

Policy – Council – Community Grants Program

Date amended:	September 2021
Date of next review:	September 2025
Adopted by:	Council
Date adopted:	21 September 2021
Responsible officer:	Manager Community Wellbeing & Development

1 POLICY STATEMENT

Council recognises the important contribution made by not-for-profit and community groups across the Pyrenees Shire, and the volunteers that lead and contribute to these groups. In support of this, Council offers financial assistance to groups located in or servicing people living in the Shire through the provision of the Community Grants Program, to promote community activity, achievement, participation, and wellbeing.

The Pyrenees Shire Council commits to –

- making an annual budget allocation to conduct the Community Grants Program biannually, and
- providing support as needed to groups to ensure that funds are distributed equitably across the townships and areas that make up the Pyrenees Shire.

2 PURPOSE AND OBJECTIVES

This Policy sets out the eligibility and assessment criteria to be applied to Council’s Community Grants Program and to define the roles, responsibilities, obligations, and accountability in the conduct of the grants program.

2.1 Objectives

The Community Grants Program aims to -

- support community-focused groups in addressing identified needs within their community,
- enable the delivery of projects, programs, events and/or activities that contribute towards increasing the liveability of the Shire and the health and wellbeing of our residents,
- support the delivery of projects and programs that reduce discrimination or victimisation in any form, and/or encourage inclusion and diversity in our

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communities – particularly focused upon Traditional Owner groups, members of the LGBTQI+ community and the promotion of gender equality,

- help create opportunities for new or modified recreation and community activities that promote and foster resilience, participation, achievement, and wellbeing, and
- help support youth-led activities, events and projects that increase the connection between young people and their community.

3 SCOPE

This policy applies to all activities associated with the administration of the Pyrenees Shire Council's community grants program which consists of the following two grants schemes –

1. **Community Grants Scheme**, comprising the following categories -
 - a. **Programs, Projects, and Equipment** – allocation up to a maximum of \$2,000. This includes grants for equipment, infrastructure, training, and development activities.
 - b. **Inclusion and Diversity Programs and Projects** – allocation up to a maximum of \$1,500. This includes programs and projects that reduce discrimination or victimisation in any form and/or encourage inclusion and diversity in our communities – particularly focused upon Traditional Owner groups, members of the LGBTQI+ community and the promotion of gender equality.
 - c. **Events** – allocation up to a maximum of \$1,000.
 - d. **Youth Grant** – allocation up to a maximum of \$1,000. This is for an activity, event or project that increases the connection between young people (12 to 25 years) and their local community. Ideas developed by or with young people, or designed and managed by young people, will be looked upon favourably. This category may require an auspice with an existing community group.
2. **Community Capital Grants Scheme** –
 - a. Grants will be allocated to a maximum of \$7,000 for capital works or infrastructure projects.

4 DEFINITIONS

Capital works The upgrading of facilities or buildings, structural alterations/improvements, the installation of fixed built items, any addition that adds capital value.

Community groups A group working on or on behalf of community members within the Pyrenees Shire, or

A group(s) providing services to members of the Pyrenees Shire communities.

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Auspice	<p>To ‘auspice’ means to provide support, sponsorship or guidance.</p> <p>An auspicng organisation is one that allows an unincorporated organisation or individual to undertake an activity or project under their sponsorship.</p> <p>It is preferable for this relationship or arrangement to be subject to an agreement that sets out the legal obligations of both the auspicor (sponsoring organisation) and auspice (unincorporated organisation or individual undertaken the activity or project under sponsorship) toward each other and in relation to any specific funding or other agreements.</p> <p>For more information on auspicng see: https://www.nfplaw.org.au/auspicng</p>
Council’s frontline counters	<p>Council Offices, 5 Lawrence Street, Beaufort</p> <p>Beaufort Resource Centre, Neill Street, Beaufort</p> <p>Avoca Information Centre, High Street, Avoca</p>

5 POLICY PROVISIONS

5.1 Grant rounds and notification

The Community Grants Program will be conducted twice per year of each financial year, under the direction of Council. In 2021/22 Rounds will be open –

- Round 1 – 1 to 31 October 2021
- Round 2 – 1 to 31 March 2022

Council will advertise the grant application process and applicable dates at least one week prior to the grants opening date. The program will be advertised via a broad media campaign that may include Council’s website, social media, and local paper-based media.

Grant applications will be assessed against declared eligibility criteria and recommendations provided to Council for resolution at the conclusion of each round.

Applicants will receive written notification of the outcome of their application within two weeks of the Council resolution being made and grants will be distributed to successful applicants prior to the end of December and July of the relevant year.

5.2 Eligibility

Applications will be accepted from incorporated community groups and eligible service organisations that are not-for-profit and either based within the Pyrenees Shire or provide services / activities for residents of the Pyrenees Shire. New groups wanting to establish themselves within the Shire may also be eligible.

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Groups that are not a legal entity (i.e., incorporated) will only be eligible for application if they are auspiced by a suitable organisation that meets the eligibility criteria. In this instance, the application must be submitted in the name of the auspicing organisation.

Groups must submit the following evidence of eligibility with their application –

- Incorporation number, and
- Copy of their current public liability certificate of currency, which covers the proposed activity or project.

Groups may not be eligible to apply if they have outstanding projects or acquittals from previous funding rounds or have an outstanding debt to Council.

Groups may apply for more than one grant scheme category per round, and for consecutive grant rounds; however, preference will be given to groups or organisations who did not receive a successful grant allocation within a previous round that financial year.

Applications must meet the application conditions outlined in the relevant Guidelines.

5.3 Making an application

Applications should be submitted on the appropriate form which is available on Council's website or a hard copy may be obtained from any of Council's frontline counters. A form can also be sent via email upon request to pyrenees@pyrenees.vic.gov.au or by telephoning 1300 797 363.

Applications must comply with the Guidelines. If assistance or guidance is required, please contact Council's Community Wellbeing & Grants Coordinator to receive help.

Applications which do not include all requested information may not be accepted or assessed. Applications received after the closing date will not be accepted.

Applications must demonstrate that they are capable of successfully completing the project in accordance with the Guidelines.

Unless agreed otherwise, all projects must be acquitted within twelve months of receiving funding. All project acquittals must include receipts showing all expenditure. Any requests for extension of time to complete the project must be requested in writing before the stipulated project end date.

5.4 Assessment of applications

Council will establish an assessment panel of no less than three people who will individually score applications received, based on meeting the selection criteria. To ensure probity and fairness, each member of the panel will complete a Conflict-of-Interest Declaration prior to the grant assessment process.

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Selection criteria used is detailed below –

Grant category	Selection Criteria		Weighting
Events	1	Does your project address a community need? If yes, what is the need and how does your event address this?	20 pts
	2	How will your event benefit residents of the Pyrenees Shire?	20 pts
	3	Will your event help to increase participation, community connections or health & wellbeing of the community? If yes, please describe how.	15 pts
	4	Does your event encourage multi-use or shared facilities, or collaboration with other community groups? If yes, please provide details.	15 pts
	5	Is this a fundraising event? If so, please provide details.	5 pts
	6	How will you ensure that you are able to successfully deliver your event on time and within the budget?	10 pts
Programs, Projects, Equipment	1	Does your project address a community need? If yes, what is the need and how does your project address this?	20 pts
	2	How will your project benefit residents of the Pyrenees Shire?	20 pts
	3	Will your project help to increase participation, community connections or health and wellbeing within the community? If yes, please describe how.	15 pts
	4	Does your project encourage multi-use or shared facilities, or collaboration with other community groups? If yes, please provide details.	15 pts
	5	Does your project provide a new or enhanced service to the community? If so, how will this benefit the community? Please provide details.	15 pts
	6	Is your project identified as a priority action or need in one of Council's Plans or Strategies, or in a local Community Action Plan? If so, please provide details.	5 pts

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Grant category	Selection Criteria	Weighting
	7 How will you ensure that you are able to successfully deliver the project on time and within the budget?	10 pts
Inclusion & Diversity	1 Does your program / project address a community need? If yes, what is the need and how does your project address this?	20 pts
	2 What members of the community will benefit from your program / project?	20 pts
	3 How does your program / project support inclusion and/pr diversity?	15 pts
	4 Will your project help to increase participation, community connections or health & wellbeing within the community? If so, please describe how.	15 pts
	5 Does your project encourage multi-use or shared facilities, or collaboration with other community groups? If yes, please describe how.	15 pts
	6 Does your project provide a new or enhanced service to the community? If so, how will this benefit the community? Please provide details.	15 pts
	7 How will you ensure that you are able to successfully deliver the project on time and within the budget?	10 pts
Youth Grant	1 Does your project address a community need? If yes, what is the need and how does your project address this?	20 pts
	2 How will your project benefit the youth of the Pyrenees Shire?	20 pts
	3 How will your project help to increase the connection between young people and the local community?	15 pts
	4 Does your project encourage multi-use or shared facilities, or collaboration with other community groups? If yes, please provide details.	15 pts
	5 Does your project provide a new or enhanced service to the youth within our community? If so, how? Please provide details.	15 pts
	6 Is your project identified as a priority action or need in one of Council's Plans or Strategies, or in a local	5 pts

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Grant category	Selection Criteria	Weighting
	Community Action Plan? If yes, please provide details.	
	7 How will you ensure that you are able to successfully deliver the project on time and within the budget?	10 pts
Capital Works & Infrastructure	1 Does your project address a community need? If yes, what is the need and how does your project address this?	20 pts
	2 How will your project benefit residents of the Pyrenees Shire?	20 pts
	3 Will your project help to increase participation, community connections or health & wellbeing within the community? If yes, please describe how.	15 pts
	4 Does your project encourage multi-use or shared facilities, or collaboration with other community groups? If yes, please provide details.	15 pts
	5 Does your project provide a new or enhanced service to the community? If yes, please provide details.	15 pts
	6 Is your project identified as a priority action or need in one of Council's Plans or Strategies, or in a local Community Action Plan? If so, please provide details.	5 pts
	7 How will you ensure that you are able to successfully deliver the project on time and within the budget?	10 pts

A reporting containing final recommendations will be prepared for Council consideration and resolution.

6 SUPPORTING DOCUMENTS

- Guidelines 2021/22 – Community Grants Scheme
- Guidelines 2021/22 – Community Capital Grants Scheme

7 VERSION HISTORY

Version Number	Issue date	Description of change
1.0	August 2019	Initial release
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2.0	September 2021	Review with changes to simplify and refer to guidelines, avoiding duplication. Special inclusions provided for 2021/22 to recognise impact of COVID-19 on the community.
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