errors may jeopardise the success of your application.

If your group is registered for GST, please indicate this in the tick-box **A** and exclude all GST from your budget. You will be paid an additional 10% GST which you must remit to the ATO.

If your group is NOT registered for GST, please indicate this in tick-box **B** and ensure all your budgeted expenditure includes GST.

A We are registered for GST
Dollar amounts **exclude** all GST

B We are **NOT** registered for GST
Dollar amounts **include** GST

3.1 Income (List all the sources of cash support for your project. The total income in this section should equal the total expenditure in the next section)

Income	Amount
Greater Shepparton City Council Grant requested	
Funds contributed by applicant	
Other	
Total Income	

3.2 Expenditure (List all details of items that you propose to spend your money on. Please include a copy of any formal quotes obtained by your group for your project)

Expenditure	Amount
Total Expenditure	

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3.3 In-Kind Contributions

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 (maximum allowance)
- \$40 per hour qualified tradesperson (maximum allowance)
- \$65 per hour machine hire including driver (maximum allowance)

In-kind contribution Person/organisation	Task	Qualification	Hours	Rate per hour	Amount In-kind
				Total in-kind	

3.4 Total Project Cost

Total project Cost	Amount
Total Expenditure	
Total In-kind	
Total Project Cost	

Has your group previously received funding from any part of Council in the past 3 years?

No

Yes - please complete the following for your most recent funding:

Year received _____ Amount of Funding \$ _____

Title of the project which received funding _____

Please attached a copy of your organisations current Annual Financial Statement.

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PART FOUR - Declaration**APPLICANT**

I (insert name)

being a duly authorised representative of (insert group name)

wish to apply for funding for the project described in this application. I warrant that all the information provided in this application and attachments is true and correct and that we have complied with all statutory obligations and reporting requirements. The Greater Shepparton City Council is authorised to seek additional information it may require from our accountants or other institutions who are requested and hereby authorised to supply such information. I also agree to provide final acquittal reports as required.

Signed _____ Date _____

AUSPICE ORGANISATION

If you require an auspice agency, please ask an authorised representative of your auspice agency to complete the following:

I (insert name)

being a duly authorised representative of (insert organisation name)

confirm that my organisation agrees to auspice funding applied for in this application. The Greater Shepparton City Council is authorised to seek additional information it may require from our accountants or other institutions who are requested and hereby authorised to supply such information. I also agree to provide final acquittal reports as required.

Signed _____ Date _____

All information collected in the Community Matching Grant Application constitutes "Personal Information" under the Information Privacy Act 2000 and will solely be used by the Greater Shepparton City Council for that primary purpose or a directly related secondary purpose. The information provided will not be disclosed to third parties without your consent unless required by law.

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CHECKLIST

Please ensure you have completed/attached these items to your application

Have you

- Discussed application with Community Development Officer

Attached

- Proof of Incorporation
 Certificate of Currency for Public Liability Insurance

Auspice organisation (if applicable)

- A letter from your auspice organisation
 Proof of Incorporation
 A Copy of their latest annual financial report
 A copy of their Certificate of Currency – Public Liability Insurance

Budget

- Checked your budget and provided one quote minimum
 Provided evidence of non-cash (in-kind, donations)
 The latest copy of your organisations audited financial statement

Finally have you checked that

- All questions have been answered
 An authorised officer of the organisation has signed the application
 You have attached plans/supporting information
 You have attached letter/s from groups supporting your project
 You have kept a copy of your application

Your application is ready to submit!

Applications are due by 5pm on Thursday 25 July 2013

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