

Guidelines Community Capital Grants Scheme 2021/22

Year of Application: 2021 / 2022
Responsible officer: Community Wellbeing & Grants Coordinator

1 INTRODUCTION

The Pyrenees Shire Council recognises the importance of providing financial assistance to not-for-profit and community groups across the Pyrenees Shire, recognising the contribution these groups make to our communities.

The Community Capital Works & Infrastructure Grants Scheme aims to assist not-for-profit and community groups to implement capital works and infrastructure projects for the benefit of community facilities located within the Pyrenees Shire.

2 WHO CAN APPLY?

To be eligible to apply for Pyrenees Shire Council Community Capital Works & Infrastructure Grant, you must –

- be –
 - an incorporated not-for-profit organisation / group,
 - auspiced by an incorporated not-for-profit organisation / group, or
 - a committee appointed by Council or a Council Community Assets Committee (formerly known as Section 86 Committees),
- have Public Liability Insurance coverage to a minimum of \$10 million, and
- be based within the Pyrenees Shire Council municipal area and/or provide services and programs to people living within the municipal area (or propose to).

You may not be eligible to apply if your group have outstanding projects or acquittals from previous funding rounds, or an outstanding debt to Council.

3 HOW MUCH CAN I APPLY FOR?

Community Capital Grants will be awarded to a maximum of \$7,000 for capital works or infrastructure projects.

Guidelines – Community Capital Grants Scheme 2021/22	This document is uncontrolled when printed		Responsible Officer: Community Wellbeing & Grants Coordinator
Version 3.0 FINAL	Issue Date: Sept 2021	Next Review: June 2022	Page 1 of 5



4 APPLICATION CONDITIONS

- a. You may apply for more than one grant scheme category per round; however, preference will be given to groups / organisations who have not received a grant within the same financial year.
- b. Groups may apply for consecutive grant rounds; however, preference will be given to groups / organisations who did not receive a successful grant within the previous round.
- c. You must demonstrate that you can successfully complete the project. To do this, your application must –
 - Include a budget that is completed correctly and balances,
 - Shows that the project is thoroughly scoped,
 - Includes quotes for all components of the project,
 - Includes a copy of your organisation’s most recent bank statement (less than three months old) and/or financial statement,
 - Includes a copy of your current public liability insurance certification, and
 - Includes written approval to undertake the proposed works from the landowner or manager.
- d. Applications for projects that are included in local Community Action Plans (CAPs) will be favourably regarded.
- e. Incomplete applications may not be considered for assessment and no late applications will be accepted.

4.1 How much do I have to contribute?

Council acknowledges the impact that COVID-19 has had on the community, especially in financial terms, therefore groups / organisations are not required to make a financial contribution in the 2021/22 financial year but are encouraged to contribute financially or in-kind if they are able.

5 POTENTIAL PROJECTS THAT MAY BE ELIGIBLE

This grant scheme will fund capital works and infrastructure development projects that contribute towards increasing liveability of the shire and the health & wellbeing of our residents.

Applications will be assessed against the following criteria –

- responds to an identified community need or Council strategic priority contained within the Council Plan, Community Vision or other Council Strategy or Plan,
- demonstrates a clear intent or purpose that will result in benefit to shire residents,

Guidelines – Community Capital Grants Scheme 2021/22	This document is uncontrolled when printed		Responsible Officer: Community Wellbeing & Grants Coordinator
Version 3.0 FINAL	Issue Date: Sept 2021	Next Review: June 2022	Page 2 of 5



- helps to increase participation, community connections or health & wellbeing of the community,
- encourages multi-use or shared facilities or collaboration with other community groups,
- supports equal opportunity, anti-discrimination, specific population groups (e.g., Traditional Owner groups, members of the LGBTQI+ community, improved mental health, increased community resilience, or climate change adaptation),
- provides a new or enhanced service to the community, or
- demonstrates capacity to successfully complete the project.

Please Note: Groups proposing projects at Council-owned or managed facilities must apply for and received approved Council consent in writing prior to submitting a grant application. Where this applies, groups are encouraged to contact Council in sufficient time prior to the grant opening as the approval process may take up to six weeks.

6 WHAT WILL NOT BE FUNDED?

The Community Capital Works & Infrastructure Grants Scheme will not fund –

- projects that are not infrastructure based, such as equipment, training, events, and programs,
- applications with an incorrect or incomplete budget,
- applications that do not include quotes for all components of a project,
- projects that require ongoing funding from Council,
- projects that will not be completed within a 12-month period from receipt of the funding,
- projects which have commenced prior to the execution of a funding agreement,
- requests for ongoing operational costs such as, but not limited to, salaries, utilities, and general maintenance and upkeep,
- projects which have been funded through the Council Grants Program previously,
- projects or organisations that are eligible for funding under another government or statutory body,
- projects that do not meet relevant Australian Standards or other legislative obligations (e.g., lighting projects or netball court dimensions),
- repair of facilities that can be fully covered by insurance,
- facilities where little or no public access is available,
- projects designed to promote political or religious ideals.

7 GENERAL CONDITIONS OF GRANTS

The following conditions apply to an awarded grant –

Guidelines – Community Capital Grants Scheme 2021/22	This document is uncontrolled when printed		Responsible Officer: Community Wellbeing & Grants Coordinator
Version 3.0 FINAL	Issue Date: Sept 2021	Next Review: June 2022	Page 3 of 5



- a. **Funding agreement** – to receive grant funds, successful applicants must enter into a Funding Agreement with Council and adhere to all conditions outlined in that agreement.
- b. **Acquittal** – the grant must be acquitted as per the terms and conditions of the application form and the Funding Agreement. If a grant is not acquitted within the 12-month period, you must notify Council in writing and seek written permission for additional time to complete your project, prior to the initial deadline. Failure to notify or acquit the project will impact consideration of future applications.
- c. **Unspent funds** – if there is likely to be any unspent funds from your project, you must contact Council’s Community Wellbeing & Grants Coordinator to discuss either returning the unspent funds or their reallocation.
- d. **Acknowledgement** – Council asks that any promotional material associated with the funded project or activity include an acknowledgement of Council’s financial support. Recommended wording is as follows – *“Thank you to the Pyrenees Shire Council for providing funding support through their Community Grants Program.”*
- e. Late applications will not be accepted.
- f. Incomplete applications may not be considered for assessment.
- g. Council approval must be gained for any projects proposed on Council-owned or managed land.
- h. Where applicable, applicants must demonstrate what planning, building or other permits are required to undertake the project and demonstrate steps already taken to obtain these approvals.
- i. The cost of planning and building permits must be included in the project’s budget.

8 HOW DO I APPLY?

Please take the time to read the guidelines and consider discussing your project with us before starting an application.

For more information or to discuss your application please contact Council’s Community Wellbeing and Grants Coordinator on 1300 797 363 or via pyrenees@pyrenees.vic.gov.au.

9 CHECKLIST

	Yes?
Is my project a capital works / infrastructure project?	
Does my budget add up correctly?	
Have I included a copy of the following?	

Guidelines – Community Capital Grants Scheme 2021/22	This document is uncontrolled when printed		Responsible Officer: Community Wellbeing & Grants Coordinator
Version 3.0 FINAL	Issue Date: Sept 2021	Next Review: June 2022	Page 4 of 5



	Yes?
A copy of my current Public Liability Insurance Certificate (minimum \$10 million)	
A copy of my organisation's most recent Bank Statement (less than 3 months old) or Financial Statement	
Quotes for all components of the project are included	
Details of any in-kind works or donations you will be claiming	
Written consent from the landowner and land manager	

10 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.

Auspice To 'auspice' means to provide support, sponsorship or guidance.
An auspicing organisation is one that allows an unincorporated organisation or individual to undertake an activity or project under their sponsorship.
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.
For more information on auspicing see:
<https://www.nfplaw.org.au/auspicing>

Guidelines – Community Capital Grants Scheme 2021/22	This document is uncontrolled when printed		Responsible Officer: Community Wellbeing & Grants Coordinator
Version 3.0 FINAL	Issue Date: Sept 2021	Next Review: June 2022	Page 5 of 5

