Small Grants Program Guidelines

Published June 2020

Our Small Grants Program provides funding to community groups for projects and initiatives that provide outcomes for the benefit of the community. Please read these guidelines carefully and contact Council's Grants Team to discuss your proposal on **5261 0600**.

1. The Small Grants program

The aim of the Surf Coast Shire Council (Council)'s Small Grants Program (the Program) is to support community groups, projects and initiatives by encouraging new opportunities and strengthening collaboration between groups. The Program is available to new and existing groups, to develop project ideas or improve services within the local community.

Funding is available for community-led projects or activities that:

- Encourage and enable the participation of a diverse range of local residents in their communities
- Address an important community need
- Encourage and enable groups or individuals across the Shire to collaborate and share knowledge, skills and resources.

KEY DATES

Round 1: opens 1 September - closes 30 September*

Round 2: opens 1 March - closes 31 March*

Applications will be accepted until midnight on the final day of each round.

2. How much can I apply for?

- Up to $5,000 may be applied for by projects that meet the selection criteria.

3. Eligibility requirements

For your application to be eligible for assessment, you must ensure that:

- All sections of the online 'Smarty Grants' application form are completed
- You have attached your project plan and included all the necessary taxation and insurance information
- Your application fits within one of the funding categories listed in **Section 6** of these guidelines
- Your group or organisation can contribute to the project through cash or voluntary in-kind services
- Projects must be inclusive for people of all abilities.
- Surf Coast Shire is a Child Safe organisation. Projects and programs involving children must comply with child safe standards. **https://www.dhhs.vic.gov.au/ publications/child-safe-standards**

4. Who can apply?

You are eligible to apply for a Small Grant if:

- The proposed project is specifically designed to benefit residents of the Surf Coast Shire
- You are an incorporated, not-for-profit group or organisation or your project is auspiced (see below) by an incorporated, not-for-profit group or organisation. Churches and Cemetery Trusts are considered incorporated entities by virtue of an Act of Parliament.
- You have an ABN or are willing to provide a Statement of Supplier Form
- Applications from schools will only be considered if the proposed project or activity is not part of the normal school curriculum and strengthens links to the broader community.

Auspicing allows not-for-profit, incorporated organisations to accept grant funding on behalf of individuals or groups who are not incorporated.

5. Who cannot apply?

Those ineligible to apply for a Small Grant are:

- Individuals (you will need to approach an organisation to auspice your project)
- Any Committees of the Surf Coast Shire Council including Advisory Committees, Committees of Management or Sub Committees
- Organisations who received a Surf Coast Shire Small Grant in the previous funding round
- Organisations who have not completed an Acquittal Report for a previous Surf Coast Shire Small Grant
- For-profit or commercial organisations - unless the application can demonstrate that the proposed project, event or activity will have considerable tangible community benefits.

6.   What projects will be funded?

Funds will be provided for projects and activities that fall into the following broad categories:

Community Initiatives: Projects that contribute to the wellbeing and quality of life of Surf Coast Shire residents

Environment: Projects or activities that protect or enhance the local environment or work towards sustainability

Culture and Arts: Community arts projects that support the development of quality arts initiatives and increase involvement in arts and culture by the community. Heritage projects that support participation, learning and recording of the cultural history of the Surf Coast Shire and its residents

Recreation and Leisure: Innovative or new projects that promote recreation, physical activity and increase participation for all abilities:

Also included:

- Portable equipment (club property/asset)
- Capital items with a total project cost less than $10,000 (subject to obtaining land owner/manager approval for appropriate standard of construction and installation method)

* Note: Total project cost must include a provision for contingency. Council will provide a project manager for any project on Council owned or managed land (does not apply to projects on private land).

7.   What will not be funded?

The following will not be funded under the Surf Coast Shire Small Grants Program:

- Capital items with a total project cost greater than $10,000
- Building maintenance works
- General administrative, wages, contracts, insurances and registrations
- Projects funded under other programs supported by the Surf Coast Shire
- Projects that have already commenced or are completed
- Projects that are part of curriculum-based activities in schools
- Projects that are fundraising in nature (unless the project provides considerable community benefit).
- Recurrent funding for ongoing projects or projects which have already been funded

8.   Assessment Panel

An assessment panel of three Council Officers is assembled with subject matter expertise in the areas of Environment, Culture & Arts, Community and Recreation.
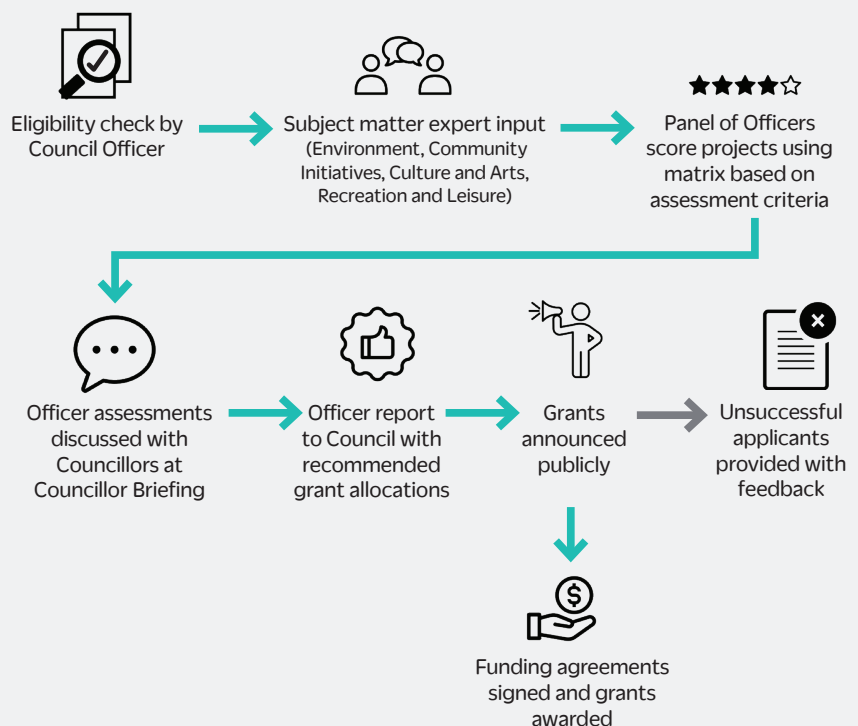
Small GRANTS PROGRAM

ASSESSMENT PROCESS

9.   Assessment Process

Applications received during the Small Grants Program submission period go through this assessment process.

Council has a limited pool of funds and therefore some projects are considered for full funding while others are considered for partial funding. Some projects are not recommended and some not eligible in accordance with assessment criteria.

Eligibility check by Council Officer → Subject matter expert input (Environment, Community Initiatives, Culture and Arts, Recreation and Leisure) → Panel of Officers score projects using matrix based on assessment criteria

Officer assessments discussed with Councillors at Councillor Briefing → Officer report to Council with recommended grant allocations → Grants announced publicly → Unsuccessful applicants provided with feedback

Funding agreements signed and grants awarded

10. Assessment criteria

If your application meets the eligibility requirements, it will be assessed according to the following criteria:

Small Grants Program Priorities: 30%

Has a need for the project been clearly demonstrated and how will the project meet this need?

Does the project provide opportunities for collaboration and sharing of knowledge, skills and resources?

Does the project encourage and enable the participation of a wide variety of local residents?

Outcomes: 30%

What difference will the project will make in the community?

Will there be wide community benefits such as increased health and well-being, increasing participation and inclusion opportunities, improving the environment.

Planning and Management: 20%

Does the organisation have the skills and resources to manage the project?

Does the project plan include realistic objectives and timelines?

What in-kind contribution (volunteer hours or other support) has been provided by the organisation?

Budget: 10%

Does the budget reasonably reflect the project outcomes?

Documentation: 10%

Has sufficient documentation on the project, including all required documentation and quotes, been submitted?

11. Developing a project plan

- A project plan outlines the objectives of your project and describes the strategies you think will best help you achieve the objectives. There will be tasks that need to be completed in order to implement each strategy. A project plan sets out tasks under each strategy, describing who will undertake which tasks and by when so that tasks that are contingent on the completion of other tasks will not delay or derail the project. This can be represented in a table or spreadsheet. You might like to use the 'header' columns to set out the timeframe for your project, with each row describing a task to be completed. Alternatively, you might like to set up the 'header' columns to capture the following bits of information: Description of Activity

- Who will be responsible

- Date to be completed

Example project plan

Activity	Person responsible	Due by
Staff training	Joan Smith	March 2020
Research /interviews	Joan & John Smith	April 2020
Editing	Mat Jones	July 2020
Publish online	Mat Jones	Sept 2020

12. Developing a budget

a. Estimating your expenses

Your group will need to consider the costs of running your project.

Common project costs include:

- Materials for activities that will be used throughout the project

- Hire fees for venues and specific equipment used in activities

- Labour and consultancy fees

- Administration costs, such as photocopying, word processing

- Travel expenses

- Catering costs

a. In-kind contributions

Once you have listed all of your expenses you will need to look at the support you can receive 'in-kind'. In-kind contributions can include materials, time and resources that are donated to the project for free. The project budget must show how the amount of grant funding requested is matched with other cash or in-kind contributions. These cash or in-kind contributions may be the time your volunteers will give to the implementing the project, money that your organisations has fundraised or secured from another agencies or organisations.

As part of the preparation for your project you can approach companies, schools, other community groups and individuals for in-kind support. This will not only help to reduce project costs but will provide a great way to involve others in your project.

For the purposes of this funding application, calculate in-kind voluntary labour @ $30 per hour per person and a skilled/ qualified tradesperson at $60 per hour.

An example budget can be found the website: **https://www.surfcoast.vic.gov.au/Community/Grants/Small-Grants-Program**

13. Making your project accessible for all

Grants applicants should ensure their project is accessible and inclusive for all. This includes physical access to projects, as well as ensuring written materials are visually accessible.

Resources that may assist you include:

Accessible Events Guide: This guide includes a list of resources you can borrow from Council free-of-charge (including ramps, parking signage, hearing loop). Visit **https://www.surfcoast.vic.gov.au/Community/Access-for-all/Access** to download a copy or call Council's Rural Access Officer on **5261 0600**.

14. Assistance running a project

A number of resources have been developed to assist groups running community projects in the Surf Coast Shire. Refer to **https://www.surfcoast.vic.gov.au/Experience/Events/Planning-your-own-event** or call Council's Events Officers on **5261 0600**.

15. Payment process

If your organisation is successful in receiving a Small Grant, payment will be made to your organisation's nominated bank account once all relevant documentation is received, including a signed Small Grants Program funding agreement tax invoice and evidence of public liability insurance.

If your project is being auspiced, you will need to submit the banking details of your auspice organisation and an invoice from the auspice organisation .

16. What are the Small Grant conditions?

In accepting a Small Grant you must be willing to adhere to the following grant conditions:

- Funded groups will need to complete a grant agreement and acquittal report. The Surf Coast Shire will provide pro formas. The funding agreement needs to be signed before any payment can be made. The acquittal report must be completed at the end of the project and be received within 12 months of receiving grant funding. The funded group will be ineligible for any further grants if this report is incomplete.

- It is the responsibility of all applicants to supply the relevant taxation and insurance documentation in the application form.

- Activities arising from the grant allocation must take place within the Surf Coast Shire and benefit Surf Coast Shire residents and workers.

- Funded groups are required to recognise the Surf Coast Shire as a funding source on all project and publicity materials. Please contact the team via e-mail **smallgrants@surfcoast.vic.gov.au** or **5261 0600** to obtain the relevant logo and to ensure that Council sights and approves proofs of all materials prior to production. Unauthorised use of the Surf Coast Shire logo on other material will result in the organisation being ineligible to apply for further grants.

- Copies of any 'products' must be provided to the Council prior to the completion of the project.

- Funds made available through the Small Grant are to be spent on the activities described in the application. Funded groups must seek advice from the Grants Team before making significant changes/variations to the implementation of the project or to the proposed budget.

- Allocated funds are to be expended within 12 months of receiving the funding, unless otherwise negotiated. Accurate financial records of the funded group must be maintained and made available to Council staff in the event of any further audit by Council into the use of the Grant.

- Council officers may request meetings with the funded group to check progress during the period of the activity, or undertake an independent project audit.

- The Council is not responsible for meeting any shortfall should the project run over budget.

- Any Surf Coast Shire funds that are not expended on the project will be returned to the Council.

- The Council, it's servants, agents and employees shall not be responsible at anytime for any liabilities incurred or entered into by the recipient organisation as a result of, or arising out of that organisation's responsibilities under the funding agreement

- The recipient shall release and indemnify the Council, it's servants, agents and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the recipient, or the recipient's agents in consequence of the funding agreement except where the claim, demand, liability, costs or action are caused by the Council it's servants or agents.

- If the project is to be held on Council property, approval must be sought from Council through the relevant department/s.