

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

19 September 2017

Agenda Item 7.6 Small Town Festive Decorations Grant 2017

Attachment 1 Small Town Festive Grant 2017 - Guidelines..... 150

Small Town Festive Decorations Grants

Funding Guidelines 2017

Funding up to \$2000

Greater Shepparton City Council is pleased to offer the Small Town Festive Decorations Grant program for small towns. This grant enables local community organisations to purchase and install festive decorations such as lighting, Christmas trees, feature decorations, signage and banners.

The funding is available to a population centre in Greater Shepparton with less than 10,000 people. This includes the following small towns; however other localities may also apply.

- Congupna
- Katandra West
- Mooroopna
- Tallygaroopna
- Toolamba
- Dookie
- Merrigum
- Murchison
- Tatura
- Undera

The objective of the Small Town Festive Decorations funding program is to provide small towns the opportunity to decorate their main street and/or public space to celebrate the festive season.

What can be funded?

- Purchase and installation of festive decorations such as lighting, Christmas trees, feature decorations, signage and banners.
- Installations that will be located in main streets and/or high visibility areas in each town.
- Priority given to the purchase of decorations that can be used for multiple years.
- Installation costs.

Funded projects must be able to demonstrate community support, have a clear scope on what will be delivered and address safety and risk issues in the installation of decorations. A limit of \$2,000 applies to each grant from each area. Only one grant application per area/township will be accepted.

- **See Greater Shepparton City Council website for information on how to apply.**

- www.greatershepparton.com.au

Please contact Council's Community Development Office before completing your application on 5832 9700

- **Council staff are available to discuss your project ideas.**

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

Eligibility

- Groups should be not-for-profit incorporated body, although not having a certificate of incorporation does not make a group ineligible to apply. In this situation, the group applying for the grant will need to nominate another incorporated not-for-profit Community Group, Organisation or Club in Greater Shepparton willing to manage the grant funds (or “auspice the grant”) on their behalf. If you are considering making an application as an unincorporated body, please contact Council prior to making your application.
- Applicants are required to provide evidence of current Public Liability Insurance policy for this project. For grants less than \$5000 a minimum of \$10million Public Liability insurance is required.
- Funding is only available for festive installations. Events or activities cannot be funded by this program, please see Council’s Festive Events Grants for funding for Festive Events.
- Funding is not available for festive installations where installation contravenes Council policy.
- The purchase of festive items can include the hire of contractors or equipment used to install the purchased items.

Council will not fund:

- Signage or promotional materials for a specific event.
- retrospective funding , e.g. projects that have already started or have been completed
- individuals
- groups and or organisations that operate for profit
- fundraising activities
- groups which are not incorporated *
- politically based organisations or those who operate principally as a lobby group
- groups who are in debt to Council
- prize money and awards
- groups that receive direct income from electronic gaming machines.

*groups that do not have an Australian Business Number (ABN) can receive a grant via an auspice body.

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 delivering the project). Income and expenditure must be equal. Please provide a copy of quotes with your application.

Providing an in-kind contribution is not compulsory but would be viewed favourably by Council.

In-kind income means any goods and /or services contributed 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 in-kind contribution values at:

- \$25 per hour for unskilled labour
- \$40 per hour for qualified tradespersons
- \$65 per hour for machinery hire including driver

Approvals

In some cases, approvals and permits maybe required to carry out the proposed project. Applicants should discuss their project with the responsible e.g. Council or Victorian Government Department (i.e Vic Roads or Parks Victoria) prior to submitting their application. Your offer of funding will be made conditional to you obtaining regulatory approvals.

Attachments

To assist with the approval of your application please provide attachments relevant to support your group's vision for the festive decorations detailed in your application. Including:

- Pictures of materials or products you have sourced.
- Maps or plans of where the decorations will be located
- Approval from the relevant land owner

Assessment

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

- meets the objectives of the grant
- meets Council Plan objectives
- increases community involvement and participation
- addresses safety and risk issues
- clearly identified project scope and outcomes
- clearly defined implementation plan

Applications will be scored against the funding criteria and applications ranked in order of the score. The panel's recommendation will be presented to Council who will consider the recommended funding allocations at an Ordinary Council Meeting. All applicants will be notified in writing as to the outcome of their application.

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 grant program. Your acquittal should include:

- A summary of the project including feedback on what went well and what you learnt from the project
- A Financial Statement supported by copies of invoices or receipt
- Copies of promotional material, any photographs of installations for the purpose of promoting the grant through Council publications and website.

All projects need to be completed and acquitted by 31 January 2018