

Minor Capital Works Grants Guidelines 2023

Surf Coast Shire Council's Minor Capital Works Grants fund small-scale community infrastructure developments both on Council managed and private land.

Funds available

Grants of up to **\$15,000** are available in this program. Applicants must contribute a minimum of 50% (cash or in-kind) towards the total project cost. Total project cost for 'Minor Capital Works Projects' cannot exceed \$100,000.

Applications open in the month of September and take approximately 3 months to process.

Note: Council also offers Quick Response grants for project seeking up to \$3,000 funding.

Grant purpose

Council values the knowledge, skills and motivation people have to take action on ideas that contribute to a thriving Surf Coast Shire community and environment.

The Minor Capital Works Grants contribute funds towards community-led projects that encourage not-for-profit organisations and groups to undertake works to improve community infrastructure.

This includes projects that support:

- Building improvements or renovations
- Renewal of fitted or fixed equipment for community use
- Renewal of open space and outdoor recreation assets

For example, kitchen renovation, air conditioners, accessibility improvements, goal posts, upgrading bike paths, jump pits.

A Capital works project is an item that is built in or needs to be fixed to a wall or the ground.

Before you get started

Before applying:

1. Read these Guidelines.
2. Call our Grants Team on 5261 0600 to discuss your idea and ask any questions

NOTE: Council officers can assist with the application process, but are unable to review draft applications.

To apply

Applications must be submitted online at surfcoast.vic.gov.au/Grants.

Please contact our Grants Team on 5261 0600 if you require an alternative.

Key dates:

Minor Capital Works Grants are open for the month of September. Check our website or call our Grants Team for details on current availability.

Assessment criteria

All applications for Minor Capital Works Grants are assessed on their merit using these criteria:

Criteria	Weighting
The project delivers outcomes that contribute to a thriving community and/or environment (refer to Grant Purpose) with volunteer involvement.	30%
The project responds to a current opportunity and/or need.	30%
The applicant has a demonstrated ability to deliver the project.	10%
The applicant has shown group contribution cash and/or in-kind.	10%
The project has positive environmental outcomes.	10%
The budget is fully detailed, costed with quotes.	10%

Surf Coast Shire is committed to promoting gender equality. Projects that demonstrate an ability to promote gender equality will receive an additional point in the assessment and selection process.

The *Gender Equality Act 2020* means that Council has a legislated requirement and a responsibility to promote and support gender equality. For more information about the Gender Equality Act visit genderequalitycommission.vic.gov.au/about-gender-equality-act-2020

Note

Council typically receives greater demand for project funding than is available through the annual grants budget.

If applications have equal merit, a lower priority may be assigned to projects/initiatives that:

- Have a low percentage of group contribution, cash and/or in-kind
- Received Council grant funds in the same or previous financial year
- Are recommended/are likely to be recommended for funding through other Council grants
- Receive their core funding from State or Federal governments
- Have greater access to funding from sources other than this grant.

Who can apply?

Can apply	
✓	New or existing groups that operate in or contribute to the Surf Coast Shire community.
✓	Incorporated not-for profit groups, or unincorporated groups who apply through an appropriate not-for-profit incorporated body that supports the application and is willing to accept responsibility for the funding (i.e. auspice agreement).
✓	Examples include groups with interests in the environment, sports, social connection, community safety, business networking, history and others.
✓	Charitable organisations.
✓	Groups that operate as part of a larger governing body, where this grant is outside the scope of what is funded by the governing body, e.g. Churches, Cemetery Trusts, SES, CFA.
✓	Not-for-profit community groups and sporting clubs that lease Council owned buildings within the Surf Coast Shire.
✓	Schools and kindergartens, if the activity is not part of the standard curriculum/learning framework.
Cannot apply	
✗	Groups that do not meet the eligibility requirements specified in these Guidelines.
✗	Groups that have received Surf Coast Shire Council funding for the same project within the same financial year (unless it is a new stage of that project).
✗	Committees of Surf Coast Shire Council, including Advisory Committees, Committees of Management or Sub Committees.
✗	Groups that have an overdue Acquittal Report for previous funding received from Council.
✗	Individual businesses.
✗	Elected members and employees of Council must not be involved in the development of an application and are not eligible to sign or be listed on any grant.

What will and won't be funded

Yes		No	
✓	Projects that bring people together and/or enable participation.	✗	Projects outside of Surf Coast Shire.
✓	Projects that increase opportunities for physical activity or recreation.	✗	Projects that have already commenced or equipment that has already been purchased.
✓	Projects that make positive contributions towards First Nations self-determination, Reconciliation and/or allyship.	✗	Wages, contracts, registrations and general administration.
✓	Projects that support positive outcomes for the environment, sustainability and/or climate action.	✗	Operational costs or items purchased on a frequent basis, e.g. telephone, electricity, cleaning/maintenance, utility bills, ongoing insurance, stationary items.
✓	Projects that support diversity.	✗	Prizes, awards, fundraising items or trophies.
✓	Projects that provide arts or cultural opportunities for the community.	✗	Projects that provide direct benefit to a commercial business, individual or landholder without significant community or environmental outcomes.
✓	Projects that express or celebrate the unique values of individual places/townships.	✗	Projects that support political or lobbying activities.
✓	Projects that upskill volunteers.	✗	Projects that create or reinforce gender inequality.
✓	Activities and projects that support gender inclusion and equity.		
✓	Minor additions/changes to a structure or property that has positive community or environmental outcomes (with relevant approvals).		

Eligibility requirements

These are the grant essentials to tick off for your application.

Grant program requirements:

- Activities/projects must take place within the Surf Coast Shire.
- Activities/projects must demonstrate how they act upon the grant purpose described in these Guidelines.
- Activities/projects should demonstrate environmentally sustainable practices and must not have negative impacts on the natural environment.
- Activities must not conflict with the 5 focus areas outlined in the Surf Coast Shire Health and Wellbeing Plan.
- Completed applications must be received through the SmartyGrants online system. Please contact our Grants Team before the closing date on 5261 0600 if you are unable to access this system and require an alternative format/method
- Community Initiatives Grants requires a minimum 50% matched project contribution (cash or in-kind) from the applicant. The method for calculating in-kind contributions is included in the application form.

Requirements of the applicant:

- Grants can be awarded to incorporated not-for profit groups, or unincorporated groups who apply through an appropriate not-for-profit incorporated body that supports the application and is willing to accept responsibility for the funding (i.e. auspice agreement).
- A certificate of currency for Public Liability Insurance (proportionate to the risk associated with the activity being undertaken) must be provided.
- Groups must have an ABN or be willing to complete an ATO Statement by Supplier Form.

Depending on what your project is, the following also need to be met:

- Where related to First Nations Peoples or Culture, applicants must demonstrate appropriate consultation with the applicable Registered Aboriginal Party (RAP), Traditional Owner consultant or First Nations organisation. We recommend reading local RAP Country Plans as a starting point, see links under 'More information' on the final page of this document.
- Projects involving children must comply with the Child Safe Standards [dhhs.vic.gov.au/publications/child-safe-standards](https://www.dhhs.vic.gov.au/publications/child-safe-standards).
- Activities/materials must be accessible and inclusive of all abilities – including physical access, as well as ensuring written materials are visually accessible. [sport.vic.gov.au/our-work/participation/inclusive-sport-and-recreation/universal-design](https://www.sport.vic.gov.au/our-work/participation/inclusive-sport-and-recreation/universal-design)
- Any relevant risk assessments, permissions, permits and/or maintenance must be worked through with Council officers prior to funding being distributed (e.g. permission from a facility or land manager to make changes).
- All projects must adhere to the most recent Government advice related to the COVID-19 pandemic, provided at [coronavirus.vic.gov.au](https://www.coronavirus.vic.gov.au).

Funding information

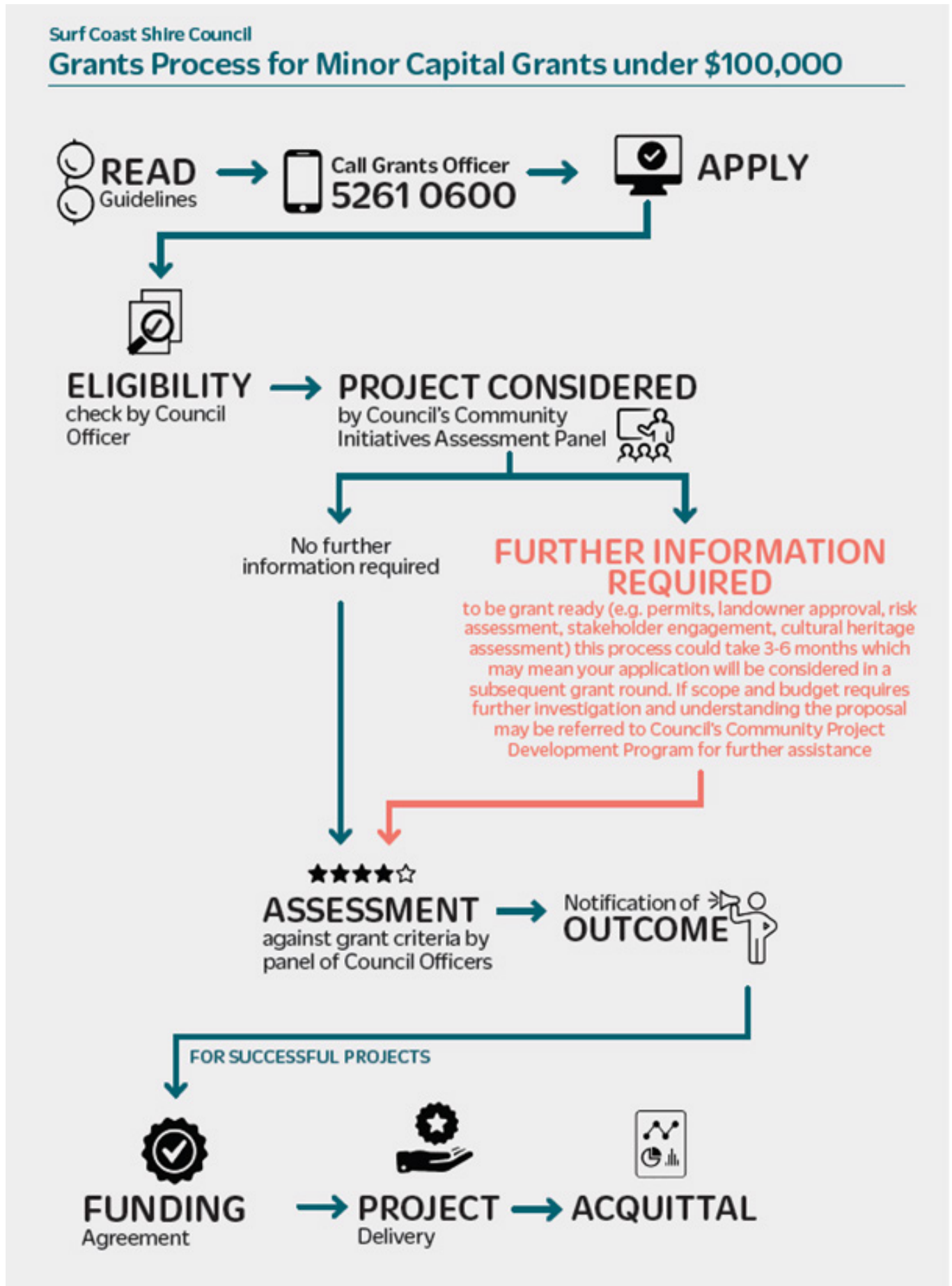
Funding details:

- Funds of up to \$15,000 per group can be applied for within the grant.
- Grant funds cannot be used for retrospective purchases.
- Applicants may apply for funding in multiple Council grant streams if it is for different projects/purposes.
- When a grant is awarded, payment will be made to the organisation's nominated bank account after all relevant documentation is received by Council, including a signed Funding Agreement, invoice and evidence of Public Liability Insurance. If using an auspice, you will need to provide their banking details and an invoice issued by them.
- Council will not be responsible for costs over and above the grant amount awarded.
- Applicants should be aware of their responsibilities to comply with Federal Government taxation requirements. For information or advice on whether you should be registered for GST or need an Australian Business Number, contact the Australian Tax Office information line on 132866 or visit [to.gov.au](https://www.ato.gov.au).

In accepting a Surf Coast Shire Council grant these are the things you are committing to:

- Sign a Funding Agreement prepared by Council, specific to your project/activity.
- The funding provided must be used for the approved activities/items. Any changes to budget items in the application may not be undertaken without prior written approval from Council.
- Applicants must obtain any necessary approvals and meet any costs associated with those approvals.
- Where required, the applicant will ensure that the activity complies with all the relevant acts, codes, standards and applicable legislation, including, but not limited to, Victoria's Child Wellbeing and Safety Act 2005, Disability Discrimination Act 1992, and Occupational Health and Safety Act 2004.
- An Acquittal Report, including an expenditure statement, must be provided in line with conditions outlined in the Funding Agreement.
- Council's logo shall be used on all material relating to the funded activities and an appropriate acknowledgement of funding must be given by the recipient in all promotional material, announcements and reports of the activities to the community.

Grant Process



More Information

About this grant

Online surfcoast.vic.gov.au/Grants

Phone 5261 0600

Resources

Depending on the nature of your project, these resources may be useful.

Registered Aboriginal Parties

We recommend reading the Country Plans available here:

Eastern Maar Aboriginal Corporation

easternmaar.com.au

Wadawurrung Traditional Owners Aboriginal Corporation

wadawurrung.org.au

Access and inclusion

surfcoast.vic.gov.au/Community/Access-for-all

Universal design

sport.vic.gov.au/our-work/participation/inclusive-sport-and-recreation/universal-design

Climate change and sustainability

environmentsurfcoast.com.au

Surf Coast Shire Environmentally Sustainable Council Facilities Policy

surfcoast.vic.gov.au/About-us/Council/Policies-plans-strategies-and-reports/Council-Policies

Community Group Directory

surfcoast.vic.gov.au/Community/Community-Group-Directory

Council Plan and Community Vision

surfcoast.vic.gov.au/About-us/Your-Say/People-Place-Future

Reconciliation Australia

reconciliation.org.au

Gender Equality

vichealth.vic.gov.au/sites/default/files/EveryoneWins_How_to_use_the_toolkit.pdf

vic.gov.au/gender-equality-what-it-and-why-do-we-need-it

Surf Coast Shire Council
GRANTS PROCESS

