

Bass Coast Shire Council Community Grants Program

July 2019

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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.

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.

Information and assistance

Community Grants and Projects 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

For specific advice the following Council Officers can be contacted during office hours - 1300 BCOAST (226 278) or (03) 5671 2211

Type of advice	Council Officer contact
Arts and Culture	Team Leader Arts and Culture
Access for all abilities	RuralAccess Officer
Capital Works Building Projects	Assets Officer Building and Open Spaces
Cemeteries and Committees	Cemetery Management and Council Committees Officer
Children and Youth	Early Years and Youth Planning and Policy Officer
Environment	Natural Resources Officer
Festivals, Celebrations and Events	Coordinator Events
Social and Community Planning	Social Planning and Policy Officer or Community Planning and Policy Officer
Sport and Recreation	Recreation Officer
Waste Management	Coordinator Waste Services

Grant rounds and timetable

Applications are accepted all year and assessed in March (Round 1) and August (Round 2)

Time table	Rounds 1 and 2
Council assesses submitted application	Applications for each round close at 12.00pm on the first Friday in March and August
Funding recommendation report to Council	This report will go to Council's Ordinary Meeting in May and October
Applicant notification – successful and unsuccessful	An email will be forwarded to applicants the Friday after the Council Ordinary meeting
Applicants return signed Funding Agreement to Council	As soon as possible after notification, subject to any special conditions on the grant
Council pays grant and project is undertaken	Approximately three weeks after completed Funding Agreement is returned to Council
Grant Acquittal report*	To be completed no later than one month after project completion

***Please note:** Failure to submit an accurate Acquittal report will deem a group /organisation 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 subject to Council's annual budget.

Community Grants Categories	Funding up to \$5,000	Major Project Funding \$5,001- \$10,000
General Community Grant: - Equipment - Other Projects	✓ ✓	X ✓
Festivals, Celebrations and Events Grant	✓	✓
Minor Capital Works Grant	✓	✓

Major Project Funding

Major project funding of \$5,001 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

This funding ratio is a minimum 30% funded by the applicant and up to 70% funded by Council. Applications for First Aid training will only be funded 50% 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

This criteria is 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'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%

Making an Application

Preparation Checklist

- If you have any questions, call or email Council's Community Grants and Projects Officer
- Read the [Community Grant Guidelines July 2019 revision](#)
- Ensure your group is eligible to apply
- Ensure your project is eligible for funding
- Know what category you are applying for
- 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 from our [Grants Page](#)
- Ensure answers to application questions address the [Community Grants Assessment Criteria](#), on page 4 of the Community Grant Guidelines
- Prepare a draft budget
- Gather all required documentation to support your application. A group or organisation's financial statements and quotations are compulsory. Please provide a public liability certificate if applicable.
- For a capital works project – have you organised 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 Council's Community Grants and Projects Officer
- Set up a SmartyGrants login and password – preferably use your group / organisation email address - 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:

- Fill out Auspicing Organisation Details section in the online grant application
- Ensure that a completed [Community Grants Auspicing Form](#) is attached to the application under the section 'additional supporting information'.
- 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 information about auspicing go to Justice Connect Not-for-profit Law online information hub <http://www.nfplaw.org.au/auspicing>.

Organisation Eligibility

Who is eligible to apply?

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,
- 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
- Have an Australian Business Number (ABN) or attach an Australian Taxation Office Statement by a Supplier form to the application
- Have provided acquittal reports for all previous community grant funding (upon completion of the project).

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 can be applied for. 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. 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 that can be classified as maintenance eg painting
4. Awards, trophies or prizes, or 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 already commenced, or equipment that has already been purchased
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

Multiple Applications in one financial year

1. A group or organisation may make more than one application per round
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 or event
4. Each application must be made on a separate online application in SmartyGrants
5. If making multiple applications, clearly prioritise each project so that, in the event the Round is over-subscribed, the Assessment Panel is aware which project is the most important for funding
6. Applicants may not apply for Major Project funding more than once per year
7. Council encourages community groups to collaborate on joint projects and will accept multiple applications that achieve a beneficial outcome for each group.

More about Grant Categories

General Community Grant

The General Community Grant has two sub categories – Equipment, and Other Projects.

Equipment

This does not include any item that is a fixture, fitting or built in item, these are to be considered under the Capital Works grant category.

The maximum that can be funded under equipment is \$5,000.

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 Community Grants and Projects 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
- Application can be made for public liability insurance if you are a not-for-profit group with an auspice arrangement
- Is conditional upon obtaining all relevant permits and permissions, and providing copies of associated documentation
- Funding is not paid until 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 Grant

Any item that needs to be fixed in place eg to a wall, floor, roof, ceiling or the ground, or built in, is considered to be a capital work item. For example an oven or sink which needs to be built in to cabinetry prior to being used will need to be applied for in the Capital Works category.

Capital works applicants must contact Council's Community Grants and Projects Officer to discuss their project before starting an application. They may also be required to meet with Council's Assets Officer - Building and Open Spaces, to discuss project planning requirements and potential ongoing lifecycle costs if the project is on Council land or a Council owned building.

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 Capital Works 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 which is available from Council.

Applicants for major project funding in this category must complete a [Project Plan template](#) and attach it to their application.

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 <https://www.basscoast.vic.gov.au/>

The Council Plan includes these strategic statements:

- **Advocacy**
Representing the Community
- **Economic Development**
Expanding, attracting and retaining business and investment
- **Environment**
Maintain and protect the natural environment
- **Governance**
We are responsive, open, transparent and financially sustainable
- **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 <https://www.basscoast.vic.gov.au>

These are some of the documents listed:

- Disability Action Plan 2016-2020
- Municipal Early Years Plan 2016-2020
- Youth Action Plan 2016-2020
- Active Bass Coast 2018-2028
- Municipal Public Health and Wellbeing Plan

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.

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. Please note that the time taken to apply for a grant will not be considered as in-kind contribution.

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 eg 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. *Please note that the time taken to apply for a grant will not be considered as in-kind contribution in an application.*

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
L&S Landscape 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

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 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 Community 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, register your Group's details to 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 highlight any fields not filled in correctly. 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 Council's Community Grants and Projects 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 on advice from Council's Community Grants and Projects Officer.

Receiving Funds - The Tax Invoice/ Funding Agreement

Successful applicants will be sent an email and Tax Invoice/Funding Agreement, which must be completed and returned to Council for grant funding to be paid. Funds are preferably 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 which will include any funding conditions.

Acquitting your Grant

At the conclusion of a funded project your group is required to prepare and send an acquittal report to Council. The Acquittal Form is accessed by logging into your 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 <https://services.dhhs.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