

# Minor Capital Works Grants Guidelines

Surf Coast Shire Council’s Minor Capital Works Grants fund small-scale community infrastructure developments.

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

Note: Council also offers [Quick Response grants](#) for projects 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.

The [Council Plan](#) provides information and insight into Council priorities and the [Municipal Public Health and Wellbeing Plan](#) identifies our Health and Wellbeing Pillars.

## Before you get started

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](http://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.

## Assessment criteria

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

Criteria	Weighting
The project delivers outcomes that contribute to a thriving community and/or environment (refer to Grant Purpose) with volunteer involvement.	<b>30%</b>
The project responds to a current opportunity and/or need.	<b>30%</b>

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%

**Equity and inclusion considerations for your project:**

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](http://genderequalitycommission.vic.gov.au/about-gender-equality-act-2020).

Surf Coast Shire Council is committed to promoting equality and access for all people regardless of race, sex, sexuality, age, ability and disability, socio-economic status, education, ethnicities and faith.

We believe our diversity is what makes our community stronger.

To ensure our grants program is equitable and inclusive, projects that remove barriers to participation for marginalised groups and emphasise inclusion will be given preference over projects which encourage stereotypes or are not accessible to all. This might look like:

- Your facilities, publications and processes are accessible and inclusive as possible
- You make reasonable adjustments for marginalised groups
- You are open to feedback for how you can improve access and inclusion
- You actively promote the participation of women and girls in your project or group.

**Important 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	
✓	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).
✓	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 or are licensed to use Council owned buildings.
✓	Schools and kindergartens, if the activity is not part of the standard curriculum/learning framework.
✓	Individuals under an auspice agreement.
<b>Cannot apply</b>	
✗	Individuals who are not applying on behalf of an eligible group.
✗	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 are not eligible to write applications, sign or be listed on any grant.

### What will and won't be funded

Yes		No	
✓	Projects that align with and support this Grant Programs Purpose as found at the top of these guidelines.	✗	Projects that do not align with Grant Programs Purpose.
✓	Activities and projects that support gender inclusion and equality.	✗	Activities and projects that do not support gender inclusion and equality or reinforce gender stereotypes.
✓	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).	✗	Projects outside of Surf Coast Shire boundaries.
✓	Activities or resources that support positive outcomes for the environment, sustainability and/ or climate action.	✗	Projects that have already commenced or equipment that has already been purchased.
✓	Activities or resources that celebrate and promote diversity and inclusion.	✗	Wages, contracts, registrations and general administration. One-off facilitator/trainer fees are accepted.
✓	Projects that bring people together and/ or enable participation.	✗	Operational costs or items purchased on a frequent basis, e.g. telephone, electricity, cleaning/maintenance, utility bills, ongoing insurance, stationary items.
✓	Projects that increase opportunities for physical activity or recreation.	✗	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 do not align with the objectives of Council’s Municipal Health and Wellbeing Plan. (e.g. projects that encourage unhealthy eating or include the consumption of Alcohol).
✓	Minor additions/changes to a structure or property that has positive community or environmental outcomes (with relevant approvals).	✗	Projects on private land unless the project demonstrates considerable community benefit.

\*Note: events such as markets must be for the primary purpose of community education and involvement, not commercial gain. Christmas Carol Events must apply for Surf Coast Shire [Community Event grant funding](#).

### Eligibility requirements

These are the grant essentials to tick off before your application can be considered by us.

#### 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/projects must not discriminate against people based on gender identity, race, age, socio economic status, education, ethnicity, ability and disability, or faith.
- Activities/projects must not contradict the priorities of the Council Plan, including the Municipal Health and Wellbeing Plan.
- Activities/projects must not contradict the priorities of the Council Plan, including the Municipal Health and Wellbeing Plan.
- All projects must adhere to the National Construction Code, and meet the minimum standards laid out in the Disability Discrimination Act, 1992 that people with a disability always have access to public facilities without needing to provide notice or have special provisions made.
- Minor Capital Works Grants require a minimum 50% project contribution (cash or in-kind) from the applicant. The method for calculating in-kind contributions is included in the application form.
- 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.
- The applicant must demonstrate that they can meet the matched project contribution requirement described in these guidelines. The method for calculating in-kind contributions is included in the application 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).
- Where appropriate, projects must be inclusive of people with a disability or those who are marginalised. Please refer

to Council's Disability Inclusion Guidelines. If successful, you may be required to complete Surf Coast Shire's Inclusive Events Checklist.

- 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).

### Funding information

#### Funding details:

- Funds of up to \$15,000 per group can be applied for within the grant.
- The applicant may contribute to the cost of the project, 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 [ato.gov.au](http://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.

### Grievance Process

All applicants whether successful or not have the opportunity to discuss the application process. Applicants have the opportunity to write to the CEO if they are not satisfied with the grant process. The applicant will be notified of the outcome in writing.

Surf Coast Shire Council

## Process for Minor Capital Works Grants



**READ**  
Guidelines



Call Grants Officer  
**5261 0600**



**ELIGIBILITY**  
check by Council  
Officer

(Is Project Investment Ready?  
Permits, landowner approval, risk  
assessment, cultural heritage  
assessment, budget, quotes, project  
plan, stakeholder engagement)



**INVESTMENT  
READY**



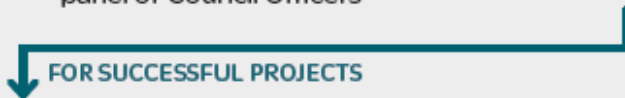
**APPLY**



**ASSESSMENT**  
against grant criteria by  
panel of Council Officers



Notification of  
**OUTCOME**



FOR SUCCESSFUL PROJECTS



**FUNDING**  
Agreement



**PROJECT**  
Delivery



**Celebrate**



**ACQUITTAL**

## More Information

### About this grant

Online [surfcoast.vic.gov.au/Grants](https://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](https://easternmaar.com.au)

#### Wadawurrung Traditional Owners Aboriginal Corporation

[wadawurrung.org.au](https://wadawurrung.org.au)

### Access and inclusion

[surfcoast.vic.gov.au/Community/Access-for-all](https://surfcoast.vic.gov.au/Community/Access-for-all)

### Universal design

[sport.vic.gov.au/our-work/participation/inclusive-sport-and-recreation/universal-design](https://sport.vic.gov.au/our-work/participation/inclusive-sport-and-recreation/universal-design)

### Surf Coast Shire Environmentally Sustainable Council Facilities Policy

[surfcoast.vic.gov.au/About-us/Council/Policies-plans-strategies-and-reports/Council-Policies](https://surfcoast.vic.gov.au/About-us/Council/Policies-plans-strategies-and-reports/Council-Policies)

### Asset Based Community Development

[Bank of I.D.E.A.S](#)

[Jeder Institute Nurture Development](#)

### Climate change and sustainability

[environmentsurfcoast.com.au](https://environmentsurfcoast.com.au)

**Community Group Directory** [surfcoast.vic.gov.au/Community/Community-Group-Directory](https://surfcoast.vic.gov.au/Community/Community-Group-Directory)

### Council Plan and Community Vision

[surfcoast.vic.gov.au/About-us/Your-Say/People-Place-Future](https://surfcoast.vic.gov.au/About-us/Your-Say/People-Place-Future)

### Reconciliation Australia

[reconciliation.org.au](https://reconciliation.org.au)

**Gender Equality** [vichealth.vic.gov.au/sites/default/files/EveryoneWins\\_How\\_to\\_use\\_the\\_toolkit.pdf](https://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](https://vic.gov.au/gender-equality-what-it-and-why-do-we-need-it)