

# COMMUNITY GRANTS PROGRAM GUIDELINES 2024 - 2025

**Applications close midnight Sunday 16 June 2024**

All projects must be completed by midnight 30 June 2025

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## 1. INTRODUCTION

Community groups and organisations provide vital services and support to Alpine Shire residents. Alpine Shire Council is committed to supporting these valuable activities by providing a funding opportunity to assist groups in the areas of arts, culture, sport, recreation, community strengthening and the environment.

Applications for the 2024-2025 Community 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. All successful applicants must use Smartygrants to manage their project application and acquittal, this is not the responsibility of Alpine Shire Council.

More information is available at Alpine Shire Council's website:

<https://www.alpineshire.vic.gov.au/community/grants-and-awards/community-grants>

## 2. ACCESSIBILITY

If you would like to receive these guidelines in an alternative format, please contact:

Alpine Shire Council by calling 03 5755 0555 or emailing [info@alpineshire.vic.gov.au](mailto:info@alpineshire.vic.gov.au)

National Relay Service by calling 133 677 or visiting [www.relayservice.com.au](http://www.relayservice.com.au)

## 3. 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 \$100 are considered.

Council may elect not to allocate the entire budget in this funding round.

**Community Bank Bright** and **Community Bank Mount Beauty & District** give up to 80% of their profits back to community and are committed to supporting local community groups and organisations to achieve their goals.

For more information about Community Bank Bright's 2024/25 Sponsorships and Grants round email [sponsorship@communitybankbright.org](mailto:sponsorship@communitybankbright.org) or visit Community Bank Bright's [webpage](#).

Community Bank Mount Beauty & District has two funding rounds commencing in January and July each year - closing on 30 March and 30 September respectively. Eligible groups can contact Community Bank Mount Beauty & District for information about sponsorship on 03 5754 4484. Application forms and further information are also available via email to the Company Secretary at [kmmcel@westnet.com.au](mailto:kmmcel@westnet.com.au)

## 4. FUNDING CRITERIA

Alpine Shire Council seeks applications for the Community Grants Program for projects that support diversity, inclusion, community connection, and resilience activities. Funding will support a broad range of initiatives within the Alpine Shire that contribute to the building of healthy, strong, resilient, and connected communities. Alpine Shire Council strongly encourages applications for projects that consider Council's *Municipal Public Health and Wellbeing* priorities, as well as the *Fair Access Policy*.

- Increasing healthy eating and physical activity
- Reducing the impact of climate change on health and wellbeing
- Improving mental wellbeing
- Preventing all forms of violence
- Promotion of women and girls' participation in community sports

[Alpine Shire Community Vision 2040 and Council Plan 2021-2025](#)

Grants are open to not-for-profit community organisations, clubs and youth groups for projects, programs that will take place in the Alpine Shire and that demonstrate benefit to the residents of the Alpine Shire.

Alpine Shire Council recognises and acknowledges the ongoing connection of First Peoples and Traditional Owners of the land which is known as the Alpine Shire. We encourage First Peoples and Traditional Owners to apply for community grants to support local activities, projects including, but not limited to, National Reconciliation Week and NAIDOC Week.

In 2024, funding is available for the below categories:

## 4.1 Community Project - Capital Improvements

Permanent structures and assets including, but not limited to, new items within community buildings, items for playgrounds, sculptures, new or improved recreational infrastructure to existing facilities, and projects requiring seed funding will be considered. Improvements to Council owned property will be considered. This may include new equipment, such as dishwashers, provision of shade and new tables and chairs.

Priority will be given to community sports infrastructure improvements that are in line with [Gender Equality Act 2020](#), and the [Fair Access Policy](#), that create sports and recreation spaces that are genuinely welcoming, safe, and inclusive; and provide women and girls equitable access to and use community sporting and recreation infrastructure.

*Maintenance of any infrastructure is not eligible.*

## 4.2 Community Projects - Non-Capital Projects

Non-structural items including, but not limited to, newsletters, portable BBQs to support community events, computers, storage, sporting equipment and lawnmowers for sporting clubs will be considered.

## 4.3 Youth Projects

This is an opportunity for young people aged between 12 to 25 years to develop a project to benefit their community. In the process the applicant will develop skills and experience to assist them in their future endeavours.

Young people who are seeking funding for a project must have the support of an incorporated group or organisation to auspice their project (this could be a school, sporting, or community group).

## 5. WHAT WON'T BE FUNDED?

Applications involving:

- retrospective funding for projects already commenced or completed.
- maintenance to Council owned buildings, which may include painting and repairs, covered under Alpine Shire Council's maintenance policy.
- maintenance to buildings owned by other Government agencies whether subject to a Committee of Management or not.
- maintenance or improvements to privately owned buildings
- salaries
- projects submitted for commercial activities and by for profit organisations.
- religious activities
- projects which take place outside of the Alpine Shire
- projects which are not primarily for the benefit of residents of the Alpine Shire
- fundraising activities, competitions, sponsorship, prizes, and awards
- individual community members owning resources.
- projects that have a negative impact on the environment
- projects that involve the planting of non-native vegetation will not be considered.
- community events (you must apply for [Alpine Shire Council's Events funding](#).)

## 6. WHO CAN APPLY?

- Incorporated not-for-profit groups and organisations
- An unincorporated organisation (including formal and informal youth groups) auspiced by an incorporated organisation.
- Traditional Owner Corporations and First Nations peoples living in the Alpine Shire (incorporated or unincorporated auspiced by an incorporated organisation)

## 7. WHO CANNOT APPLY?

- Individuals
- For profit organisations or businesses
- 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.

## 8. 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 receives 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.

If you require an auspice arrangement, you will need to provide a letter of support by 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/auspicing>

## 9. 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.

Applicants are required to demonstrate a minimum 25% contribution from their organisation and/or the community toward the project cost; this may be cash, in-kind or donated items. A maximum of 10% of an organisation's contribution can be made up of unskilled labour.

- **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.

e.g., 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. If a cash contribution is being made to the project, by a group who are going to partner with the applicant, the applicant must show evidence of the availability of these funds and their allocation to the project; this could be through letters of support and/or bank statements to show the cash is available and is allocated to this project. 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
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Description	\$Amount	Description	\$Amount
Provide details of how you will pay for the project		Provide details of the total cost of the project	
Building Supplies donated by local business	\$1,050.00	Building Supplies (in kind)	\$1,050.00
Cash from my organisation	\$620.00	Freight for building supplies	\$200.00
Volunteer Project Manager (skilled in this area) 18 hours @ \$45	\$810.00	Building Permit	\$127.00
Site Preparation (unskilled labour) 20 hours x \$25 (maximum 10% of total project cost)	\$500.00	Project Coordination (in kind)	\$810.00
		Site Preparation (in kind)	\$500.00
		Building Contractor	\$8,000.00
	<b>\$2,980.00</b>		<b>\$10,687.00</b>

Total Expenditure	Less	Total Income	Grant Request
\$10,687.00		\$2,980.00	\$7,707.00

Minimum 25% of this project must be contributed by applicant (total \$10,687 ÷ 4) = \$2,671

Maximum unskilled labour contribution 10% of total project cost = \$1,068

## 10. ENGAGING A CONTRACTOR

If you anticipate using a contractor to undertake work, it is the applicant's responsibility to ensure that all businesses maintain the relevant and appropriate insurance cover and manage occupational health and safety requirements.

If your Capital Works Project is valued at over \$5,000, please provide a statement from the contractor that they have the capacity to complete the project within the stated timeframe.

## 11. APPLICATION PROCESS

Interested groups should complete and submit the online application form by 16 June 2024.

Successful applicants will be required to promote the project and acknowledge Council's contribution at an appropriate time, i.e., during an event, at the completion of a project and on all promotional material. (Council logo and guidelines for use will be supplied on request).

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

- Describe the project and the value of the project to the community.
- Do you have relevant permits / permission to undertake the project i.e., 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.
- Who will own the infrastructure and be responsible for maintenance?

You will need to provide:

- Project budget including 25% contribution by your group – this can be cash or in kind.
- Copy of quotes for goods or services to support your budget.
- Financial statement of your club / organisation
- A statement of intended expenditure for next financial year if your bank balance exceeds \$10,000.
- Letter from other donors confirming their contribution to the project.
- Letter of support / permission from owner of the land/property where your project will take place.
- Statement from contractor of capacity to complete the project within the stated timeframe for Capital Works projects valued at over \$5000.
- Letters of support and written quotes will strengthen your application.

*Applications will only be assessed once submitted formally online.*

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.

## 12. TIMELINE

- Applications open Friday 10 May 2024
- Applications close Sunday 16 June 2024 (midnight)
- Advise Outcomes to applicants from Wednesday 31 July 2024
- Project or program delivery completed Monday 30 June 2025

## 13. PAYMENT OF GRANT

Successful applicants must submit evidence that the project has commenced or has been completed when claiming payment of the expended funds; all funds will be paid by direct deposit to the applicant's bank account 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.

On completion of the project, applicants must submit final report on the online acquittal report which is provided to successful applicants.



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. ACQUITTALS

If you receive a grant from Alpine Shire Council, you will need to complete an acquittal report at the conclusion of your funded activity. You will need to acquit the grant within 3 months of receiving the grant amount, or prior to June 30, 2025 (whichever comes first.) This is an online process, via Smartygrants, which evaluates the project and reports back on how the funds were spent.

You will be asked to provide information about your completed project, such as:

- a description of your project and how it met your objectives.
- an evaluation of the impact of your project, including things like attendance figures, and community impact.
- a financial reconciliation, showing your actual finances compared with the budget you submitted to Alpine Shire Council
- supporting documentation, including receipts, photos, and media.

## 15. 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>

## 16. 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.