

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

21 October 2014

Agenda Item 7.2 Community Matching Grants Round One 2014/2015

**Attachment 1 Guidelines - Round One 2014 2015 Community
Matching Grants..... 138**

G R E A T E R S H E P P A R T O N
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Community Matching Grant Round One 2014 – 2015

Funding Guidelines

Funding up to \$2500

TIMETABLE	
Call for applications	16 June 2014
Applications Close	25 July 2014
Collate and Assess applications	August 2014
Council Meeting - recommended allocations are considered/approved	21 October 2014
Notify successful applicants	22 October 2014
Notify unsuccessful applicants	22 October 2014
Information Session for successful applicants. Funding Agreements returned	10 November 2014 TBC
Final date for paperwork to be returned	21 November 2014
Distribute Funds	By the end of November
Acquittal due	November 2016

Please call Council if you need assistance with your application

Phone: 5832 9478

www.greatershepparton.com.au

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Community Matching Grants Scheme Round One 2014/2015

Greater Shepparton City Council is pleased to offer funding for projects and events which build or strengthen Greater Shepparton communities through its Community Matching Grant Scheme. The Community Matching Grant Scheme will support the development and implementation of community activities and projects, and is part of Council's Community Development Framework.

The intention of the funding is to facilitate projects which achieve some or all of the following objectives:

- Build new social connections and partnerships within communities, or reinforce those that already exist
- Encourage participation in community activities and organisations
- Enable community members to acquire or develop a new skill
- Create, renew or revitalise places and spaces within the community

Funded projects must be able to demonstrate that they are inclusive, have wide community support, and, where appropriate, are sustainable following Council's funding. Funding may be used to conduct events such as a celebration or social gathering, artistic or cultural projects, projects which address environmental needs or community building projects such as creating or rejuvenating a community asset.

In 2014/2015, a total of \$75,000 will be available to support small one-off projects identified and delivered by the community. Grants are available up to **\$2,500** per project.

**FUNDING IS NOT AVAILABLE FOR ONGOING EXPENSES OR FOR PROJECTS WHICH
HAVE ALREADY COMMENCED OR HAVE BEEN COMPLETED.**

See Greater Shepparton City Council website
www.greatershepparton.com.au
for information on how to apply.

Round One 2014 - 2015
Open: 16 June 2014
Close: Friday 25 July 2014

Council staff are available to discuss your project ideas.
Grant Information sessions are conducted throughout the year.

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Please read the Guidelines carefully to ensure you are eligible to apply and to assist you to complete all sections of the application process. For more information on any aspect of the scheme, or if you encounter any problems with your application, please contact Council's Community Development Officer on 5832 9478.

Eligibility

- Applications may be made by a residents' group which specifically forms to carry out the project, or can be made by not-for-profit community, arts, cultural or sporting groups which already exist and whose principal activities are conducted within the Greater Shepparton area.
- Applications can be made by Small Town Community Planning Groups.
- Where an application is made by a group that is not an Incorporated Association; the applicants will need to nominate another incorporated not-for-profit Community Group, Organisation or Club which is willing to manage the grant funds ("auspice the grant") on their behalf. A letter will be required from your auspice organisation confirming their willingness to accept the auspice role.

What will NOT be funded

- Applications received after the closing date.
- Applicants who have previously been funded by Council and have failed to comply with the financial, project monitoring and/or reporting requirements.
- Applications will not be accepted from or on behalf of individuals.
- Groups/organisations that operate for profit.
- Groups/organisations are only eligible for one Community Matching Grant in any given financial year.
- Fundraising activities.

Matched funding

Through the Community Matching Grants Scheme, Council wishes to assist groups who are willing to share the cost of the project with Council. Applicants are required to match the grant requested by providing a

- Financial contribution for your organisation/partner organisation
- In-kind contribution (an in-kind contribution is part of the project that would normally be paid for but is given to the project at no cost).

The ability to provide financial and in-kind support to a project by the applicants will be taken into account during the review process to ensure a fair distribution of grant funds.

Budget

The budget should include details on all income (all sources of funding which will be used to deliver the project) and expenditure (all costs involved in the project). Income and expenditure must be equal. Please provide a copy of quotes with your application where applicable.

It is also necessary to detail the in-kind contributions, if any, that will be made to the project in the budget section.

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Assessment

Your application will be assessed by a panel of Council staff, with broad representation from across Council departments. In assessing the applications, the panel will take the following factors into consideration.

- Applicants must meet some or all of the objectives of the Scheme.
- The intended project meets an objective within the Council Plan. A copy of the Council Plan can be accessed at www.greatershepparton.com.au
- Community benefit
- Project Feasibility
- Evidence of community support

The Assessment Panel's recommendations will be:

- Presented to Council within a Council Report to be prepared by Council Officers
- Council will consider the recommended funding allocations at a formal Ordinary Council Meeting
- All applicants will be notified in writing as to the outcome of their application

We aim to notify you of the outcome of your application on 22 October 2014.

In some cases, the assessment panel may consider your application as more suited to one of Council's other grant programs. If your application is considered by another funding program, Council will contact you to let you know, and may ask for additional information.

Approvals

In some cases, approvals/permits maybe required to carry out the proposed project. Applicants should discuss their project with the responsible body eg Council or a Victorian Government Department, prior to submitting their application. Your offer of funding will be made conditional to you obtaining regulatory approvals. The approval/permit must be obtained within 6 weeks of your offer of funding or an extension negotiated and approved. Council officers can assist applicants with the process of gaining approvals.

Access and Inclusion

Council are committed to providing dignified equitable access for all. It is important that applicants are inclusive of people living with a disability and their carers. This may include considerations to the following:

- Accessible parking at the venue
- Provision of accessible facilities such as toilets, ramp access and accessible seating
- Consideration for assistance animals
- Acceptance of Carer Cards and/or Companion Cards for carers
- Information available in accessible format, such as large print and signage
- If required, use of interpreters, such as Auslan for people who are Deaf

For further information, please contact Council's Access and Inclusion Officer on 5832 9592.

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Cultural diversity

Council strongly supports the cultural diversity within our municipality and ensuring our community is inclusive of all. It is therefore important that applicants demonstrate their pro diversity practices within their application. This can include any demonstration of inclusion of all; for example:

- Advertising events in plain English
- Ensuring event membership is open to everyone
- Availability of halal foods
- Ensuring all published materials avoids acronyms and jargon
- Take religious and cultural occasions into consideration when planning events
- Considerations of uniform alterations for religious dress wear practices
- Availability of interpreters and translated information

For further information please contact Council's Cultural Development Officer on 5832 9527.

Acquittal

You will be required to report back to Council when your project is completed. The Acquittal process is important because it enables Council to continuously evaluate the success of the Community Matching Grants Scheme. Your acquittal should include

- A summary of the project including your feedback on the things that went well and also things that did not go according to plan.
- A Financial Statement must be completed together with receipts attached.
- Copies of promotional materials, photographs or video for the purpose of promoting the Community Matching Grants Scheme through Council publications and website.

All projects should be completed and acquitted within twelve months of receiving funds.

A group which fails to submit their acquittal documents is ineligible to apply for funding under any future rounds of the Community Matching Grant Scheme until their acquittal is completed and reviewed by Council.

Greater Shepparton City Council warmly welcomes your application.

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Section 2

Budget

It is important to demonstrate that your application is financially viable and can be delivered within the budget specified here

Income	\$	Expenditure	\$1000
Matching Grant	2100	Hire of hall 3 days	1200
Funds from the applicant	1500	Band for opening night	1000
		Food for opening night	600
		Hire of display equipment for art	800

Total*	3600	Total*	3600
	Must be within total amount		Must be within total amount

Add Row

In-Kind

Please include details of any contributions to the project that you would normally pay for, but are being received at no cost to the project.

If you have volunteers working on the project, include their contribution valued at:

- \$25 per hour for unskilled labour
- \$40 per hour qualified trades person
- \$65 per hour machinery hire including driver

Person or organisation*	Task	Hours/Rate	Amount In-Kind*
Committee	Labour set up and remove display	10 hrs/\$25	\$250
Recreation Reserve	Loan of tables and chairs		\$100
Joe Blough	Sound equipment and tech support	4 hrs/\$40	\$160
Mary's Newsagents	Photo copy flyers		\$100
			Total* \$610

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