Guidelines

Bass Coast Shire Council
Community Grants Program

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Disclaimer: *these Guidelines are updated on a regular basis. Please ensure you have the latest version when preparing your application – see revision date below.*

Overview

The Community Grants Program provides funding to support not-for-profit organisations based in Bass Coast to deliver projects that benefit the Bass Coast community.

The objectives of the grant program align with the strategies in the Council Plan 2017-2021 and the Climate Change Action Plan 2020-2030.

The funding pool is $294,000 in 2021. It is offered over two rounds of $147,000 per round, with funding provided in May and October each year.

Council Plans and Objectives

Groups seeking funding should ensure their projects align with the Council Plan 2017-2021 and/or the Climate Change Action Plan 2020-2030.

Council Plan 2017-2021

Council has allocated $127,000 per round from the total funding pool for projects that align with any of the key objectives of the Council Plan 2017-2021:

- Advocacy – representing the community
- Economic development – expanding, attracting and retaining business and investment
- Environment – maintaining and protecting the natural environment
- Health and wellbeing – staying healthy and active
- Liveability – enjoying the place we live
- Our character – celebrating the uniqueness of our townships

Climate Change Action Plan 2020-2030

Council has allocated and additional $20,000 per round from the total funding pool for projects that support he community to take climate change action. Applicants must identify how the project will contribute to the climate emergency response and the Climate Change Action Plan 2020-2030.

Who to contact

For further information about these guidelines, or SmartyGrants, please contact the Community Grants and Projects Officer on

- 1300 BCOAST (226 278) or (03) 5671 2211
- grantenquiry@basscoast.vic.gov.au

For specific advice regarding your proposed project the following Council Officers can be contacted via Customer Service on the above numbers.

Type of advice	Council Officer contact
Arts and Culture	Team Leader Arts and Culture
Capital Works Building Projects	Assets Officer Building and Open Space
Cemeteries and Committees	Cemetery Management and Council Committees Officer
Children and Youth	Early Years and Youth Planning and Policy Officer
Climate Change and Response	Climate Change and Sustainability Advisor
Environment	Natural Resources Officer
Festivals, Celebrations and Events	Senior Visitor Economy and Events Officer
First Nations focused	Aboriginal Development Officer
Social and Community Planning	Team Leader Social Planning or Team Leader Community Planning
Sport and Recreation	Recreation Officer
Waste Management	Waste Services Education Officer

Timetable

Council offers two grant rounds a year - March (Round 1) and August (Round 2), however applications can be submitted at any time during the year.

Time table	Rounds 1 and 2
Applications can be submitted all year	Close at midnight* the first Friday in March / August * *No applications, documentation or alterations can be accepted after this time*
Funding Recommendation Report to Council for endorsement	Council's Ordinary Meeting in May / October
Applicant notification	Via email Thursday following the Council meeting
Grant payment to successful applicants	Within three weeks of returning Funding Agreement to Council
Grant Acquittal*	To be completed as soon as project has been completed

* Failure to submit an Acquittal report will deem a group /organisation ineligible to apply for another Community Grant until the completed Acquittal report, or a satisfactory explanation, is received.

Grant categories

General Community Grant – Equipment	
Description	To purchase **non fixed/fitted** equipment. Example moveable office equipment, furniture, portable seating.
Maximum grant amount	$5,000
Contact	Community Grants and Projects Officer

Climate Action	
Minor grant description	Funding is provided to assist with project management, promotion, on-ground works and education or capacity building activities as well as any minor infrastructure, equipment or permanent fixtures. Minor infrastructure includes: solar, battery or building improvements for energy efficiency
Maximum grant amount	$5,000
Major grant description	Funding to support more substantial community projects or actions that accelerate community-led climate action such as any o the above plus climate change action, community education and awareness programs, feasibility study* for community energy project For example: study into a neighbourhood solar garden, smart grid technology, behavior change program in climate space
Maximum grant amount	$10,000 (only one major project funded per round)
Contact	Climate Change and Sustainability Advisor
**** Note:*** *Feasibility Study final report to be provided to Council on completion of the study*	

Major Project Funding

* Council offers up to $10,000 for one major project per round. Only projects in the following categories are eligible to request major project funding.

Groups / organisations applying for major project funding are required to complete and attach a project plan to their application form.

General Community Grant - Other Project	
Description	To provide funding to assist with a broad range of community development programs and activities. For example one-off seeding grants to support new groups, professional advice / architectural drawings to support planning for a major building project.
Maximum grant amount	$5,000 Can apply for major project funding up to $10,000*
Contact	Community Grants and Projects Officer

Festivals, Celebrations and Events	
Description	Funding to support creative, sporting, social events, festivals and celebrations that allow for everyone in our community to participate. For example, venue hire, public liability insurance (for groups being auspiced), promotional material, entertainment.
Maximum grant amount	$5,000 Can apply for major project funding up to $10,000*
Contact	Senior Visitor Economy and Events Officer
Additional information	• Funding approval is only considered prior to event taking place. • Funding for successful events is not provided until after the event has been held.
Note: *Applications for new and emerging annual events may be considered by Council for a community grant for two successive years. Subsequent annual events may be eligible for reoccurring event funding. Please contact Council's Event team for further information.*	

Minor Capital Works	
Description	Funding assistance to support improvements, renovations, renewal and fitted or fixed equipment purchases for community facilities. For example electrical upgrades, kitchen renovation, fixed air conditioners, physical accessibility improvements
Maximum grant amount	$5,000 Can apply for major project funding up to $10,000*
Contact: Non Council owned land: Council owned/managed land: Community Asset Committees:	 Community Grants and Projects Officer Assets Officer Building and Open Space Cemetery Management and Council Committees Officer
Additional Information	Applicants need to provide: • landowner permission • investigate any relevant permits – planning, building, environmental health etc. • ongoing lifecycle costs if the project is on Council land or a Council owned building.
Note: *capital works projects must comply with all relevant Australian Standards including Disability Legislation Standards and Codes.*	

Who is eligible to apply?

Organisation Eligibility

An applicant must:

- Be based in Bass Coast or the project must be based in Bass Coast
- Be registered as a not-for-profit legal entity, for example an incorporated association, registered charity; or
- Be a not-for-profit unincorporated group that is auspiced by a registered not-for-profit legal entity and have at least $10 million Public Liability Insurance to cover all aspects of the project. Exceptions may be made for applications requesting low risk equipment purchases.
- Have an Australian Business Number (ABN) or attach an Australian Taxation Office Statement by a Supplier form to the application
- Have acquitted any previous Council grants and have no outstanding debts to Bass Coast Shire Council.

Unincorporated Organisations

An unincorporated organisation must have their application auspiced by an eligible incorporated organisation. Information on the auspicing body is required in the application including their ABN details, copy of current public liability insurance and a completed Auspice Agreement.

If the applicant is successful, the auspicing body is legally responsible for the funds and grant payment is made into their bank account.

Further information on auspicing can be found at Not for Profit Law – Auspicing.

The Project

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. disability awareness training. A contribution of no more than half the cost of training can be applied for. A group cannot apply for funding of the same training in a future application
7. Emergency services, schools and other groups may be funded for projects that are of benefit to everyone in the community and outside the scope of their usual funding.
8. Defibrillators will only be considered if there are no other external grants (for example State Government) available. If successful, applicants will be required to mount the defibrillator externally and register it with Ambulance Victoria.
9. Council encourages groups to undertake joint grant submissions, and supports strong partnership projects that effectively respond to local community needs.

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. wages, insurances, utilities, rental of business premises etc
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. Any building works classified as maintenance eg painting
4. Awards, trophies or prizes, beverages and catering
5. Private profit-making organisations
6. Individuals
7. Projects that are currently receiving, or have received, any other Bass Coast Shire Council support or funding
8. Projects or events that have commenced or been held, or equipment that has been purchased retrospectively
9. Support for proselytising, religious worship or sectarian activities
10. Attendance at sporting or cultural events or activities, such as contests
11. Sporting uniforms
12. Scholarships or subscriptions to individuals / organisations
13. Projects based outside of Bass Coast
14. State-wide organisations or projects
15. Projects that are the funding responsibility of other levels of government
16. Projects that duplicate other local service responses
17. Projects or events that could be funded from other sources e.g. fees, sponsorships etc.

Multiple Applications

A group or organisation may make more than one application per round. Each application must be for a different project or event and submitted as a separate online application in SmartyGrants. Your group or organisation is encouraged to prioritise multiple applications as, in fairness of funding spread, they may not be considered if the round is over-subscribed.

Applicants may not apply for any Major Project funding more than once per financial year

Budget

Grant Funding Ratio

An applicant must 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.

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 services contributed to the project by volunteers. In-kind contributions help to demonstrate community support and volunteer commitment to your project.

In the in-kind table in SmartyGrants, an applicant is required to name the organisation or supplier making the in-kind contribution, describe the activity being undertaken and allocate the amount of hours and dollar value being donated.

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

The time taken to apply for a grant will not be considered as in-kind contribution.

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 otherwise)
- Income expected from the project eg. entry fees, DVD sales

Expenditure Table

The expenditure table in SmartyGrants 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 GST included in a quotation.

When completed correctly, the income and expenditure table will balance.

Supporting Documents

The following documents are required with your application.

- Current bank statement showing date and bank balance
- Quotes:
    - One written quote is required for each individual item or service up to the value of $1,000
    - Two written quotes are required for each item or service over the value of $1,000 (including GST if applicable).
    - Quotes should clearly show the service or company where the item is being purchased, what is being purchased and how much each item is. A screenshot is sufficient so long as all of the above are included.
- Current certificate of public liability insurance to cover the project.
- If your group is being auspiced you will need to complete an Auspice Agreement and attach a copy of the Auspice's current certificate of public liability insurance
- An Australian Tax Office Statement by Supplier if you do not have an ABN
- Permission from the asset owner to complete the project (if applicable)
- Evidence of required permits and/or approvals (if applicable).

Assessment and Notification

Assessment

The following criteria is used by Council 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's Plan and other strategic Documents	25%
The application demonstrates other contributions eg. monetary, voluntary services or in-kind support as part of the proposal	15%

Submitted applications are assessed by an internal panel of Council officers. Grant funding recommendations from the panel are provided to Council for approval at an Ordinary Council meeting.

Council reserves the right to approve partial funding, or refuse funding.

Notification

Successful and non-successful grant applicants are notified by email.

An unsuccessful applicant can request feedback from Council's Community Grants and Projects Officer and may re-submit an unsuccessful grant application to the next round of Community Grants.

Payment

Following successful notification, a Tax Invoice/Payment Form will be available in SmartyGrants for completion by the successful applicant. Once completed and submitted to Council via SmartyGrants, and relevant funding conditions have been met, the grant funding will be paid via electronic funds transfer to your group/organisations's bank account.

Grants and GST

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

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

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

Funding Conditions

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

By completing and submitting the Tax Invoice / Payment Form you are also agreeing to abide by the Funding Conditions and requirement to complete an Acquittal Report.

Applicants who fail to comply with the Funding Conditions will be required to return the funding to Council.

Grant Acquittal

The project should be completed within six months of receiving funds. If your project will be delayed please contact Council's Community Grants and Projects Officer as soon as possible to discuss your specific circumstances.

A grant acquittal, with all receipts attached for approved funding, is required to be completed through SmartyGrants as soon as possible after the project has been completed. You are also required to submit photos and copies of any media promotion related to your project.

Please note that you are required to acknowledge Council's funding contribution within any media associated with the project.

Applicant Responsibilities

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 https://humanrights.gov.au/our-work/disability-rights/guides
- Victorian Disability Act 2006 https://services.dhhs.vic.gov.au/disability-act-2006
- 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

Preparation Checklist

Applications are made online and submitted through SmartyGrants.

If this is your first application, you will need to Register with SmartyGrants. You are encouraged to use your group/organization generic email address as all applications will sit against this email address. For future applications Log on and go to My Submissions where you will find your application and any other relevant forms such as payment form and acquittal report.

We suggest you work through the following list and tick each item as you complete it.

- ☐ Have you discussed your project with Council's Community Grants and Projects Officer, or other relevant Council officer?
- ☐ Have read through the Community Grant Guidelines?
- ☐ Is your group eligible to apply?
- ☐ Is your project eligible for funding?
- ☐ Do you know what category you are applying to?
- ☐ Have you checked the grant closing and notification dates fit with your project timetable?
- ☐ You may choose to prepare a draft application on the downloadable copy of the application form. You will still need to complete and submit the actual application form online through SmartyGrants
- ☐ Do your responses to the application questions address the Community Grants Assessment Criteria on page 10 of this guide?
- ☐ Have you prepared a draft budget and included any relevant in-kind support?
- ☐ Have you obtained all required documentation to support your application? For example, financial statements, current public liability insurance, quotes
- ☐ For a capital works project – have you investigated the requirement for permits and land owners consent? If your project is on Council land, have you spoken to a relevant Council officer about it?
- ☐ Are you applying for major project funding and completed a Project Plan template?

If you have issues accessing a computer or scanner to make an online application or attach supporting documentation contact Council's Community Grants and Projects Officer for assistance.

7. Assessors scoring guide tables

Community Grant Categories

up to $5,000, and $5,001 to $10,000 for Major Project funding (1 per assessment and not applicable Round 1)

General Community Grant (equipment and other programs)	%	Does not fit the Criteria	Fair	Good	Excellent
The application addresses a community need and describes how the community will benefit from the project/activity	**30%**	Does not address any community need and/or provides no community benefit 0	10	20	30
The applicant is able to successfully manage the described project and meet its proposed outcomes	**30%**	Application does not detail how project will be managed or proposes outcomes 0	10	20	30
The application is consistent with the Council Plan and/or other strategic documents	**25%**	Not consistent with Council Plan 0	8	16	25
The application demonstrates other contributions eg. monetary, voluntary services or in-kind support as part of the proposal	**15%**	No contributions of any sort 0	5	10	15

Financial Year:	2021/22
Calendar Year:	**Community Grants Round 2 - August 2021**
Date open and date closed:	6/3/2021 to 6/8/2021

Community Engagement	
Community Information Sessions	Online sessions held on 6, 12 and 19 July 2021

Finances				
	Community Grants		**Climate Action Grant**	
Funding Pool Budget (excluding GST)	**$127,000.00**	**$127,000.00**	**$20,000**	**$22,898.64**
Category - Applications Approved	**Round 2 August 2021**	**Round 1 March 2022**	**Round 2 August 2021**	**Round 1 March 2022**
Equipment	$46,169.72			
Other Project	$23,159.45			
Festivals, Celebrations and Events	$30,639.46		$4,545.45	
Minor Capital Works	$27,031.00		$12,555.91	
Major Project (inc GST)	$8,332.00		$10,000.00	
TOTAL (excludes GST)	**$126,999.63**	**$0.00**	**$17,101.36**	**$0.00**
Proposed Carry-over (if applicable)			**$2,898.64**	
Applications				
Recommended for funding	**42**		**3**	
Not recommended for funding:	**10**			
- required further information				
- ineligible groups or projects	*3*			
- scored below funding cutoff	*3*			
- other (eg multiple app)				
Applications withdrawn after close				
Total Submitted Applications	**52**		**3**	
Applications started but not submitted	24			

Category Breakdown by Beneficiary - all succcessful applicants				
Category	**Round 2**	**Round 1**	**Round 2**	**Round 1**
All Community	10			
Aged and Seniors	3			
Arts, Culture, Heritage	6			
Children and Youth	2			
Disability, Access and Inclusion	0			
Environment	3			
Health and Wellbeing	10			
Sports & Recreation	8			
TOTAL	**42**			
Climate Action Grants			**3**	

Applications by Ward - all successful applicants					
	Community Grants		**Climate Action Grant**		
Ward	**Round 2**	**Round 1**	**Round 2**	**Round 1**	**Total**
Bunurong	$43,794.54		$12,555.91		$56,350.45
Island	$45,085.54				$45,085.54
Western Port	$28,099.55				$28,099.55
Multiple Wards	$10,020.00		$4,545.45		$14,565.45
TOTAL (excludes GST)	**$126,999.63**	**$0.00**	**$17,101.36**	**$0.00**	**$144,100.99**
				Total GST amount for 2021/22	$7,121.30