

## Community Action Grants Program 2023 – 2024 Hindmarsh Shire Council

### Application Guidelines

Hindmarsh Shire Council's vision is to be a connected, inclusive and prosperous community.

#### 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 **\$20,000** towards the 2023/2024 Community Action Grants Program which is categorised into three key areas: a) Community Assistance; b) Event Sponsorship, and; c) Small Equipment.

#### Grant Categories

##### **Community Assistance – Up to \$1,000**

Council's financial contributions to small scale projects aims to 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. 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 or Small Equipment categories

##### **Event Sponsorship – Up to \$500**

The Event Sponsorship Program aims to assist with events within Hindmarsh Shire which demonstrate social and economic benefit to the Hindmarsh community. The program is designed to assist community organisations to promote, a) social connectedness amongst community members within Hindmarsh Shire and; b) the Hindmarsh region as an "Event Destination" for visitors. Event sponsorship grants can be applied for on an annual basis.

**Note:** 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.

##### **Small Equipment – Up to \$1,000**

Small Equipment Grants 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: garden equipment and tools; appliances and whitegoods; computers and electronic items; sports equipment.

**Community Action Grants Program  
2023 – 2024  
Hindmarsh Shire Council**

**Eligibility**

<b>Grant</b>	<b>Criteria</b>
<b><i>All Applications</i></b>	<ul style="list-style-type: none"> <li>○ Demonstrate direct economic and social benefit to the community;</li> <li>○ Not already receive substantial support from Hindmarsh Shire Council;</li> <li>○ Be made by an incorporated community group or not-for-profit organisation or auspiced by such a group;</li> <li>○ Apply for one category per funding round;</li> <li>○ Obtain any / all relevant permits required to host an event within Hindmarsh Shire Council.</li> <li>○ Complete and attach all necessary documents (risk management, quotes)</li> </ul>

**Ineligibility**

The Ineligibility criteria as follows:

- a) Community organisations who do not provide direct benefit to the Hindmarsh Shire community;
- b) Individuals;
- c) Applicants who have obtained funding of \$500.00 or more for a Community Assistance or Small Equipment grant through the Community Action Grants Program in the current or previous financial year; except those seeking Event Sponsorship for annual events;
- d) Capital works on major facility maintenance;
- e) Funding to groups for purposes already significantly supported by Hindmarsh Shire Council;
- f) Programs considered the major responsibility of the State or Federal Government;
- g) Schools and Parents and Friends organisations;
- h) Projects that are clearly a duplication of an existing service;
- i) Retrospective funding (projects that have commenced or have been completed will not be funded); and
- j) Clubs/organisations that have received funds from a successful application through a sub-committee of the club/organisation.

**Community Action Grants Program  
2023 – 2024  
Hindmarsh Shire Council**

**Assessment Criteria**

The following criteria will be used to assess applications:

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

**Deadlines**

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.

<b>Category</b>	<b>Round 1</b>	<b>Round 2</b>
<i>Community Assistance</i>	Closing Date: Friday <b>29 September 2023</b> 5:00pm	Closing Date: Friday <b>09 February 2024</b> 5.00pm
<i>Event Sponsorship</i>		
<i>Small Equipment</i>		
<b>Council Meeting Date</b>	Wednesday <b>25 October 2023</b>	Wednesday <b>06 March 2024</b>

**Community Action Grants Program  
2023 – 2024  
Hindmarsh Shire Council**

**Submission**

Applications should be forwarded to the Community Development Team via any of the below methods, marked 'Application- 2023-2024 Community Action Grants Program'.

<b>Online Application</b>	Visit our website, or use this link: <a href="https://www.hindmarsh.vic.gov.au/Community/Apply-for-Grants">https://www.hindmarsh.vic.gov.au/Community/Apply-for-Grants</a>
<b>Email</b>	Complete your application and email to <a href="mailto:grants@hindmarsh.vic.gov.au">grants@hindmarsh.vic.gov.au</a> , along with all required attachments
<b>In Person</b>	Hand in your printed application and attachments to any of our Customer Service Centre's in Dimboola, Jeparit, Nhill and Rainbow
<b>Mail</b>	Send your printed application and attachments to: Community Development Team Hindmarsh Shire Council PO BOX 250 Nhill VIC 3418

**Grant Outcome**

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.* Successful applicants must ensure funds are spent and acquitted by the community organisation prior to 30<sup>th</sup> of June of the financial year in which the funds were obtained.

If you have any questions or queries please contact the Community Development Officer, on 5391 4444 or via email [grants@hindmarsh.vic.gov.au](mailto:grants@hindmarsh.vic.gov.au)