

**Pyrenees Shire Council**

**Community Grants Guidelines and Application**

**(Adopted by Council 16 April 2013)**

**Pyrenees Shire Council**

**5 Lawrence St, Beaufort, Victoria**

**(03) 5349 1100**

**pyrenees@pyrenees.vic.gov.au**

**www.pyrenees.vic.gov.au**

1. **PURPOSE**

Pyrenees Shire Council recognises the importance of providing financial assistance to local community groups through the Community Grants Program.

The Community Grants Program aims to support community groups, services and organisations to develop and provide equipment, activities and events which promote community activity, achievement, participation and wellbeing.

1. **THE GRANTS PROGRAM**

Community grants are provided in recognition of the contribution made by community groups and volunteers in promoting community participation and building stronger communities.

Council makes a yearly budget allocation for the Community Grants Program, which is made available in two funding rounds. These funding rounds are held in May (round 1) and October (round 2) each year. Grants will be allocated to a maximum of $750 for events and up to $1,500 for equipment, infrastructure, training and development activities.

Funding will only be provided to community groups/organisations that are:

* Located or operating within the Pyrenees Shire;
* Incorporated as a community organisation; and
* Not-for-profit community groups/organisations.
* Please note you may be asked to provide evidence of your organisations eligibility.

1. **ELIGIBILITY CRITERIA**

Projects, services or events, for which funding is sought, will be assessed against the following criteria. Funding applications must:

* 1. propose projects, services or events that are located in or provided to the residents of the Pyrenees Shire
  2. have a clear intent or purpose which results in benefits to the residents of the Pyrenees Shire;
  3. not received a Community Grant in the current financial year;
  4. have current public liability insurance which covers the proposed activity;
  5. have an Australian Business Number (ABN) or exemption from the Australian Taxation Office; and
  6. not be in debt to Council.

1. **PRIORITY CRITERIA**

Priority will be given to projects which:

* 1. Are a recognised priority of Council
  2. have been identified in the local Community Action Plan, as a community priority;
  3. the applicant contributes at least 50% of the total project cost, either in cash, in kind or from other grant sources;
  4. provides a new or enhanced service to the community;
  5. do not receive other financial support from Council.

1. **CONDITIONS OF GRANT**
   1. **Activity Report**

The following conditions apply to the acceptance of a Community Grant.

The Activity Report form, specifying how the grant was spent is forwarded to Council by 30th June in the financial year the grant was received.

If an applicant organisation doesn’t submit an activity report, that organisation can be deemed ineligible to apply for 2 subsequent rounds of the Community Grants Program.

* 1. **Unspent Funds**

If there are likely to be unspent funds from the grant at 30th June, you should contact Council Officers to discuss either sending back the unspent funds or reallocating them. Contact the Manager of Community Wellbeing in the first instance.

* 1. **Acknowledgement**

Council asks that any promotional material associated with the funded activity include an acknowledgement of Council’s financial support for the activity by utilising the following wording.

*“ Thank you to the Pyrenees Shire Council for providing funding support through their Community Grants”*

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| **Pyrenees Shire Council**  **Community Grants Program**  **Application Form** |  |

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| --- | --- |
| **Organisation Name:** |  |
| **Postal Address:** |  |
| **Main Contact Person:** |  |
| **Position:** |  |
| **Telephone:** | (BH)       (Mobile) |
| **Email:** |  |
| **Group ABN:** |  |
| **Incorporation Number:** |  |
| **Grant Round:**  May - Round 1  October - Round 2 | Round:       Financial Year: |
| **Bank details**  (for direct credit of funds) | **Account Name:**  **BSB Number:**  **Account Number:** |

**Project Name:**

**1. The purpose for which a Community Grant is sought?** (approx 100 words)

Please provide a description of your project, and tell us what the project is about.

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**2. Grant Amount Sought:** **$** **Total Project Cost:** **$**

*(Grants will be funded to a maximum of $750 for events or up to $1,500 for equipment/infrastructure improvements)*

**3. Why is this project needed?** (approx 400 words)

* Describe why this project is important and how you know the Community will support it?
* What are the benefits of this project to the community?
* How many volunteers will be involved?

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**4. What steps will you take to deliver the project?**

Please identify the tasks to be completed from start to finish of the project, use the chart below as a prompt, and include all activities you will undertake to make sure your project is successful.

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| --- | --- | --- | --- |
| **Key Task** | **Person Responsible** | **Start Date** | **Finish Date** |
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Is there anything else you need to tell us about how you will implement the project?

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**5. Eligibility Criteria *(Double Click on the box and select check)***

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| --- | --- | --- |
| Does your Group operate within the Pyrenees Shire? | **YES** | **NO** |
| Is your Group an incorporated community organisation? | **YES** | **NO** |
| Is your Group a not-for-profit organisation? | **YES** | **NO** |
| Has your project been identified in the local Community Action Plan? *(Please complete section below)* | **YES** | **NO** |
| Is your group making a financial contribution to this application, in cash or in kind? | **YES** | **NO** |
| Has the project already commenced or already been completed? | **YES** | **NO** |
| Does your group hold current public liability insurance which covers the proposed activity? | **YES** | **NO** |
| Have you received a Community Grant in this financial year? | **YES** | **NO** |
| Is your organisation in debt to Council? | **YES** | **NO** |

If your project has been identified in the Community Action Plan relevant to your area, please provide details.

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**6. Financial Information**

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| --- | --- | --- |
| Has your group made or are you going to make an application to any other funding bodies for this project? | **YES** | **NO** |

If yes, include details in project budget below.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Item Description | Estimated Costs | Do you have quotes  (yes/no) | Council Funds Sought | Other Partner/ Applicant Contributions | | | Contribution confirmed? (yes/no) |
| Contribution CASH | Contributions  IN-KIND\* | Name of Contributor |  |
|  | $ |  | $ | $ | $ |  |  |
|  | $ |  | $ | $ | $ |  |  |
|  | $ |  | $ | $ | $ |  |  |
|  | $ |  | $ | $ | $ |  |  |
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|  | $ |  | $ | $ | $ |  |  |
|  | $ |  | $ | $ | $ |  |  |
|  | $ |  | $ | $ | $ |  |  |
| **TOTALS** | $ |  | $ | $ | $ |  |  |

\*Volunteer hours may be calculated at $25 per hour for unskilled labour and up to $50 for skilled labour to calculate your in kind contribution.

**7. Condition of Grant Agreement**

**I/We agree to abide by the Conditions of Grant as specified in the Community Grants Program Application Guidelines**

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| --- | --- |
| **Organisation Name:** |  |
| **Authorised Signatory:** |  |
| **Name:** *(please print)* |  |
| **Position:** *(please print)* |  |
| **Date:** |  |

Checklist:

You are an eligible organisation (you have checked the eligibility criteria and determined your organisation is eligible).

Project Budget is complete

Provide details of the bank account nominated for the direct credit of funds.

Applications to be submitted to:

Chief Executive Officer

Pyrenees Shire Council,

5 Lawrence Street, Beaufort, 3373

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OFFICE USE ONLY:

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| $ | Authorised: |  |