

Guidelines

Surf Coast Shire Council's **Quick Response Grants** assist diverse community groups and organisations to fund minor equipment purchases, upgrades or replacement as well as clever and creative projects that help our community and environment to thrive.

Funds available

Grants of up to \$3,000 are available in this program. A funding contribution from the applicant is *not* required in this grant stream.

Applications are assessed and funding is awarded on a monthly basis until the allocated budget is exhausted (per financial year).

Note: Council also offers Community Initiative Grants rounds open in March and September for projects seeking up to \$5,000 funding.

Grant purpose

Surf Coast Shire Council is committed to supporting diverse community groups and organisations who contribute to a thriving community and environment.

The Quick Response Grants contribute funds towards community-led projects that respond to current opportunities and/or need including the purchase of minor equipment, upgrades or replacement to assist with and/or expand their activities, or projects that increase social connection, inclusion, health, wellbeing, safety, community arts, cultural or environmental outcomes, and/or upskill local volunteers

[Council Plan 2021-2025](#) provides some information on these topics (and others).

Before you get started

Before applying:

1. Read these Guidelines and check your eligibility.
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:

Quick Response Grants are open for applications year round, until the allocated budget is exhausted each financial year. Check our website or call our Grants Team for details on current availability.

Assessment criteria

All applications for Quick Response Grants are assessed on their merit using these criteria:

| Criteria | Weighting |
|---|-----------|
| The group’s activities contribute to a thriving community and environment e.g. have positive outcomes for social connection, inclusion, health, wellbeing, culture, community arts, local businesses, natural environments, climate change. | 35% |
| The project assists the group with its purpose/function and responds to a current opportunity and/or need. | 30% |
| The applicant has a demonstrated ability to deliver the project. | 15% |
| The project has positive environmental outcomes. | 10% |
| The budget is fully detailed, costed with quotes. | 10% |

Read more about assessment in the Grant Process section of these Guidelines.

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:

- 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). <i>Examples include groups with interests in the environment, sports, social connection, community safety, business networking, history and others.</i> |
| ✓ | 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. |

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| ✓ | Schools and kindergartens, if the activity is not part of the standard curriculum/learning framework. |
| ✓ | Individuals under an auspice agreement |

| Cannot apply | |
|---------------------|--|
| ✗ | Individuals who are not applying on behalf of an eligible group. |
| ✗ | Groups that don't 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). |
| ✗ | Groups that have an overdue Acquittal Report for previous funding received from Council. |
| ✗ | Committees of Surf Coast Shire Council, including Advisory Committees, Committees of Management or Sub Committees. |
| ✗ | 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 |
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| ✓ Minor equipment purchases. | ✗ Recurrent operational costs. |
| ✓ Equipment upgrades. | ✗ Items purchased on a frequent basis, e.g. cricket balls. |
| ✓ Replacement equipment. | ✗ Equipment already purchased or projects that have already commenced. |
| ✓ Equipment that encourages and enables participation. | ✗ Prizes, awards, fundraising items or trophies. |
| ✓ Equipment to meet Australian Standards, and/or Local/State/Federal regulations. | ✗ Projects that support political or lobbying activities. |
| ✓ Equipment purchases where the applicant is contributing to the overall cost. | ✗ Capital developments, e.g. renovations or additions/changes to a structure or property. |
| ✓ Activities that bring people together and/or enable participation, e.g. events*, support groups. | ✗ Projects outside of Surf Coast Shire. |
| ✓ Activities or resources that increase opportunities for physical activity or recreation. | ✗ Wages, contracts, registrations and general administration. One-off facilitator/trainer fees are accepted. |

| | |
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| <p>✓ Activities that make positive contributions towards First Nations self-determination, Reconciliation and/or allyship (this means listening to and supporting action on issues of importance to First Nations Peoples).</p> | <p>✗ Operational costs or items purchase on a frequent basis, e.g. telephone, electricity, cleaning/maintenance, utility bills, ongoing insurance, stationary items.</p> |
| <p>✓ Activities or resources that support positive outcomes for the environment, sustainability and/or climate action.</p> | <p>✗ Projects that provide benefit to a commercial business, individual or landholder without significant community or environmental outcomes.</p> |
| <p>✓ Activities or resources that celebrate diversity.</p> | |
| <p>✓ Activities or resources that provide arts or culture opportunities for community.</p> | |
| <p>✓ Activities, events* or resources that express or celebrate the unique values of individual places/townships.</p> | |
| <p>✓ Activities that upskill volunteers, e.g. training or development opportunities.</p> | |
| <p><i>Examples of eligible equipment include (but are not limited to) portable tools, technology, safety equipment, sports equipment with ongoing uses, garden beds, marquees and shade structures, stage lighting for performance spaces.</i></p> | <p><i>Examples of equipment that won't be funded include (but are not limited to) tennis balls, stationary, catering supplies.</i> <i>*Note: Events such as markets must be for the primary purpose of community education and involvement, not commercial gain.</i></p> |

Eligibility requirements

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

Grant program requirements:

- Activities/projects must take place in the Surf Coast Shire.
- Equipment must be for activities/projects that benefit the Surf Coast Shire community.
- 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.

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.
- Activities/materials must be accessible and inclusive of all abilities – including physical access, as well as ensuring written materials are visually accessible.
- 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.

Funding information

Funding details:

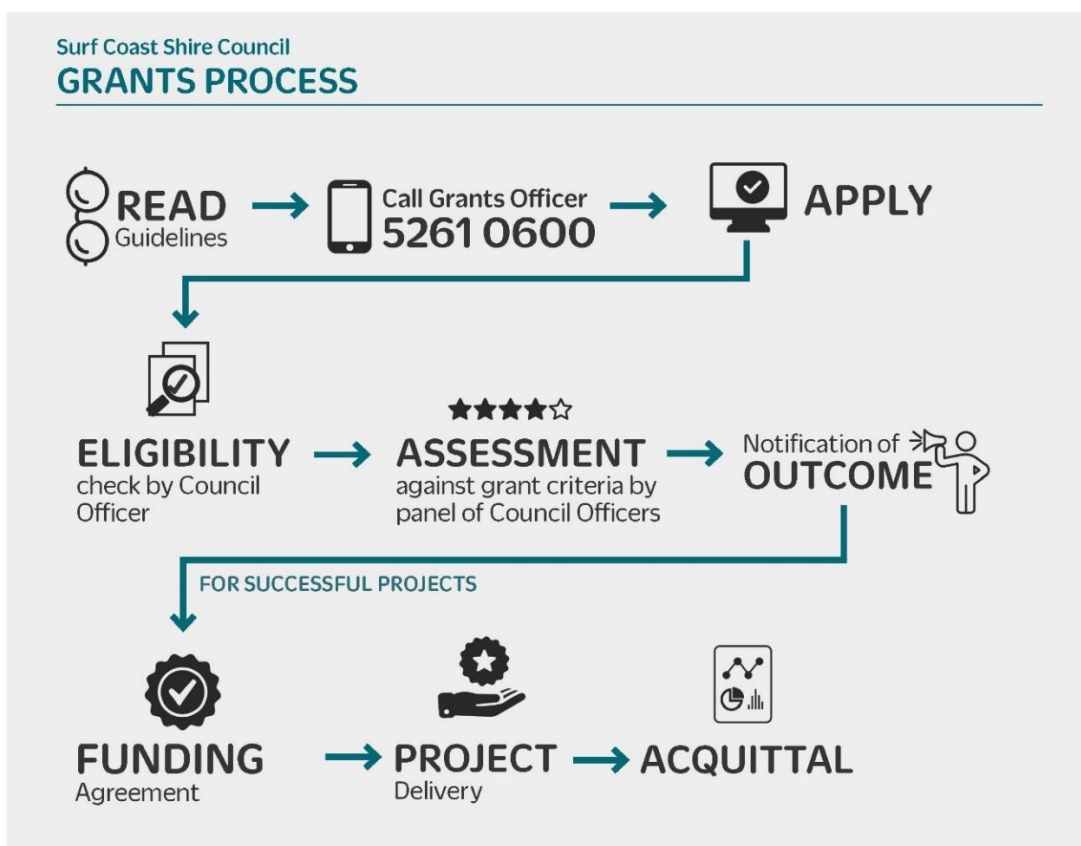
- Funds of up to \$3,000 are available per group, and multiple items of equipment can be applied for within the grant.
- Grant funds cannot be used for retrospective purchases.
- The applicant may contribute to the cost of equipment purchased, but grant funds cannot be used for retrospective purchases.
- 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 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 equipment. Any changes to budget items must be approved by Council prior to purchase.
- 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.

Access and inclusion

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

Climate change and sustainability

environmentsurfcoast.com.au

Community Group Directory

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

Energy efficient appliances

energy.gov.au

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