Pyrenees Shire Council

2022/23 Community Funding Program Guidelines

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Introduction

Pyrenees Shire Council welcomes you to the 2022/23 Community Funding Program

Through the Community Funding Program, Council aims to build stronger communities that deliver improved economic, social, and environmental outcomes for our residents and visitors.

The Program assists in delivering on the following visions:

Council Vision 2025

- Sustainable and welcoming places and natural environments that create inclusive, happy, and healthy connected communities.

Community Vision 2031

- Our Vision is for inclusive, happy, and healthy connected communities that create sustainable and welcoming townships, natural environments, and rural areas.

  We attract diversity through promoting innovation, growth and partnerships while addressing climate and community needs such as reliable and responsive infrastructure, affordable services and housing whilst protecting our natural environments.

The Program supports the development of a self-help culture among community groups and encourages both groups and local business to work in partnership with Council.

Funded projects will include those that motivate and inspire community involvement and create active, proud, confident, and inclusive communities. Others may be practical projects that help our communities deliver on identified local needs.

Applications must be for events, projects, minor capital works, and one off or seed programs / activities, which assist in the development of sustainable programs, economies and communities.

These Guidelines are provided to support applicants with information on making an application to Council. Referring to the Guidelines will improve your understanding of the assessment process and improves your ability to submit a quality application.

What you need to know

Key Program Dates

Responsive grants are open all year round but are assessed once a month. Closing dates for assessments are 12pm on the last Friday of each month.

Biannual grant and sponsorship rounds will open and close on the below schedule:

Round One		Round Two	
Open Date:	19 October 2022	Open Date:	23 January 2023
Close Date:	21 November 2022	Close Date:	6 March 2023
Assessment period:	November 2022	Assessment period:	March 2023
Council to Award:	13 December 2022	Council to Award:	18 April 2023

Our Support to you

Council offers applicant support sessions to help you complete your application. Dates may be subject to change, so please check our website at www.pyrenees.vic.gov.au/funding for the dates and times.

Applicant Support Drop-in Sessions	Round One	Round Two
Beaufort Community Resource Centre	21 October 2022 2pm – 5pm	10 February 2023 2pm – 5pm
Avoca Information & Community Centre	28 October 2022 2pm – 5pm	17 February 2023 2pm – 5pm
Snake Valley Hall	24 October 2022 10am – 1pm	13 February 2023 10am – 1pm
Landsborough Hall	31 October 2022 9:30am – 12pm	20 February 2023 9:30am – 12pm

Council's Community Wellbeing and Grant Coordinator offers online support sessions by appointment. To make a reservation, please contact:

- Community Wellbeing and Grants Coordinator
- Phone - 1300 797 363
- Email - communitydevelopment@pyrenees.vic.gov.au

Council's website at www.pyrenees.vic.gov.au/funding also has great resources to support grant seeking activity, where you can find:

- A frequently asked question section,
- Previous successful grant applications,
- Project best practise examples, and
- Other grant opportunity links.

Please leave plenty of time to prepare your application form.

Available Funding

There are a range of program streams available to meet your needs across the year. Some programs are open monthly, while others are advertised biannually in October and January.

Funding Category	Total	Applications Open
Biannual Community Grants: - Programs, Projects & Activities - Minor Capital works - Equipment - Shop Façade Improvement	 Up to $2,000 Up to $7,000 Up to $2,000 Up to $5,000	Round One: October Round Two: January
Biannual Event Sponsorship	up to $2,000	Round One: October Round Two: January
Event Signage Subsidy	up to $250	Ongoing
Responsive Grant	up to $750	Ongoing

Groups are encouraged to continue to check Council's website on any changes and updates www.pyrenees.vic.gov.au/funding.

All funding categories must relate back to the objectives of the Council Plan 2021-2025.

Hyperlinked access to these plans is made at the end of each category description in these Guidelines.

All documents are also accessible from Council's website: https://www.pyrenees.vic.gov.au

To access hard copies of any of Councils' Plans and Strategies (if you do not have internet), please contact the Community Wellbeing and Grants Coordinator on 1300 797 363.

The Community Funding Program is accessed through an online application form.

You can preview the application form and you can save and return to your application as often as you like before the final submission. Council officers are there to support you in this process.

What we fund

Council seeks to increase accessibility and inclusion for all community, encouraging projects that support:

- Aboriginal and Torres Strait Islander people
- Active participation (leisure, exercise, and sport)
- Arts and culture
- Community health, safety & wellbeing
- Community lifelong learning
- Environmental sustainability
- Families and children
- Health promotion
- Healthy ageing and older adults
- LGBTIQA+
- Multicultural communities
- People with a disability
- Social inclusion
- Young people (12-24)

Funded projects will be those that motivate and inspire community involvement and build a sense of belonging and community pride.

Completing an application

Please make sure you are eligible – do not waste time if your application will not be considered:

- Engage with Council's Community Wellbeing and Grants Coordinator, to seek advice and support.
- Ensure your project has some evidence to justify support and make a link to a council strategy to ensure alignment to a council direction.
- Make certain you have all required budget documents and your budget balances.
- Answer all sections of the application form and focus on clear project justifications.

Note that information contained in grant applications may be used in Council promotional material.

Need an auspice?

- If your group is not incorporated or does not hold current public and products liability insurance, you may still apply, but through an auspice organisation.
- An auspice is an incorporated organisation that holds current public and products liability insurance, agreeing to take responsibility for your grant. The organisation receives the funding on your behalf and distributes the funds to your group for the delivery of the project.

  The auspice organisation is also responsible for acquitting funds. A letter confirming the auspice arrangement, on the auspice organisation's letterhead, must be attached with your application.

  Find out more about how to auspice from Justice Connect - https://www.nfplaw.org.au/auspicing
- If you are not incorporated and would like to become incorporated, you may contact the Office of Consumer Affairs Victoria on 1300 558 181 or visit www.consumer.vic.gov.au.

'Our Community' provides a great online supply of advice, resources, and training for community groups on applying for grants. More information is available on the 'Our Community' website www.ourcommunity.com.au

Biannual Grants

Programs, Projects & Activities

Funding is available to increase the liveability of the Shire and the health and wellbeing of our residents. Projects that encourage inclusion are encouraged, particularly those addressing disadvantage.

The program supports delivery of projects; however, applications for the development of plans and strategies are encouraged, including:

- concept designs/ project feasibility studies
- event management / group business plans.

Investment in planning processes ensures your group and its programs are well planned and sustainable.

Types of projects could include:

Healthy Eating	• Programs that grow and share local healthy food. • Breakfast / supper clubs (support, education or recognition). • Nutrition and cooking education programs and projects.
Addressing social isolation	• New groups i.e., book clubs, arts groups, support networks. • Volunteer recruitment and support programs. • Lifelong learning programs building social connections and self-development.
Encouraging active living	• Sport programs such as 'come and try' sessions, or 'short' sport sessions for the 'time poor' or small team social competitions. • Establish new walking, cycling or gentle exercise groups. • Mentor and development programs for coaches or administrators to enable more people to participate and 'play'.
Supporting Mental Health	• Deliver information, seminars, and forums that support identified local emotional, psychological, and social well-being issues; or • Increase access to health and community services.
Addressing Community Safety	• Initiatives focussing on respect, equality, and prevention of violence. • Bicycle and road safety programs or neighbourhood watch initiatives.
Recognising Culture and Heritage	• Workshops and exhibitions that build capacity of artists and historians. • Programs that celebrate and or recognise First Nations history and culture. • Oral history, digitising, and interpretation projects that value and promote community collections and celebrate our collective heritage.
Arts and craft	• Available for all art forms i.e., music, dance, visual arts, fashion, writing/literature, performing arts, design, film/video and digital media. • A mural or other public art project; Art exhibitions and shows. • Arts & craft skill development clinics i.e., writing workshops, drawing classes.
Fostering climate change resilience	• Project care for natural environments such as community tree planting. • Action to reduce waste and promote recycling or green waste disposal. • Those that promote sustainable transport behaviours.

Ideas, support, and application references may be made to the strategic objectives and actions contained within the following Plans:

- Council Plan 2021 - 2025
- Municipal Health and Wellbeing Plan
- Municipal Early Years Plan
- Positive Ageing Strategy
- Reconciliation Plan
- Recreation Strategy
- Environmental Sustainability Strategy
- Climate Change Response & Mitigation Plan

Minor Capital Works and Equipment

This category supports:

- The implementation of minor capital works projects at local community facilities; or
- New equipment to increase participation or the support and encouragement of volunteering.

Successful projects will bring our community together and increase access to opportunities that support inclusion, active participation, and environmental sustainability.

Applications for projects that that are included in Community Action Plans will be regarded favourably.

Types of projects could include those that:

Enhance local character	Projects that enhance unique community character and preserve, protect, and celebrate heritage assets, including local story telling.
Enhance liveability	Improve streetscapes and gathering places to revitalize local spaces, such as public arts, community gardens, drinking fountains, and seating.
Increase active participation	Could include recreation and leisure equipment, or support facility's that will directly encourage growth in membership, volunteerism, or new audience possibilities.
Community Safety	Support activities which address risk factors within the community such as fires, extreme weather events (communication boards), or crime (asset security upgrades).
Fostering climate change resilience	Sustainability based initiatives including solar systems, energy saving devices (i.e., energy efficient lighting).
Support Equipment	Non-structural items such as new equipment, i.e., provision of shade, portable materials to support community events, new storage, lawnmowers for sporting clubs etc.

Ideas, support, and application references may be made to the strategic objectives and actions contained within the following Plans:

- Community Vision - Shaping the Pyrenees
- Council Plan 2021 - 2025
- Municipal Health and Wellbeing Plan
- Ten Year Asset Plan 2023 - 2032
- Community Action Plans
- Environmental Sustainability Strategy
- Climate Change Response and Mitigation Plan

Event Sponsorship

This category provides for the development and support of new and existing community and tourism events, which provide vibrant and diverse experiences for both residents and visitors to Pyrenees Shire.

Applications should seek to demonstrate how the event will:

- Provide opportunities for cultural expression, social interaction, entertainment, and active participation.
- Support the development and delivery of successful and safe events that engage residents, visitors, and businesses.
- Promote Shire townships as destinations to visit, stay, explore, and invest.
- Increase visitation to contribute to the economic development and prosperity of the Shire.

Types of projects could include festivals, open days, networking events, exhibitions, concerts, regional sporting competitions, and community celebrations.

If successful in your application, Pyrenees Shire Council will be recognised as an event sponsor through:

- Recognition as a sponsor in all printed and e-materials,
- Display of Pyrenees Shire Council banners and/or signs at the event,
- The use of the Pyrenees Shire Council logo in all printed material and on electronic mediums, and
- The opportunity for the Mayor (and/or Councillors) to take part in official duties (if appropriate).

Whilst making application for funding, note that local events should register their activity by completing an Event Application Form. Information on this process can be found at: https://www.pyrenees.vic.gov.au/Work-Invest/Planning-your-event

Ideas, support, and application references may be made to the strategic objectives contained within the following Plans:

- Community Vision - Shaping the Pyrenees
- Council Plan 2021 - 2025
- Tourism Strategy
- Economic Development Strategy

Delivering some events may need permission to erect temporary structures, implement a traffic management plan or install temporary signage etc. that needs approval. To check what event permits you may need, please read Council's Event Sense Guide to running an event in Pyrenees Shire found at https://www.pyrenees.vic.gov.au/Work-Invest/Planning-your-event

Shop Façade Grant

The Shop Façade category assists and creates an incentive for Pyrenees businesses to undertake façade improvements that will:

- improve the appeal of local streetscapes,
- encourage capital investment in our town shopping centres,
- support local business development and investment, and
- increase resident and visitor engagement in our shopping districts.

Achieving these goals will strengthen the relationships between Council, commercial building owners and local business operators, for a stronger local economy.

The program is available to any business operator and/or property owner whose premises is in a commercial/township area of the Shire. Applicants can be either an active public facing business or those that do not open to customer transactions. However, the property must have an active street frontage that contributes to a commercial precinct of the township.

Council will competitively allocate funding to successful applicants on a matched, dollar for dollar funding basis up to $5,000. Applicants are able to contribute over the $5,000, to complete more significant works but would still only be eligible for a maximum of $5,000 from Council.

Types of projects that may be funded include:

Painting	• Repainting of a building façade and or windows.
Lighting	• Renewal of under-awning lighting or streetscape lighting. • Installation of store lighting visible from the street.
Repair and Reinstatements	• Renewal or replacements of an awning structure. • Repairs of verandas and awnings. • Reinstatement of lost elements, or fabric to the façade of a building. • Cleaning an existing façade and removal of cladding or redundant material, such as signage, air conditioning units or hoardings.
Signage	• Installation/upgrade of business signage.
Access	• Implementing universal access in front of building (e.g., ramp).

Applicants are encouraged to collaborate and submit joint applications to support a coordinated precinct approach. This can create multiple shared outcomes and an improved sense of place and destination.

Applicants are only able to lodge one application per business/individual shopfront; however, a combined application involving two or more businesses is permitted.

Proposed works may need a planning permit or need to adhere to relevant building design and heritage guidelines. To support, at the earliest stage of your planning, you can forward a photo of your façade, with a brief description of works to planning@pyrenees.vic.gov.au. This will allow us to provide preliminary information and guidance on any permit requirements.

Ideas, support, and application references may be made to the strategic objectives and actions contained within the following Plans:

- Community Vision - Shaping the Pyrenees
- Council Plan 2021 - 2025
- Tourism Strategy
- Economic Development Strategy

Responsive Grants

A category of limited small grants available to respond to an unexpected and or urgent community need.

Financial support is for essential activities that require a timebound, quick response i.e., cannot be referred to a scheduled biannual grant funding round.

Applicants will need to clearly explain why the request is urgent or unforeseen.

Examples of projects may be those that need:

- Help with unanticipated expenses, fees or urgent issues posing a risk to existing community groups, programs, or events.
- Take advantage of an unexpected opportunity to benefit the group and/ or the wider community.
- Support the establishment of a new organisation within the first 12 months of operation as an eligible legal entity.

Applications are accepted throughout the year until funds are exhausted.

Ideas, support, and application references may be made to the strategic objectives and actions contained within the following Plans:

- Community Vision - Shaping the Pyrenees
- Council Plan 2021 - 2025
- Municipal Health and Wellbeing Plan

Event Signage Subsidy

Council has installed tourism and event promotional signs frames located on the road approaches into Avoca and Beaufort. These allow the promotion of upcoming events and regular tourist attractions, publicising Pyrenees Shire as a great place to live, work and visit.

The framework provides a metal guide that allows removable sign inserts to slide into the frame easily and securely. The sign framework is the property of the Council, with the sign inserts owned by the relevant event or tourism organisation.

The design and manufacturing of sign inserts are at the expense of local event organisers. Council will support events with a one-off subsidy of $250 towards the production of the reusable sign inserts.

Local sign manufacturers can provide advice and guidance, but in general, inserts should:

- Be produced on corflute or metal material.
- Be designed with minimal and direct text (drive traffic will not have long to take in details).
- Use of one image only.
- Provide for a "blank space" to allow multiple / ongoing use with annual change of date or venues (consider magnetic attachments, or vinyl stickers).
- The framework will hold sign inserts of 2000mm x 900mm.

Signs must not be nailed or screwed onto the frame; they should only slide in for easy removal to the sliding rails provided. Any repair costs to framework will be charged to the event organising committee.

The sign frames are located below, with the frames able to hold a sign:

- 3x Beaufort East approach Western Highway
- 3x Beaufort West approach Western Highway
- 2x South approach Avoca Sunraysia Highway
- 2x North approach Avoca Sunraysia Highway
- 1x East approach Avoca Pyrenees Highway
- 1x West approach Avoca Pyrenees Highway

Council prefers that frames are permanently populated with upcoming events, as empty sign frames do not promote a vibrant Pyrenees. Therefore, markets and other activities regularly held throughout the year can utilise the sign frames, however priority placement will be given to events up to four weeks prior to an event.

General Guidelines

The following provides guidance on requirements that are common to all program categories.

Who can apply?

Applicants must be either a:

- Community Group or not-for-profit organisation located in the Pyrenees Shire.
- Not-for-profit organisation located elsewhere but provide services or programs to Pyrenees Shire residents.
- A committee appointed by Council or a Council Community Assets Committee.

Government funded agencies operating primarily through volunteer effort may apply (i.e., SES and CFA units) but projects need to demonstrate broad community benefit.

Local schools can apply if the project:

- Is not curriculum-based,
- Can strongly demonstrate broad community benefit, and
- Is partnered with a community organisation.

Applicants in all categories must:

- Have no outstanding legal matters or unresolved debts with Council.
- Have no unresolved action concerning a notice or order related to a planning, building or environmental health issue.
- Have met all acquittal conditions of any previous Council funding.
- Adhere project delivery to relevant legislation (i.e. Equal Opportunity Act 2010) and in accordance with all Council statutory requirements, relevant building codes and heritage guidelines.
- Have obtained relevant quotations for goods and services from registered suppliers.
- Conduct the project within the Shire. If not, the benefit to Shire residents must be demonstrated (incl. evidence / statement as to why it cannot occur in the Shire).

Shop Façade Grant applicants:

Businesses are eligible to make application to the Shop Facade grant only, noting:

- The applicant must be a Pyrenees based business or a property owner that leases to a Pyrenees based business.
- Property owners with a vacant building that intend to lease to a Pyrenees based business will be considered.
- Businesses must be registered for an ABN. Property owners without an ABN must complete the ATO 'Statement by a Supplier' form.

Home based business or businesses with no street frontage are not eligible to apply.

Applicants are encouraged to speak to the Community Wellbeing and Grants Coordinator where you may wish to confirm eligibility requirements.

What the Program wont fund

The program is not able to fund:

- Ongoing operational costs (i.e., salaries, utility expense, transport, venue hire).

  Payment of staff may be supported where the applicant demonstrates an essential need to enable a project. Applicants must show how they will self-sustain any staff engagement post funding (if required).
- Routine and regular maintenance.
- Exclusive events (i.e., those that do not include broad community participation).
- Projects unreasonably duplicating existing services in the Shire.
- Projects solely for the purpose of fundraising.
- Projects not meeting relevant Standards or other legislative obligations (e.g., lighting projects, court dimensions etc.).
- Projects that have been funded through the Program previously.
- Projects that require ongoing funding from Council.
- Projects that have already commenced or have been completed.
- Projects designed to promote religious, discriminatory or party-political views.
- Late or incomplete applications, including those without necessary supporting documents.

Other factors considered

- Where applicable, applicants must identify what planning, building, event or other permits required to undertake the project.

  Permit processes, if required, can run in tandem with an application.

  Costs of required planning / building permits must be included in project budgets.
- Council may choose not to fund a project by applicants who have previously received funding, should the current program be oversubscribed.
- Groups may submit multiple applications, but they must be for different projects.

  If submitting multiple applications, applicants need to state priority order of applications.
- Groups may apply for consecutive funding rounds; however, preference may be given to those who did not receive successful funding within the previous round.

If you feel your project idea is a unique circumstance to any of the above directions, you are encouraged to speak to Council's Community Wellbeing and Grant Coordinator to discuss.

Funding Criteria

Assessments are based on merit of the application in response to assessment criteria nominated below.

The Program can experience high demand. As such, not all applications may be successful. Consequently, applicants should make every effort to submit a comprehensive application.

Applications will be initially screened for eligibility and provision of required documentation. Any applications that do not meet eligibility requirements will not proceed to the formal assessment phase.

Ability to demonstrate	Description	Weighting	
		Biannual	Responsive
Criteria 1 - Need: Why is the Project important, needed, and justified?	• Demonstrated evidence / link to strategic directions of council / community. • Clear expression of the project aims / objectives. • Evidence in addressing a need or opportunity. • Extent to which the project increases access to recreational, social, cultural, environmental, or economic benefits.	30%	50%
Criteria 2 - Benefit: Who will the Project benefit and who are the target participants / audience?	• Number of positively affected partners, and the audience and participants involved. • Use of local suppliers and support partners. • Measurable impact on project participants particularly any hard to reach, vulnerable or priority community segments.	40%	30%
Criteria 3 - Delivery: How will the Project be delivered?	• Evidence of project planning with the demonstrated skills and experience to deliver the Project. • Clear and accurate timelines / milestones and budget planning that is supported by other forms of funding and quotations (where applicable). • Considerations made of risk management, OHS and project sustainability (if applicable).	30%	20%

The Application Form provides questions that will guide your response to the above criteria.

Budget Management

The budget you submit needs to include all income and expenditure related to the project, including:

- The anticipated grant amount appearing as income.
- Declaration of all income sources relating to the project, including other grants and sponsorships.
- Total Income (incl. the anticipated grant) should equal your Total Expenditure.
- Reflect donations and in-kind assistance (i.e., free venue hire) in both sides of your budget.
- Council will not be responsible for under estimation of costs.
- An example budget is provided for reference on council's website at: http://www.pyrenees.vic.gov.au/Community/Community-Funding-Program/Case-studies-and-templates

Why we ask for a minimum funding amount on the application form

- While Council strives to fund full amounts requested, if there is a full subscription of applications, funds may not be available.
- Successful applicants may be offered a lower amount than requested. Therefore, we ask what the minimum funding is required for the project to run and provide opportunity for you to describe any impact a lower funding amount may create.
- We strongly encourage applicants to make use of these questions when appropriate so that the assessors can make informed decisions.

Applicants' financial contribution

Council appreciates financial challenges resulting of the COVID-19 pandemic. However, there is requirement for larger projects to contribute financially:

- For small requests, no applicant cash or in-kind contribution is required.
- For larger projects, applicants should provide contributing resources.
- Council will provide funding on a 2:1 basis for projects, meaning that for every $2 provided by Council, successful applicants must contribute a minimum of $1 towards the project cost (including in-kind).
- In kind contributions by business applicants will not be eligible for matching contributions.

Should applicants be able to demonstrate financial hardship, the above financial requirements may be negotiated. Please discuss with the Community Grants Coordinator, prior to lodging your submission.

Funding Category	Total	Applications Open
Biannual Community Grant	Up to $2,000 $2,000 and over	No contribution $2 : $1
Shop Façade Improvement	Up to $5,000	$1 : $1
Biannual Event Sponsorship	Up to $2,000 $2,000 and over	No contribution $2 : $1
Responsive Grant	Up to $750	No contribution

Documenting In kind support in your budget

- The value of in-kind support should be reflected in both your income and expenditure.
- In-kind includes contributions by volunteers and suppliers in terms of time, goods or professional services donated.
- Estimating the work required will help you determine the level of applicant contribution required and helps to demonstrate the true value of your project.
- It is good practice to also supply a breakdown of estimated in-kind support to show how the figure in your budget was reached. i.e.:
  - General committee member contribution (e.g., planning, coordination, etc.) @ $20 per hour.
  - Specialist/expert contribution (e.g., tradesperson, professional service) @ $45/hr.

Compliant financial contribution – Biannual Grant and Event Sponsorship Category:

Council Requested Grant	Applicant Contribution		Total Project Value	Eligible	Explanation
	Cash	In-kind			
$2,000	$1,000	$0	$3,000	Yes	$2: $1 funding ratio met with cash
$2,000	$500	$500	$3,000	Yes	$2: $1 funding ratio met with in-kind and cash

Compliant financial contribution – Shop Façade:

Council requested Grant	Applicant Contribution	Total Project Value	Eligible	Explanation
$5,000	$5,000	$10,000	Yes	$1: $1 funding ratio met with cash
$1,000	$1,000	$2,000	Yes	$1: $1 funding ratio met with cash
$5,000	$15,000	$20,000	Yes	Funding ratio met with cash to capped council contribution of $5K

How to manage GST

- If your organisation IS registered for GST – please do not add GST to any amounts in your budget.
- If your organisation IS NOT registered for GST – please include all GST on expenditure items.

Additional information you will need to attach

Mandatory documents

- Incorporated groups and organisations must provide a copy of their most recent Profit and Loss statement.
- Third party supplier quotes (where applicable).
- Certificate of Currency for Public and Products Liability Insurance.

  Applicants must hold current Public and Products Liability Insurance (unless covered under Council's policy) to protect against legal liability for third party injury, death and/or Damage to Property caused by an occurrence in connection with the applicant's activity.

  If your group does not wish to purchase liability insurance, you may make application through an auspice organisation.

  Applicants can purchase insurance from any insurance provider appropriate for the activity being funded or by contacting:

  Local Community Insurance Services

  https://www.localcommunityinsurance.com.au

  1300 853 800

  insurance@lcis.com.au
- Businesses must be registered for an ABN. Property owners without an ABN must complete an ATO 'Statement by a Supplier' form.
- Any capital works project or shop façade project must provide a copy of signed consent from the property owner.

Other documents where applicable

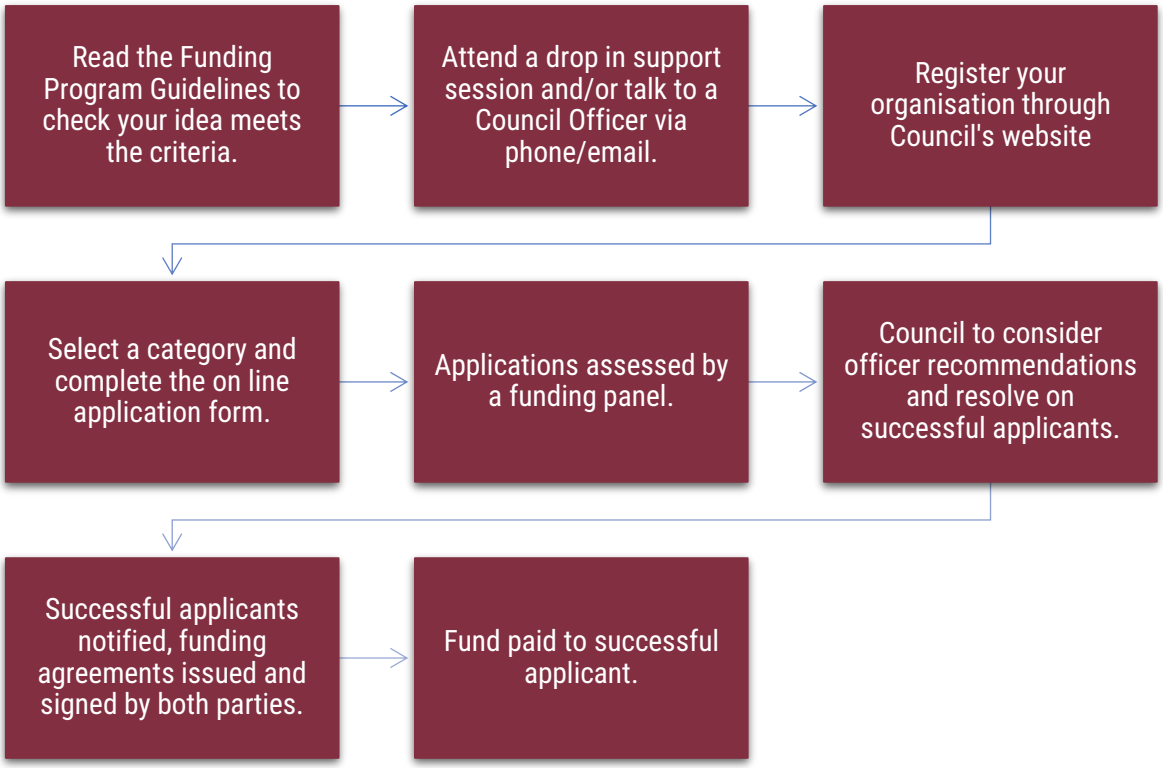
Applicants are encouraged to provide other supporting documents to demonstrate project need and vision.

These may include:

- Current condition photographs, including affected area close ups.
- Photo examples of proposed equipment / design / outcomes, etc.
- Project/ event site map/s.
- Design plans.
- Asset condition reports.
- Confirmation of any other funding sources secured or applied for but not yet confirmed.
- Letters of support Including letter confirming auspice (if required).
- Where the application is proposing the painting of a building, a colour palette will need to be provided for approval by Council.

The Application Process

Begin your application as early as possible and submit your application before the due date. This enables officers to collaborate with you on any missing elements before the closing date of submissions.



How are applications assessed

- All applications are assessed in alignment with these Guidelines, the completed Application Form and in any associated attachments.
- An Officer Assessment Panel is appointed to assess all applications and make recommendation to Council for Biannual Grants / Sponsorships and the Chief Executive for Responsive Grants.
- Decisions on the allocation of funds are based on assessment criteria defined in this document.

Only applications that meet the program criteria will be presented for decision. Consultation will occur with ineligible applicants prior to Assessment Panel meetings on the status of their application.

Outcomes of Applications

- Applicants will be notified in writing of Council's decision, including the funded amount and any conditions of the funding agreement (if applicable).
- Those unsuccessful will be responded to in writing and offered opportunity to discuss the outcome.
- All successful grant funds, except for shop facade grants, will be released upon applicants signing their Funding Agreement.

  Successful shop façade applicants must be able to fund the costs of the works upfront. Council will provide the grant funding only after the works are completed.

  Should a successful shop front applicant business have any issue with cash flow, liaison with Council can support alternate arrangements to deliver a projects finance.

Agreement

- Successful applicants will be sent the following:
    1. Confirmation Letter.
    2. Funding Agreement.
    3. Financial payment details form.
    4. Acquittal report template.
- Council cannot release funds where a planning permit is required and has not / will not be granted.

Acquittal

- Upon success of a funding application, recipients must complete a Funding Acquittal, which includes financial acquittal and an outline of the achieved outcomes of the activity.
- Successful applicants will be required to complete the grant acquittal within 12 months of receiving funding or 2 months of completion of the project (whichever is sooner).

  It is appreciated that at times, factors outside of the applicants' control may delay completion timelines. These could include contractor availability or planning approvals.

  If this is the case, ongoing communication is required with Council's Community Wellbeing and Grants Coordinator to document project timeframe extensions that ensure your compliance with acquittal requirements.
- Failure to appropriately acquit will result in ineligibility for future grants.
- Any unspent funds at the conclusion of the project must be returned to Council.

Acknowledgement

- Information and detail provided in applications may be used in Council produced promotional and advertising material.
- Applicants will be required to acknowledge Pyrenees Shire Council's funding support provided through the Community Funding Program.
- An approved logo can be included on appropriate materials such as project collateral, media releases and signage.
- The successful applicant must consult with Council to coordinate any announcements related to the project, including:
    - Press releases, announcements and promotional material regarding the project should recognise Council's contribution and support e.g., "Pyrenees Shire Council Community Funding Program".
    - Recognise Council at any event or activity as an outcome of the funding, including invitation to Pyrenees Shire Councillors at any opening, launch or celebration of the project.

Support and Assistance

- It is important to discuss your grant application with a Council Officer before applying.
- Initial enquiries and guidance can be managed through the Community Wellbeing and Funding Coordinator, however other specialised Council Officers are available to support applications.
- It is important that you talk through your project ideas with an officer responsible before applying. Council Officers can give you advice on how to shape your application to give it every chance of success.
- All officers can be contacted via Council's main call line of 1300 797 363; please call and reference the officer you wish to talk to, quoting the project you wish to discuss.
- Please refer to the table below for suitable contacts:

Community Funding Program Support	
General Program, Application Enquiries and Support	Adam Boyle Community Wellbeing and Grant Coordinator 1300 797 363 - adam.boyle@pyrenees.vic.gov.au
Funding Category Support	
Biannual Community Grants – General Enquiry Responsive Grant – General Enquiry	Adam Boyle Community Wellbeing and Grant Coordinator 1300 797 363 - adam.boyle@pyrenees.vic.gov.au
Shop Façade Improvement – General Enquiry Event Sponsorship – General Enquiry Event Signage Subsidy – General Enquiry	Melissa Dimond Business Support & Events Officer 1300 797 363 - melissa.dimond@pyrenees.vic.gov.au

Officer support relating to application type (call 1300 797 363)			
Aboriginal and/or Torres Strait Islander	Jane Bowker Recreation Coordinator jane.bowker@pyrenees.vic.gov.au	Events	Melissa Dimond Business Support & Events Officer melissa.dimond@pyrenees.vic.gov.au
Arts and Culture	Adam Boyle Community Wellbeing & Grant Coordinator adam.boyle@pyrenees.vic.gov.au	Healthy ageing and older adults	Pyrenees Community Care Team communitycare.department@pyrenees.vic.gov.au
Children and Families	Genevieve Welsh Supported Playgroup Facilitator genevieve.welsh@pyrenees.vic.gov.au	Planning and Heritage	Pyrenees Council Planning Service Planning@pyrenees.vic.gov.au
Community Health	Adam Boyle Community Wellbeing & Grant Coordinator adam.boyle@pyrenees.vic.gov.au	Sport and Recreation	Jane Bowker Recreation Coordinator jane.bowker@pyrenees.vic.gov.au
Community Learning	Adam Boyle Community Wellbeing & Grant Coordinator adam.boyle@pyrenees.vic.gov.au	Young people	Lisa White Youth Engagement Officer lisa.whyte@pyrenees.vic.gov.au
Environment	Terry McAliece Environment & Sustainability Officer Terry.McAliece@pyrenees.vic.gov.au		

Pyrenees Shire Council

Follow us on Social Media:

Like us on Facebook

Follow us on Instagram

Watch our Youtube Channel

Council office location

Our Council is located at:
5 Lawrence Street
BEAUFORT VIC 3373
Phone: 1300 PYRENEES (1300 797 363)
Fax: (03) 5349 2068
Email: pyrenees@pyrenees.vic.gov.au

Avoca Information and Community Centre

Located: 122 High Street, Avoca
Phone: 5465 1000
Email: aic@pyrenees.vic.gov.au

Beaufort Community Resource Centre

Located: 72 Neill Street, Beaufort
Phone: 5349 1180
Email: bcrc@pyrenees.vic.gov.au