

Application Guidelines

Background

The Community Action Grants Program was established in 2013 to support communities with funds to provide services, self-help and assist with community development, social action and connectedness. Council has allocated \$30,000 towards the 2018/19 Community Action Grants Program which is categorised into four key areas:

Community Assistance
<p>Council's financial contributions to small scale projects allow community groups and organisations to focus and utilise their own funds for larger, strategic projects such as refurbishment of facilities, volunteer training, retention and development.</p> <p>Through the Community Assistance Program, grants of up to \$1,000 are available to not-for-profit community groups and organisations to assist with worthwhile projects that do not fit under the Event Sponsorship, Minor Facility Upgrades or Small Equipment categories of the Community Action Grants program.</p>
Event Sponsorship
<p>The Events Sponsorship category of the Community Action Grants is designed to assist community organisations to promote:</p> <ol style="list-style-type: none"> 1. Social connectedness amongst community members within Hindmarsh Shire and 2. The Hindmarsh region as an "Event Destination" for visitors. <p>Event sponsorship grants offer grants of up to \$500 to assist with events within Hindmarsh Shire which demonstrate social and economic benefit to the Hindmarsh community.</p> <p>For larger events with a regional impact, Council may allocate an increased sponsorship amount. To be eligible applications must provide evidence of the events social and economic impact to the Hindmarsh community.</p>
Minor Facility Upgrades
<p>Under the Minor Facilities Upgrade Program, grants of up to \$2,000 are available to not-for-profit community groups and organisation's to assist in the costs of upgrading community facilities such as, but not limited to:</p> <ul style="list-style-type: none"> • Improving accesses; • Installation of heating and cooling • Minor internal and external upgrades
Small Equipment
<p>Small Equipment Grants of up to \$1,000 are available to non-for-profit organisations to assist in the cost of purchasing small equipment items. In the past grants have been utilised in the purchase of items such as, but not limited to:</p> <ul style="list-style-type: none"> • Garden equipment and tools; • Appliances and whitegoods; • Computers and electronic items; • Sports equipment.

Funds are to be spent and acquitted by the community organisation prior to 30 June of the financial year in which the funds were obtained.

Applications need to be received prior to the closing date for submission to the September and March Council Meetings. Council will evaluate all applications based on the eligibility, assessment criteria and information provided, as part of their decision making process.

Application Deadlines:

Category	Round 1 Closing Date	Round 2 Closing Date
Community Assistance	Closing Date 31 August 2018	Closing Date 1 March 2019
Event Sponsorship		
Minor Facility Upgrades		
Small Equipment		
Council Meeting Date	September 2018	March 2019

Eligibility Criteria

Applications must meet the following criteria in order to be eligible for a Community Action Grant:

All applications must:

- Demonstrate direct economic and social benefit to the community.
- Not already receive substantial support from Hindmarsh Shire Council.
- Be made by an incorporated community group or not-for-profit organisation or auspiced by such a group.
- Apply for one category per funding round.
- Obtain any / all relevant permits required to host an event within Hindmarsh Shire Council.

Ineligible Applications:

Applications by, or for, the following purposes will not be eligible for funding:

- Community organisations who do not provide direct benefit to the Hindmarsh Shire community;
- Individuals;
- Community organisations who have successfully obtained funding of \$500.00 or more through the Community Action Grants Program in the current or previous financial year (organisations can only apply for funding every *two* years) are ineligible to apply, with the exception of community groups and organisations seeking sponsorship for annual events (given they have acquitted any previous funding);
- Capital works on major facility maintenance;
- Funding to groups for purposes already significantly supported by Hindmarsh Shire Council (e.g. groups that use a Council facility free of charge and pay no utility or operating costs);
- Programs considered the major responsibility of the State or Federal Government;
- Schools and their Parents and Friends organisations;
- Projects that are clearly a duplication of an existing service;
- Retrospective funding (projects that have commenced or have been completed will not be funded); and
- Clubs / organisations that have received funds from a successful application through a sub-committee of the club/ organisation.

Assessment Criteria

Applications will be assessed against a set of Assessment Criteria. Applications scoring highly against the criteria detailed below are more likely to receive funding:

Why? 40%	<ul style="list-style-type: none"> • Explain the demonstrated community need. • How will the project improve social connections and build community wellbeing? • How will the project achieve economic benefit for the community? • Has the project been identified in a Community Plan?
What? 40%	<ul style="list-style-type: none"> • Provide a brief summary of what you are going to do. • How will your project increase community participation? • Complete and submit a Risk Assessment for any Event • Provide details on how Hindmarsh Shire Council's contribution will be recognised and acknowledged.
How? 20%	<ul style="list-style-type: none"> • Provide quotes/ information on specific item(s) that funds will be used to purchase. • Provide a copy of the applying organisation's most recent bank statement and banking details. • Complete the budget and in-kind contribution templates • How will your event's success be measured? • Provide a copy of public liability insurance (events only) • Applicants must have obtained any/all relevant permits required to host an event within the shire
Finally	<ul style="list-style-type: none"> • Complete eligibility and submissions checklist.

Announcement of Grant recipients and distributions of funds

Community organisations will be notified on the outcome of their grant application via phone call and written confirmation following the appropriate Council Meeting.

Grant Acquittal

All successful grant recipients will be required to provide evidence to Council that the grant was expended in accordance with their application. A completion report template will be provided to grant recipients prior to receiving funds. The final date for acquittals will be 30 June of the financial year funding was obtained.

Failure to provide the completion report by 30 June may hinder future funding opportunities for your community organisation.

Further Information

If you have any queries please contact the Community Development Officer, Michelle Farinha on 5391 4443 or via email at: grants@hindmarsh.vic.gov.au

Applications can be submitted via the online form. Alternatively, the application form can be downloaded and completed.

Applications should be forwarded to the Community Development Officer via any of the below methods marked 'Application- 2018-2019 Business Assistance Grants Program'.

Email	In Person	Mail
Email your application, along with all required attachments to grants@hindmarsh.vic.gov.au	Hand in your printed application and attachments to any of our Customer Service Centres in Dimboola, Jeparit, Nhill and Rainbow	Send your printed application and attachments to PO BOX 250 Nhill VIC 3418