

# National Volunteer Week Grants

**Surf Coast Shire Council values the contribution volunteers make throughout the shire. In 2016 over 6500 residents, 27.9% of the population reported doing some form of voluntary work across a wide range of social, economic, environmental and cultural groups, projects and events.**

Every year Council participates in National Volunteer Week to acknowledge and celebrate volunteers in the shire. The 2019 National Volunteer Week will run from 20–26 May. The theme of this year's event is "Making a world of difference."

This year Surf Coast Shire Council is offering National Volunteer Week grants to assist community organisations to run events and activities to celebrate and acknowledge their volunteers.

## What do the grants aim to achieve?

The grants will:

- Support community organisations to acknowledge, thank and celebrate volunteers within the Surf Coast Shire
- Promote the benefits volunteering brings to individuals and the community as a whole

## Who is eligible to apply?

- Not for profit community groups, organisations or clubs based in the Surf Coast Shire
- Groups incorporated under the Associations Incorporation Act or supported by an Incorporated Association that is deemed to be a non-profit, as classified by the Australian Taxation Office (section 103A(2) (c) of the Income Tax Assessment Act 1936) via an auspice arrangement

### To apply, you must

- have adequate public liability insurance for the proposed event or be auspiced by an organisation with adequate public liability insurance
- have complied with all terms and conditions including the submission of a satisfactory acquittal report for all previous grants received from Surf Coast Shire Council
- provide an ABN or your auspice organisation's ABN

For more information on auspicing please call 5261 0600 and ask to speak to a member of the Community Health and Development Team.

## What can be funded?

All events and activities held during 2019 National Volunteer Week 20-26 May in the Surf Coast Shire that aim to acknowledge or celebrate volunteers will be considered.

Some ideas for events and activities include:

- morning teas
- luncheons
- talks
- award presentations
- training events
- show cases
- free classes or outings
- Much more....

Funding can also be used for the promotion or publicity of an event or activity

## What is not eligible for funding?

- Events and activities which primary purpose is not to acknowledge and celebrate volunteers within the shire
- Items that are part of an organisations' core business or normal operating expenses, for example utility bills, staff costs or rent
- Events and activities that duplicate existing planned events and activities
- Events and activities run by private, profit making organisations
- Events and activities proposed in venues that do not have accessibility, for example no accessible toilet

## How much can I apply for?

Applications from individual groups or organisations can apply for up to \$150.

Applications from a partnership of multiple organisations, aiming to celebrate volunteers across a number of different groups and/or towns can apply for up to \$400.

### How to apply?

To apply for a small grant visit [surfcoast.vic.gov.au/VolunteerGrants](http://surfcoast.vic.gov.au/VolunteerGrants) and complete all questions.

Incomplete applications will be deemed ineligible.

If you need assistance completing the online grant application form please call 5261 0600 and ask to speak to a member of the Community Health and Development Team.

Applicants should note that the National Volunteer Week grants are limited by the amount of funds available. Applications are not guaranteed funding nor can any applicant receive more than the maximum amounts listed above.

### What is the assessment process?

After you have submitted your grant application:

- You will receive an automated e-mail confirming receipt of your application.
- The application will be reviewed for eligibility by Councils Volunteer Support Officer. Ineligible applications will be notified by e-mail.
- The application is assessed against the Assessment Criteria by a panel of two people.
- Successful and unsuccessful applications are notified by e-mail.

### Assessment Criteria

#### 1. Acknowledgement and celebration of Volunteers (50%)

- The extent to which the proposed event or activity will acknowledge and celebrate volunteers on the Surf Coast
- The number of volunteers that will benefit from the proposed event or activity
- The need for Council to support the event and/or activity for celebration and acknowledgement to occur

#### 2. Event Planning and Management (30%)

- Does the organisation have the necessary resources and experience to successfully manage the proposed event, program or activity?

#### 3. Budget (20%)

- Does the budget reflect value for money?
- Is there evidence of in-kind contribution i.e. volunteer time?

### Grant terms and conditions that will be in funding agreement

Funded groups will need to sign a grant agreement within seven days of being notified they are successful unless otherwise agreed. A sample National Volunteer Week Grant Agreement outlining all terms and conditions can be found on the Surf Coast Shire Council website.