

Bass Coast Shire Council Community Grant Program 2018

Table of Contents

Community Grants – at a glance	3
Contacts for Information and Assistance	3
Grant Rounds and timetable 2016-2017	3
Community Grant Categories and Funding	4
Major Project Funding.....	4
Funding Ratio and Limitations on Funding.....	4
Assessment Criteria.....	4
Making an Application	5
Preparation Checklist	5
Auspiced Grant Projects	5
Organisation Eligibility	6
Project Eligibility.....	6
Multiple Applications.....	7
More about Grant Categories	7
Festivals, Celebrations and Events Grant.....	8
Capital Works	8
Council Plan and other documents.....	8
Budget	9
Making an online application and SmartyGrants	11
Assessment, Notification and Receiving funds	13
Assessment and Notification.....	13
Funding Conditions	13
Applicant Responsibilities.....	13

Community Grants – at a glance

The Community Grants Program supports not-for-profit organisations based in Bass Coast and funds projects and activities which meet the Grant Program eligibility and criteria.

Contacts for Information and Assistance

Grants Officer - 1300 BCOAST (226 278) or (03) 5671 2211, grantenquiry@basscoast.vic.gov.au, assistance provided during office hours.

For grant information and online applications - www.basscoast.vic.gov.au/grants

Council Officers for specific advice - 1300 BCOAST (226 278) or (03) 5671 2211, assistance provided during office hours.

Type of advice	Council Officer contact
Arts, heritage, sport, recreation	Coordinator Recreation and Culture
Community development	Team Leader Community Development
Environmental	Natural Resources Officer
Youth	Youth Planning and Policy Officer
Seniors and children	Community Strengthening Project Officer
Festivals, celebrations and events	Coordinator Events
Access for all abilities http://www.basscoast.vic.gov.au/accessibility	Community Facilitator, Rural Access Officer
Capital works building projects	Assets Officer, Building and Open Spaces

Grant Rounds and timetable 2018

Grant applications are accepted all year. Assessment is twice a year; March (Round 1), August (Round 2)

Time table	Round 1	Round 2
Council assesses submitted applications	From Friday, 9 March 2018	From Friday, 3 August 2018
Council sends applicant a notification email	From Friday, 18 May 2018	From Friday, 16 November 2018
Successful applicants return signed Funding Agreement to Council	As soon as possible after notification, subject to any special conditions on the grant	As soon as possible after notification, subject to any special conditions on the grant
Council pays grant and project is undertaken	Approximately 3 weeks after completed Funding Agreement returned	Approximately 3 weeks after completed Funding Agreement returned
Applicant completes a grant Acquittal report*	No later than one month after project completion.	No later than one month after project completion.

***Please note:** Failure to submit an accurate Acquittal report will deem a group /organization ineligible to make another Community Grant application, until the completed Acquittal report is received.

Community Grant Categories and Funding

The funding pool for each round is \$127,000. Round 2 is subject to Councils 2017-2018 budget.

Community Grants Categories	Funding up to \$5,000	Major Project Funding \$5001- \$10,000
General Community Grant: - Equipment - Other Projects	✓ ✓	× Equipment - not applicable ✓ Other Projects
Festivals, Celebrations and Events Grant	✓	✓
Minor Capital Works Grant	✓	✓

Major Project Funding

Major project funding of \$5001 up to \$10,000 may be applied for in any category except for General Community Grant - Equipment. Council may fund up to two major projects each financial year (one project each round). Applications for major project funding will only be accepted for fully planned projects that can be completed within 15 months of funding. Major project applicants are required to attach a completed project plan template to their application. The template is on the Community Grants webpage <http://www.basscoast.vic.gov.au/grants>

Funding Ratio and Limitations on Funding

Council has introduced a funding ratio for all categories. This ratio is a minimum 30% funded by the applicant and up to 70% funded by Council. For more information about this ratio see the Budget section of this guide.

The Community Grants Program is limited by the amount of funds available. Applicants are not guaranteed funding nor can any applicant be guaranteed full funding.

Assessment Criteria

These criteria are used to assess applications and must be addressed in the grant application.

Community Grants Assessment Criteria	Weighting
The application addresses a community need and describes how the community will benefit from the project/activity	30%
The applicant is able to successfully manage the described project and meet its proposed outcomes	30%
The application is consistent with the Council Plan and/or other strategic documents	25%
The application demonstrates other contributions eg. monetary, voluntary services or in-kind support as part of the proposal	15%

Making an Application

Preparation Checklist

If you have any questions, call or email Council's Grants Officer

- Read the Community Grant Guidelines
- Ensure your group is eligible to apply
- Ensure your project is eligible for funding
- Know what category you are applying to
- Check whether the grant closing and notification dates fit with your project time table
- You may choose to prepare a draft application on the downloadable copy of the application form? <http://www.basscoast.vic.gov.au/grants>
- Ensure answers to application questions addresses the Community Grant Assessment Criteria
- Prepare a draft budget
- Gather all required documentation to support your application. A group or organisation's financial statements and quotations are compulsory, public liability certificate if applicable
- For a capital works project – have you organized a meeting with the relevant Council Officer prior to completing the application?
- For major project funding – have you completed a Project Plan template?
- If you have issues accessing a computer or scanner to make an online application or attach supporting documentation – contact the Grants Officer
- Set up a SmartyGrants login and password and record it in a secure place for future use

Auspiced Grant Projects

Grant funds are only paid to a legally incorporated group. Groups and organisations based in Bass Coast that are not legally incorporated, may apply for a grant if their project is for the benefit of the Bass Coast community and they are auspiced by a legally incorporated not-for profit group or organisation.

Auspiced Community Grant applicants are required to:

1. Fill out Auspicing Organisation Details section in the online grant application
2. Ensure that a completed Community Grants Auspicing Form is attached to the application under the section 'additional supporting information'. A copy of the form is on Council's Community Grants webpage <http://www.basscoast.vic.gov.au/grants>
3. Have a Memorandum of Understanding (MOU) in place between the auspicing organisation and the group being auspiced. The MOU should outline the agreement being made between the groups for managing community grant funds

For more about auspicing go to Justice Connect, Not for Profit law, online information hub and their information about auspicing <http://www.nfplaw.org.au/auspicing>

Organisation Eligibility

Who is eligible to apply?

An applicant must:

1. Be based in Bass Coast or the project must be based in Bass Coast
2. Be registered as a not-for-profit legal entity, for example an incorporated association,
Or, be a not-for-profit unincorporated group that is auspiced by a group that is a registered not-for-profit legal entity. And have
 - at least \$10 million Public Liability Insurance to cover all aspects of the project. Exceptions are for applications requesting low risk equipment purchases.
3. Have an Australian Business Number (ABN) or be willing to complete an Australian Taxation Office Statement by a Supplier form, and attach it to their application.
4. Have provided acquittal reports that are due, for the past community grant funding

Project Eligibility

What can be funded?

1. Materials, equipment and other items essential to the project/activity
2. Printing, advertising, translations and promotional costs
3. Costs incurred in hiring a venue (excluding costs associated with business premises rental)
4. Costs associated with encouraging participation
5. Seeding grants for new groups formed in the 12 months prior to an application.
A seeding grant allows for one off funding of materials, equipment and other items essential to setting up a new organisation (excluding normal business and operating expenses)
6. Training provided that it is of direct benefit to the broader community eg. first aid training.
A contribution of no more than half the cost of training is usual. A group cannot apply for funding of the same training again
7. Emergency services, schools and other groups may be funded for projects that are of broad benefit to the community and outside the scope of their usual funding

What can't be funded?

1. Items or activities that are part of an organisation's core business or their normal day to day operating expenses e.g. insurances, utilities, rental of business premises
2. Office consumables and software, materials or advertising that is fundamental to the running of the group, or activities such as book keeping (the exception is a 'seeding grant' – see number 5 above)
3. Items that are part of an organisation's core activities or normal operating equipment that would normally be replaced on a regular basis, e.g. tennis balls for a tennis club. The exception is equipment of a special nature that will encourage additional participation in the group's activities
4. Awards, trophies or prizes
5. Projects based outside of Bass Coast
6. State-wide organisations or projects

7. Projects that are the funding responsibility of other levels of government
8. Projects that duplicate other local service responses
9. Projects that could be funded from other sources e.g. fees, sponsorships etc.
10. Private profit-making organisations
11. Individuals
12. Projects that have received prior Bass Coast Shire Council funding
13. Projects that have already commenced or equipment that has already been purchased
14. Support for proselytising, religious worship or sectarian activities
15. Attendance at sporting or cultural events or activities, such as contests.
16. Sporting uniforms
17. Scholarships or subscriptions to organisations

Multiple Applications

Multiple Applications in one financial year

1. A group or organisation may make more than one application in one year
2. A group or organisation may make applications to more than one category of a single round of Community Grants
3. Each application must be for a different project
4. Each application must be made on a separate online application in SmartyGrants
5. Applicants may not apply for more than one major project funded project per year

More about Grant Categories

General Community Grant

The General Community Grant has two sub categories. These are Equipment and Other projects.

Equipment

This does not include fixtures, fittings or built in items. These are considered under the Capital Works grant category. The maximum that can be funded under equipment is \$5000.

Other Projects

Other Project examples:

- A project targeted to address specific social or environmental issues in the Bass Coast Community
- A project that aims to increase membership for a group/organisation and broad community participation in the group's activities
- Professional advice and a written report to support planning for a major building project
- Architectural drawings or plans to support planning for a major building project

It is recommended that you contact Council's Grants Officer to discuss your projects eligibility. Major project funding can be applied for under the Other Projects sub category.

Festivals, Celebrations and Events Grant

This category supports creative, sporting and social events, festivals and celebrations that allow for broad community participation.

Applicants should discuss their project with Council's Events Coordinator before making an application.

A Festivals, Celebrations and Events grant:

- Must be approved for funding before an event takes place
- Is conditional upon obtaining all relevant permits and permissions, and providing copies of associated documentation
- Is funded after an event has been held

New and emerging annual events may be funded for up to two Community Grant Program rounds. After being funded a second time an applicant may contact Council's Events Coordinator regarding eligibility for reoccurring event funding.

Capital Works

Capital works applicants must contact the Grants Officer to discuss their project before starting an application. An applicant may also be required to meet with Council's Assets Officer - Building and Open Spaces, to discuss project planning requirements.

Applicants need to know who owns or manages the land or building they are proposing to modify for their capital works project. Applicants must have written approval for their project from their land or building manager, attached to their application.

Applicants must know the project's scope of works and what permits, permissions, inspections and approvals are needed for their project. A successful Capital Works application will be conditional upon obtaining all relevant permits, permissions, inspections and approvals, and providing copies of associated documentation.

A building project must comply with all relevant Australian Standards, including Accessibility Standards where applicable. More information about these standards can be found in 'The Tradies and Renovators Guide to Good Access' booklet on Council's website.

www.basscoast.vic.gov.au/accessguide

Applicants for major project funding in this category must complete a Project Plan template and attach it to their application. A copy of the template is on Council's Community Grants webpage

<http://www.basscoast.vic.gov.au/grants>

Council Plan and other documents

In the application form you will be asked to select which strategy in the Council Plan or other Council planning document aligns best with your application.

Below are documents and strategies you will be asked to select from and links to them on Bass Coast Shire Council's website. You may want to familiarise yourself with these documents and decide which best matches your project.

Council Plan 2017-2021

A copy of the Council Plan is at <http://www.basscoast.vic.gov.au/councilplan>

This Council Plan includes these **Themes**:

- **Economic Development - expanding, attracting and retaining business and investment**
- **Environment - maintain and protect the natural environment**
- **Health and Wellbeing - we are a healthy and active community**
- **Liveability - enjoying the place we live**
- **Our Character - celebrating the uniqueness of our townships**

Other strategic documents

Other strategic documents can be found at <http://www.basscoast.vic.gov.au/plans>. These are some of the documents listed:

- Disability Action Plan 2016 - 2020
- Municipal Early Years Plan 2016 - 2020
- Youth Action Plan 2016 - 2020
- Bass Coast Municipal Recreation Plan 2009 – 2014
- Education Plan 2013 – 2017
- Municipal Public Health and Wellbeing Action Plan 2017 - 2021

Budget

Grant Funding Ratio

An applicant should make a minimum contribution of 30% to their project. This contribution may be in cash, in-kind or a combination of both.

Council may contribute up to 70% to a Community Grant project. Assessment of grant funding includes consideration of how the applicant proposes to fund the project and the capacity of a group to contribute funding.

Other grants secured for the project are not recognised as part of the applicant's 30% contribution.

The Application Form and Budget Information

The application form has two budget tables to be filled out. These require information about in-kind support, income and expenditure.

In-kind Contributions

An in-kind contribution is non-cash support made specifically to the grant project. This may be the supply of donated goods or services, including those contributed to the project by volunteers. In-kind contributions help to demonstrate community support and volunteer commitment to your project. If you have no in-kind contribution you do not need to complete this table.

Calculating In-kind Contributions

In the in-kind table, an applicant is required to:

- Name the organisation or supplier making the in-kind contribution
- Describe the type of in-kind contribution being provided. For example, itemise the

number of volunteer hours, or the number of items being donated and their amount

- Provide a total

Rates for basic labouring work are normally calculated at \$25 per hour and specialist contributions valued at \$45 per hour.

Example:

Section 2		
Budget IN-KIND - volunteer time or materials and services secured at no cost for the project		
Refer to the in-kind support information in the Community Grant Guidelines		
Organisation or Supplier	Description eg. number of goods or volunteers and rate	Total \$40.00
L&S Lanscape Supplies	Mulch - 5 bags at \$8.00 per bag	\$40.00
Handy Hardware	Timber cut to size for 2 garden beds 1.5m x 1.5m	\$110.00
Garden Group volunteers	4 volunteers x 5 hours at \$25 per hour	\$500.00

Income Table

The income table shows the income sources that will be used to deliver your project. Items to list in the Income Table include:

- The community grant amount you are requesting
- The cash contribution of your group or organisation
- Funds from other sources such as bank loans, other grants or sponsorship (please indicate whether the amount is confirmed or not)
- Income expected from the project eg. entry fees, DVD sales

Expenditure Table

The expenditure table includes itemised project expenses. These are the materials, equipment or services that you are proposing to purchase or pay for to complete the project. Project expenses listed must be the total costs including any GST that is included in a quotation.

Written Quotations

Two written quotations are required for all items or services over the value of \$1,000 (including GST if applicable). Quotations for professional services should indicate the qualification or certification of the professional being engaged.

Australian Business Number (ABN) and Goods and Services Tax (GST)

GST registration status can be checked by looking up an ABN at www.abr.gov.au

Organisations that do not have an ABN must supply a completed Australian Taxation Office Statement by a Supplier form, and attach it to their application.

If your group is registered for GST, the Fund amount you receive will include GST.

If your group is not registered for GST the Fund amount will not include GST.

If your group is a Section 86 Committee of Council, the Fund amount will not include GST.

Making an online application and SmartyGrants

Access the SmartyGrants online application on Council's Community Grants webpage at <http://www.basscoast.vic.gov.au/grants>

Contact Council's Grants Officer if you experience problems as you are making an application. If you have started an application, make sure you have your grant number ready to quote for assistance.

Getting started

- Save the above link as a favourite for easy access to Council's grant information page
- If you or your organisation has previously made a grant application using Bass Coast Shire Council SmartyGrants you will already be registered. If you have forgotten your password you can reset it when you are asked to login
- If this is your first application, set up an account with SmartyGrants and record your name and password in a secure location. You will use this to return to your information/application in SmartyGrants. Your account details are used for completing your application form and for Council to contact you
- We recommend you setup an organisational email account (not under an individual's name) that can be used on a continual basis for grant applications and correspondence over the whole grant period up to acquittal
- When working on the application, click 'save progress' every 10 to 15 minutes to prevent losing your work
- If you need to leave your application clicks 'save and close'. You can return to your application at any time prior to the close date of the grant round, simply by logging back into your account
- When you are logged in you can click on 'my submissions' - for a listing of all of your applications

Submitting your application

- Only click on 'submit' when you have completely finished your application
- When you click 'submit' SmartyGrants will list any problems. You can correct them by clicking 'go to question'
- After submitting you can log back into SmartyGrants at any time to open and view your completed application, but you cannot edit it
- When the application is submitted you receive a confirmation email that the application has been received. Please use the application number in this email if contacting Council about your application
- Attached to the email will be a PDF copy of the form you just submitted
- Applications that are submitted incomplete or do not include all supporting documentation attached to the application, are not eligible to be assessed
- Attachments to applications will not be accepted via email, unless prior arrangements have been made with the Grants Officer

Assessment, Notification and Receiving funds

Assessment and Notification

There is approximately twelve weeks from the application closing date to the decision date. Submitted grant applications are assessed by a panel of Council staff. Grant recommendations are reported for a decision at a formal Council meeting. Councillors decide what grant allocations are made.

After the decision at the Council meeting, successful and non-successful grant applicants are notified by email.

An applicant may re-submit an unsuccessful grant application to the next round of Community Grants, only on the advice from the Council's Grants Officer.

Receiving the funds - The Tax Invoice/ Funding Agreement

Successful applicants will be sent a letter and Tax Invoice/Funding Agreement. This document must be completed and returned to Council for grant funding to be forwarded. Funds are sent by electronic funds transfer to your group's bank account, or in some cases by cheque.

Funding Conditions

The Tax Invoice/Funding Agreement lists General Conditions of funding. If applicable, a group may also have Special Conditions which need to be met before funds can be forwarded to your group.

Successful applicants must read, understand and comply with the Tax Invoice/Funding Agreement sent to them including all of the funding conditions. An example of the Agreement is on Council's Community Grants webpage <http://www.basscoast.vic.gov.au/grants>

Acquitting your grant

At the conclusion of a funded project your group is required to prepare and send an acquittal report to Council. A copy of the Acquittal Form is accessed by logging into the group/organisation account in SmartyGrants and going into 'my submissions'. The report requires copies of receipts, photos and media promotion to be attached

Applicant Responsibilities

The funded organisation must ensure it acts with fairness and equity in all matters concerning staff recruitment and staff management, and that it adopts sound and efficient management principles and procedures in dealing with staff, both paid and volunteers. The funded organisation is expected to take all reasonable steps in recruitment and supervision of staff to ensure that each employee is suited to the duties and responsibilities of their position.

Funded organisations are required to comply with:

- Fair Work Act 2009 www.fwc.gov.au
- Equal Opportunity Act 2010 www.humanrightscommission.vic.gov.au
- Disability Discrimination Act 1992 www.hreoc.gov.au
- Victorian Disability Act 2006 www.dhs.vic.gov.au
- Racial and Religious Tolerance Act 2001
http://www.austlii.edu.au/au/legis/vic/consol_act/rarta2001265/
- Privacy and Data Protection Act 2014 (Victoria)
- OH&S Acts, Regulations and Codes of Practice www.workcover.vic.gov.au
- Victorian Workcover Scheme requirements www.workcover.vic.gov.au
- Public Liability Insurance www.communityinsurance.com.au
- Victorian Charter of Human Rights www.humanrights.vic.gov.au