

Guidelines

Community Grants Scheme

1. Introduction

The Pyrenees Shire Council recognises the importance of providing financial assistance to not-for profit and community groups across the Pyrenees Shire.

The Community Grant Scheme aims to:

- support community-focussed 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 & 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 communities – particularly focussed upon Traditional Owner groups, members of the LGBTQ+ 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.

2. Who can apply?

To be eligible to apply for a Pyrenees Shire Council Community Grant you must:

- be a Committee appointed by Council or Council Community Assets Committee (formerly Section 86 Committee); or an Incorporated not-for-profit organisation/group (or be auspiced by one).
- have Public Liability Insurance coverage to a minimum of \$10 million.
- be based within the Pyrenees Shire Council Local Government Area and/or provide services and programs to people living within these boundaries (or propose to).

Please note that your group/organisation may not be eligible to apply if they have:

- already received a Community Grant within the existing financial year.
- have outstanding projects or acquittals from previous funding rounds.
- have an outstanding debt to Council.

3. How much can I apply for?

Community Grants consist of the following categories;

- a. **Programs, Projects & Equipment** - allocated **up to a maximum of \$1,500**. This includes equipment, infrastructure, training and development activities.
- b. **Inclusion & Diversity Programs & Projects** – allocated **up to a maximum of \$1,000**. This includes programs and projects that reduce discrimination or victimisation in any form and/or encourage inclusion and diversity in our communities – particularly focussed upon Traditional Owner groups, members of the LGBTQ+ community and the promotion of gender equality.
- c. **Events** – allocated **up to a maximum of \$750**.

4. Application Conditions:

The applicant must demonstrate that they are capable of successfully completing the project. To do this, your application must:

- include a budget that meets the funding ratio and 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 3 months old) and/or financial statement.
- includes a copy of your current public liability insurance certificate.
- includes written approval to undertake works from the landowner or manager (For projects involving building or infrastructure works).

#Please note – Incomplete applications will not be considered for assessment and no late applications will be accepted.

5. How much do I have to contribute?

Community Grants will fund projects on a 2:1 basis. This means that for every \$2 provided by Council, successful applicants must contribute a minimum of \$1 towards the cost of the project.

Applicants can claim up to 50% of their required contribution as in-kind or voluntary support.

Volunteer labour contribution can be calculated at \$25 per hour per person while specialist contributions can be valued at up to \$45 per hour. Costings need to be based on 'reasonable' commercial rates.

Donation of materials is based on the item's value. Use of equipment and contractors should be based on standard hire rates.

Please note: Any in-kind contribution in support of your project must be detailed in your application form. Written confirmation from the supplier for any in-kind contribution details in the application must be provided to Council upon request.

The following examples have been developed to assist you in understanding funding ratios:

	Grant requested	Your contribution		Project total	Eligible	Explanation
		Cash	In-kind			
✓	\$1,500	\$750	\$0	\$2,250	Yes	Funding ratio is met. No in-kind contribution.
✓	\$1,500	\$375	\$375	\$7,500	Yes	Funding ratio is met. In-kind contribution does not exceed 50% of your contribution.
✗	\$1,500	\$0	\$750	\$2,250	No	Funding ratio is not met. There is no cash contribution.

6. Potential projects that may be eligible

This grant scheme will fund programs, projects and/or events 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 a Council Strategy or Plan.
- demonstrates a clear intent or purpose that will result in benefit to residents of the Pyrenees Shire.
- 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 and anti-discrimination; specific population groups (E.g. Traditional owner groups, members of the LGBTIQ+ community); improved mental health; increased community resilience; or climate change adaptation.
- provides a new or enhanced service to the community.
- demonstrates the capacity to successfully complete the project, including ability to meet contribution requirements.

#Please note: Groups proposing projects at Council owned or managed facilities must apply for and receive approved Council consent 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.

7. What will not be funded?

The Community Grants scheme will not fund:

- applications that do not meet the funding ratio.
- 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 scheme 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.

8. General conditions of grant.

- **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.
- **Acquittal:** The grant must be acquitted as per the terms and conditions of this 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. Failure to notify or acquit the project will impact consideration of future applications.

- **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 the reallocation of them.
- **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."*
- Late applications will not be accepted.
- Incomplete applications will not be considered for assessment.
- Council approval must be gained for any projects proposed on Council owned or managed land.
- Where applicable, applicants must demonstrate what planning, building or other permits are required to undertake the project and demonstrate steps already undertaken to obtain these approvals.
- The cost of planning and building permits must be included in the project's budget.

9. **How do I apply?**

Please take the time to read the guidelines and consider discussing your project, program or event 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 at pyrenees@pyrenees.vic.gov.au.

10. **Checklist.**

- Does my budget add up correctly?
- Does my budget meet the \$2:\$1 funding ratio?
- Have I included a copy of the following?
 - A copy of your current Public Liability Insurance Certificate (Minimum \$10 million).
 - A copy of your organisation's most recent Bank Statement (Less than 3 months old).
 - 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.