

COMMUNITY GRANTS KIEWA VALLEY FLOOD AND LANDSLIP PROGRAM GUIDELINES

Applications open 10th May 2024

Applications close 16th June 2024

All projects must be completed by 30 June 2025

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1. INTRODUCTION

Alpine Shire Council in conjunction with the Australian and Victorian Governments recognise the significant impact the October 2022 Flood Event and Landslip has had on individuals, families, businesses and the organisations and groups that provide services across the community. As part of supporting the community to respond to this impact, are providing Community Flood and Landslip Recovery & Resilience Grants of up to \$10,000 to support recovery activities in the Kiewa Valley.

2. ABOUT THE PROGRAM

The Kiewa Valley Flood and Landslip Recovery Grants Program provides funding of up to \$10,000 (plus GST if applicable) to eligible businesses, community organisations, groups, social enterprises, creative organisations to assist Kiewa Valley communities with recovery from the October 2022 Flood and Landslip Event.

The Kiewa Valley Flood and Landslip Recovery Grants Program aims to support communities of the Kiewa Valley affected by the October 2022 flood and landslip event to achieve recovery, and plan for a more flood- resilient future. This will be done by:

- ensuring community recovery needs are well understood so evidence-based recovery interventions can be targeted
- provide trauma-informed navigation of recovery services, information, and programs to support communities in recovery
- support self-determination principles in recovery with Aboriginal and Torres Strait Islander communities

3. ACCESSIBILITY & APPLICATIONS

Applications for the 2024 Community Flood Recovery & Resilience Grants Program will be via SmartyGrants, an electronic grants submission system used by many local governments and other funding bodies, providing an efficient way for you to submit your application. More information is available at Alpine Shire Council's website: <https://www.alpineshire.vic.gov.au/community/grants-and-awards/community-grants>

Alternatively, if you would like to receive these guidelines in another format, please contact: Alpine Shire Council Customer Service by emailing recovery@alpineshire.vic.gov.au or calling 03 5755 0555 or the National Relay Service by calling 133 677 or visiting www.relayservice.com.au

Applications will only be assessed once submitted formally online via Smarty Grants.

You will be asked to respond to questions about your project including:

- Describe the event / project and the value of the project to the community

- Do you have relevant permits / permission to undertake the project ie. permission of the landowner, building permits etc.
- Provide a Work Plan i.e. a timeline of the project and who will be responsible for completing different tasks

You will receive a confirmation of submission from SmartyGrants to your email address along with a PDF copy of your submission for your records. **If you do not receive a confirmation email, your application has not been correctly submitted.**

Under no circumstances will late applications be accepted.

Applicants are reminded that grants are **one off** amounts of money to assist groups with a specific project and should not be relied upon as an ongoing secured funding source.

Applicants are responsible for obtaining any permits necessary to complete the proposed project and should include cost of permits in their budget.

The Community Grants 2022 Kiewa Valley grant program funding is provided from Alpine Shire Council through the Community Recovery Hubs program funding, a grant program which is jointly funded by the Commonwealth and Victorian Governments. Recognition of the Community Recovery Hubs program funding and the Commonwealth and Victorian Governments must be made in addition to other recognition requirements. (Logo and guidelines for use will be supplied on request).

4. FUNDING

To provide maximum access to funding, the assessment panel endeavours to divide available funds across a broad range of groups meaning that grants for as little as \$250 are considered up to a maximum amount of \$10,000, to a total allocation amount of \$80,000.

All applications will be considered, and applicants are asked to strongly consider:

- What will the outcomes and impacts of the project be?
- Will the project reach marginal members of the community?
- Will partnerships be developed to deliver the project?
- Is the idea new to the community?
- Does the project encourage diversity and community reach?
- Do you have letters of support and/or quotes.
- Are local services and business being used to deliver the project.

Being able to refer to some or all of the above will assist in the assessment process and support your application.

5. FUNDING CRITERIA

Activities Projects and/or Events that provide community members affected by the flood and landslip event with the information, support, and services needed to pursue their recovery, will be prioritised.

This may include:

1. Providing on-site and outreach recovery services (including mental-health and wellbeing services)
2. Community recovery capability-building initiatives (for example: training, events, education, programs)
3. Running events and services to bring community together and enable social recovery by increasing social connection and social capital
4. Supporting Aboriginal communities affected by the Flood Event, ensuring Aboriginal culture is valued and respected.

All activities must:

1. Be completed in consultation and/or collaboration with local, state, or federal government departments responsible for the management of the land.
2. Ensure that health and safety, cultural heritage, and biodiversity impacts have been taken into consideration.
3. Be completed and fully extended before the end of the funding period; 30th June 2025.

6. WHAT WILL BE FUNDED

- Community recovery capability-building initiatives
 - Training events
 - Education programs
- Social connection and social capacity
 - Community event
 - Group event
- On-site and outreach recovery services.
 - Venue hire
 - Cleaning
 - IT support
 - Appropriate
- Event costs:
 - Venue Hire
 - Catering
 - Professional Speakers
 - Equipment Hire
 - Promotional material and advertising
- Event Delivery:
 - Facilitation
 - Security
 - Travel costs

- Health and safety provisions
- Cleaning
- IT support

7. WHAT WON'T BE FUNDED

Activities, Projects and/or Events that:

- Projects that may have a negative impact on the environment, heritage, existing businesses, services and /or communities.
- Costs associated with activities not related to community recovery within the Kiewa Valley.
- Passing on funding in the form of a sponsorship or donation.
- Repair works or activities covered by insurance, unless required to meet safety, all access, privacy, community or cultural requirements.
- Political and/or fundraising activities.
- Project management or administration costs that are more than 15% of total funding.
- Are for the purchase of alcohol, gifts, prizes, rewards or incentives.
- Asset purchases.
- Purchase of land, buildings or existing infrastructure, including the costs associated with the sub-division of land.
- Projects requiring ongoing or recurrent funding to succeed or deliver benefit.
- Offsetting of operating costs or salaries for existing (pre 6 October 2022) staff or contractors.
- Projects within the responsibility of another State, Federal or Local Government program and/or are more suitably funded (or have already been funded) under another program.
- Activities that will break any Federal, State, or local laws, including any current coronavirus (COVID-19) restrictions or health directions.

8. WHO CAN APPLY?

For Community Organisations to be eligible for a Community Flood and Landslip Recovery & Resilience Grant they must:

- Be committed to providing direct benefits to flood and landslip affected residents and communities of the Kiewa Valley.
- Incorporated 'not for profit' groups or organisations.
- For profit organisations or businesses
- Have a current ABN and relevant insurances for the delivery of the project.
- Be an unincorporated organisations or group which is auspiced by an incorporated association.
- Traditional Owner Corporations living in the Alpine Shire (incorporated or unincorporated auspiced by an incorporated organisation)

9. WHO CANNOT APPLY?

- Individuals
- Government agencies and political groups
- Applicants who have not satisfactorily acquitted previous Council grants or who have outstanding debts to Council or who are subject to legal action.

10. AUSPICE ORGANISATIONS

To auspice is to lend support to another person or group, in the context of grant applications, the auspice organisation is one that actually gets given the grant money on your behalf and is ultimately responsible to ensure the project is completed. You may need to seek an auspice organisation if your group is not incorporated, does not have a bank account or if your group will not be ongoing; you should partner with an organisation with similar vision or values to yours.

An auspice agreement is legally binding between the 2 parties and the agreement must outline the legal obligations regarding the roles and funding relations between the 2 parties.

If you require an auspice arrangement you will need to provide a letter of support and any relevant paperwork from your auspice organisation or have the auspice organisation sign the application.

More information about using an auspice arrangement can be found at

<https://www.nfplaw.org.au/free-resources/working-with-others>

11. DEVELOPING YOUR BUDGET

The Budget for your project must include a breakdown of your income sources (including other sponsorship, donations, and in-kind support) and all expected expenditure for the project.

- **In-Kind Contributions**
In-kind contributions can be in the form of donations of materials, equipment, workspaces, labour etc. The value of these contributions must be included in the Project Budget
- **In-Kind Labour**
 - In-kind labour refers to work completed by volunteers at no cost to your group/organisation and should be calculated at \$25 per hour. A maximum of 10% of an organisation's contribution can be made up of unskilled labour.
eg. 5 club volunteers work for 2 hours each preparing a site = 10 volunteer hours @ \$25.00 per hour = \$250.00 in-kind.
 - Skilled in-kind labour such as earthmovers, qualified tradespeople and those with professional skills should be calculated at their usual charge out rate, if you do not know this, calculate at \$45 per hour.
e.g. 15 hours @ \$45 = \$675 in-kind.

- **Cash Contributions**

Refers to money committed to your project by your group/organisation, other organisations, or funding bodies. It is not compulsory to make a cash contribution. Failure to follow through with the commitment of funds will result in breach of contract with Alpine Shire Council and the Community Grant will be cancelled.

- **Expenditure**

Council must try to get the best value when spending public money and will expect applicants to provide copies of quotes to support applications. To help support local businesses and the local economy, Council encourages applicants to seek quotes from local and regional businesses where possible. GST must be included in the project budget.

Sample budget:

Income		Expenditure	
Description	\$Amount	Description	\$Amount
Provide details of how you will pay for the project		Provide details of the total cost of the project	
Cash	2000	Program coordination	2000
In-kind volunteer support 25 hours @ \$25	625	Room Hire	500
Donation of equipment	100	Consumables	500
		Service delivery	2000
	2725		5000

Total Expenditure	Less	Total Income	Grant Request
\$5000		\$2725	\$2275

12. TIMELINE

10 May 2024	Applications Open
16 June 2024	Applications Close at 5.00pm
July 2024	Applications assessed and recommendations for funding
August 1 2024	Confirmation of funding recommendations and notification to all applicants
30 June 2025	Project completion and Acquittal report submitted.

13. PAYMENT OF GRANT

- Successful applicants must submit evidence i.e. receipts, quotes, that the project has commenced or has been completed when claiming payment of any expended funds;
- Project must be completed and acquitted within 2 months of payment of the grant unless by negotiation

- All funds will be paid by direct deposit to the applicant's bank account unless by prior arrangement.
- For Grants to a value greater than \$5000, the funds will be paid in 2 instalments; one commencement of the project and one on completion unless by prior arrangement
- Funds will only be paid for the project contained in the application.
- If the project is completed under budget, applicants will only be paid for the actual cost of the project delivered.
- On completion of the project/event, applicants must submit a final report/acquittal via the Smartygrants portal, which is provided to successful applicants. This acquittal will require evidence of expenditure of the grant funds.

Groups which fail to complete their project, or which fail to submit their completion report to Council, may not be eligible to apply for future community grants.

14. COVID-19

All activities undertaken must adhere to current COVID-19 guidelines. This may mean your current plan of activities needs to be varied by delivery method, timing, or other ways. If this is the case, please discuss with Community Grants Coordinator about necessary adjustments.

For further information on the current COVID-19 requirements, refer to the Department of Health website <https://www.health.gov.au/health-alerts/covid-19/about>

15. PRIVACY AND PERSONAL INFORMATION

Alpine Shire Council treats all personal information provided by an individual or organisation in support of this funding application in accordance with the Privacy and Data Protection Act 2014 and the Public Records Act 1973.