



GREATER SHEPPARTON CITY COUNCIL
COMMUNITY PLAN
IMPLEMENTATION FUND
- OPERATIONAL STREAM

About this grant program

Community Plan Groups and Community Asset Committees will have access to Council's Community Plan Implementation Fund (CPIF) Operational Stream via an application process. Operational funding rounds will be developed by Council's Community Strengthening team and will provide opportunities for Community Plan Groups and Community Asset Committees to implement specific projects based on common themes identified across Community Plans.

Council strongly advises you to make contact with the Community Development Team prior to making an application to discuss your proposed activity and eligibility. You can contact Council's Coordinator Community Development Officer via telephone on (03) 5832 9467 or via email Megan.whittaker@shepparton.vic.gov.au

Applications

Operational funding applications can be submitted at any time throughout the year via an Application process that details budget and community contribution to the project.

Applications under \$5,000 are required to submit a Project Proposal for review and approval by the relevant delegation. Council will provide written confirmation advising the Community Plan Group of the outcome.

Applications over \$5,000 are required to submit an Expression of Interest first which will be circulated to relevant Council departments for comment. Following this process, the applicant will be notified of the feedback and if the project is suitable to progress, the applicant will be requested to complete a full Project Proposal. Council will provide written confirmation advising the Community Plan Group of the outcome.

The approval of Operational CPIF Funding Applications is aligned with Council's Instrument of Delegation, as per the below table. It is unlikely that there will be many of these types of projects valued over \$10,000 as projects over this value are usually constituted as a capital project. Operational projects which are over \$10,000 may include masterplans or projects that will not become the asset of Council.

Amount	Delegation	Outcome Timeframe
\$0 - \$500	Coordinator Community Development	Two Weeks
\$501 - \$5000	Team Leader Community Strengthening	Two Weeks
\$5001 - \$50,000	Manager Community Wellbeing	Two Weeks
\$50,001 +	Director Community	Four Weeks

Expected timing for this grant program

Community Plan Groups will have access to Council's Community Plan Implementation Fund (CPIF) via an application process. The Operational Stream is available for community based projects that have been identified as a priority within a Community Plan.

Notification of outcome: 2 - 4 weeks after application

Activity timeframes: As per application details

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://greater-shepparton.smartygrants.com.au/>

Who can and can't apply?

All applicants activities must be primarily based in Greater Shepparton.

APPLICANT TYPE	YES	NO
Community Planning Groups	X	
Community Asset Committees	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/auspice agreement

If a Community Planning Committee or Community Asset Committee is successful in obtaining Operational CPIF funding and can provide an auspice for the project, then funds can be transferred to the auspice, whilst the Community Plan Group deliver the project.

All auspices must sign a grant agreement and the project should be completed and acquitted within 12 months of receiving funds or within 30 days of the project end date.

Alternatively if an auspice cannot be provided, Council will work in partnership with the community to deliver the project and pay associated costs directly to the suppliers as previously agreed. Alternative arrangements will be considered if required.

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 must 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 does not proceed, you must contact the Coordinator Community Development Officer at Greater Shepparton City Council 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 Community Plan Implementation Fund Operational Stream is to provide access to funding for community based projects that have been identified as priorities within a Community Plan.

An operational project includes:

- Renewals that don't change the nature of the asset
- Completed with one year
- Feasibility studies or masterplans
- Community events, assets and equipment
- Community capacity building activities and projects
- Typically projects valued under \$10,000.

These Guidelines are specific to the Operational Stream of the CPIF. Please see the Community Planning Toolkit for more details on funding options available.

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
- 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 required to match the grant amount 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 applicant will be taken into account during the review process. A minimum of 25% matching is required for each application. Matching may include financial or in kind contribution or materials.

In kind labour is typically valued as:

- \$25 per hour, unskilled labour
- \$50 per hour, skilled labour.

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 \$1,000.00.

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:

- \$25.00 per hour for unskilled labour
- \$40.00 per hour for qualified trades person
- \$65.00 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/town benefit
- does the activity support the Community/Committee plan.
- 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 a minimum 25% matching component
- does the intended activity align with the following strategic documents:

Criteria	Description
Strategic Links	Applications will demonstrate how their project links to the Council Plan and the relevant Community Plan.
Land Owner Approval	Approvals and permits are obtained from relevant land owners.
Procurement Guidelines	Council is required to comply with its Procurement Guidelines. When Groups are seeking quotes to support their applications it is important to note the quotations are required for the whole job cost not just the amount requested from Council. It is recommended to request long standing quotes (of up to 3 months) to enable decision making to occur.
Contingency	It is important for contingency to be considered in developing project budgets for EOI's and Project Proposals. Contingencies of between 20% - 40% are recommended, however further advice on appropriate contingencies for each project will be offered.
Acknowledgment of Council Financial Contribution	Applicants will be required to acknowledge funding received from Council through any media or publications regarding the project or activity.
Mobile Objects / Equipment	Community Plan Groups are eligible to seek funds for mobile objects or equipment. Mobile objects or equipment are defined as those that do not have a permanent fixed position. Mobile objects may include; computers, projector screens etc. It is the expectation that should the Group no longer require this equipment in the future, that the object or equipment is not sold for profit, rather that the object / equipment is gifted to another similar organisation or community group.
Matching Component	At least 25% matching is required for each application. Matching may include financial or in kind contribution or materials. In kind labour is typically valued as:

- | | |
|--|--|
| | <ul style="list-style-type: none">• \$25 per hour, unskilled labour• \$50 per hour, skilled labour. |
|--|--|

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 notification of outcome for an 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, as a tool to ensure activities and programs are inclusive of all. 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 5832 9700 and ask to speak to the relevant Officer. 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 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 and Community Planning Group or Asset Committee 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 9467
Email: Megan.whittaker@shepparton.vic.gov.au
Website: greatershepparton.com.au