ℹ Community Initiative Grants: March and September rounds

Guidelines

Surf Coast Shire Council's Community Initiative Grants fund clever and creative projects that help our community and environment to thrive.

Funds available

Grants of up to $5,000 are available in each round of this program. Applicants must contribute a minimum of 30% (cash or in-kind) towards the total project cost.

Two rounds of Community Initiatives Grants are offered each year, with applications open for the months of March and September.

Note: Council also offers Community Initiative Grants: Quick Response, open year round for projects seeking up to $2,000 funding. Find out more here: www.surfcoast.vic.gov.au/Grants.

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 Community Initiatives Grants: March and September rounds contribute funds towards **community-led projects that bring people together to collaborate, upskill, share resources and put ideas into action.**

Outcomes of these projects may include, for example, increased social connection, inclusion, health, wellbeing, safety, community arts, cultural or environmental outcomes, and/or upskilling of local volunteers.

Council Plan 2021-2025 provides some information and food for thought 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 www.surfcoast.vic.gov.au/Grants.

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

Key dates:

Applications are open 1-31 March and 1-30 September annually, with assessments and notification of outcomes occurring in the following month.

ⓘ Community Initiative Grants: March and September rounds

Assessment criteria

All applications for Community Initiatives Grants: March and September rounds 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).	35%
The project will increase connections, collaboration and/or skill sharing between people, within their immediate or broader communities.	15%
The project offers opportunities for volunteers and/or community members to progress or develop new skills.	15%
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?

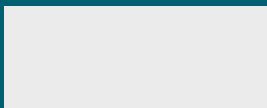| Can apply |
|---|
| ✓ New or existing groups that operate in or contribute to the Surf Coast Shire community. |
| ✓ Incorporated not-for profit groups, or unincorporated groups who apply through an appropriate not-for-profit incorporated body that supports the application and is willing to accept responsibility for the funding (i.e. auspice agreement). *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. |

ℹ Community Initiative Grants: March and September rounds

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	
✓	Activities or resources that bring people together and/or enable participation and skill sharing. *e.g. events*, support groups, workshops, equipment, sporting activities*	✖	Projects outside of Surf Coast Shire.
✓	Activities that will have positive social and/or environmental outcomes. *e.g. promote diversity, inclusion, physical activity, wellbeing, community arts, environmental conservation, waste reduction, action on climate change*	✖	Projects that have already commenced or equipment that has already been purchased.
✓	Activities that upskill volunteers. *e.g. training for cultural awareness, use of new equipment or safety practices*	✖	Wages, contracts, registrations and general administration. One-off facilitator/trainer fees are accepted.
✓	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).	✖	Operational costs or items purchased on a frequent basis, e.g. telephone, electricity, cleaning/maintenance, utility bills, ongoing insurance, stationary items.
✓	Activities, events* or resources that express or celebrate the unique values of individual places/townships.	✖	Prizes, awards, fundraising items or trophies.
✓	Capital projects that have positive community or environmental outcomes, e.g. a new asset or additions/changes to a structure or property (with relevant approvals).	✖	Projects that provide direct benefit to a commercial business, individual or landholder without significant community or environmental outcomes.

*Note: events such as markets must be for the primary purpose of community education and involvement, not commercial gain.

ℹ️ Community Initiative Grants: March and September rounds

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.
- ☐ Completed applications must be received by the deadline of the funding round, 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 require a minimum 30% 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 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.
- ☐ **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 www.coronavirus.vic.gov.au.

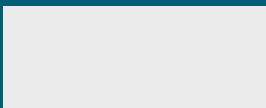# ℹ Community Initiative Grants: March and September rounds

Funding information

Funding details:

- Funds of up to $5,000 per group can be applied for within the grant.
- 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.
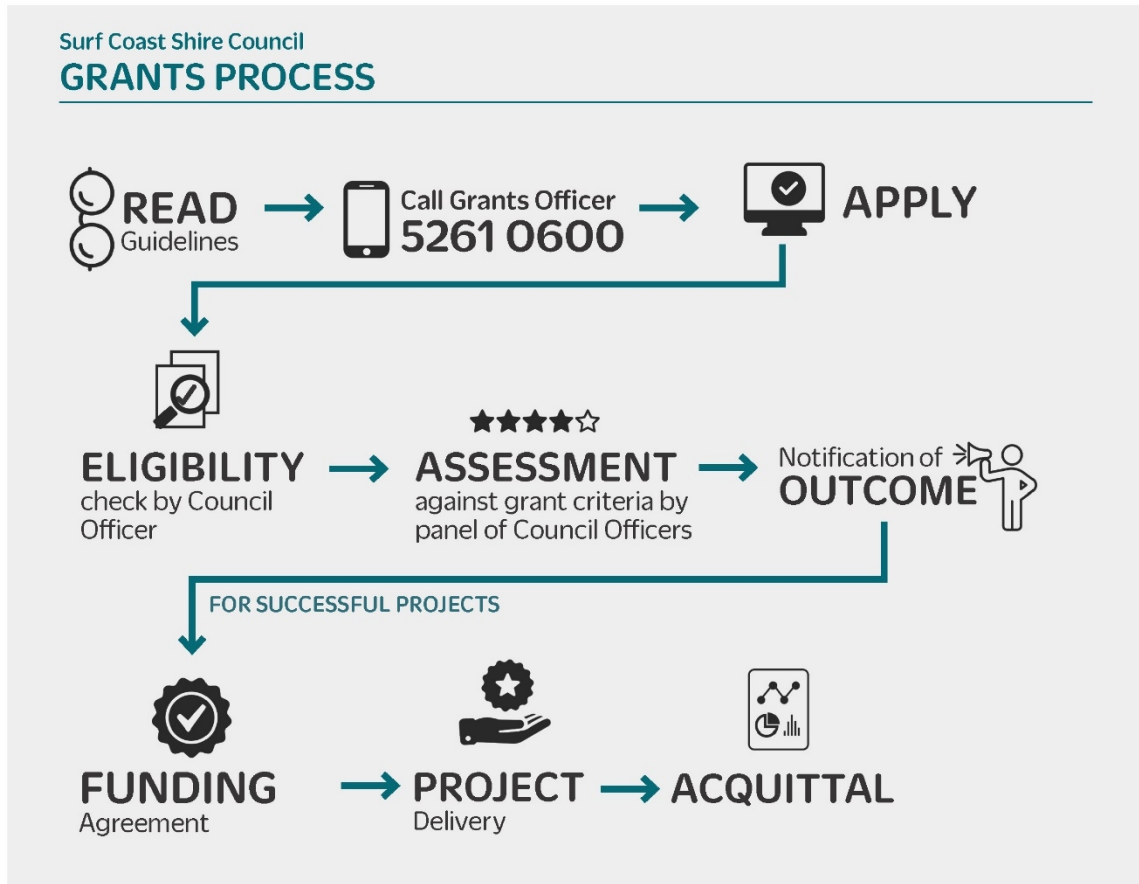
In accepting a Surf Coast Shire Council grant these are the things you are committing to:

- Sign a Funding Agreement prepared by Council, specific to your project/activity.
- The funding provided must be used for the approved 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.

Community Initiative Grants: March and September rounds

Grant Process

Surf Coast Shire Council
GRANTS PROCESS

READ Guidelines → Call Grants Officer **5261 0600** → **APPLY**

ELIGIBILITY check by Council Officer → ★★★★☆ **ASSESSMENT** against grant criteria by panel of Council Officers → Notification of **OUTCOME**

FOR SUCCESSFUL PROJECTS

FUNDING Agreement → **PROJECT** Delivery → **ACQUITTAL**

More Information

About this grant

Online www.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

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ℹ Community Initiative Grants: March and September rounds

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

Asset Based Community Development
Bank of I.D.E.A.S
Jeder Institute
Nurture Development

Climate change and sustainability
environmentsurfcoast.com.au

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