



GUIDELINES

Community Grant Scheme

1. Introduction

The Community Development Grant has been designed to assist not-for-profit and community groups from across the Shire to implement projects, events and activities which promote community activity, achievement, participation and health and wellbeing.

2. Who can apply?

To be eligible to apply for a Community Development Grant you must:

- be a Committee of Management 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 to the 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 your group may not be eligible to apply if they have:

- already received a Community Development Grant in the current funding round
- have outstanding acquittals from previous funding rounds
- have an outstanding debt to Council.

Your application must include 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) and/or Financial Statement
- quotes for all aspects of your budget
- written approval to undertake works from the land manager.

3. How much can I apply for?

Grants will be allocated to a maximum of \$750 for events and up to \$1500 for equipment, infrastructure, training and development activities.

4. How much do I have to contribute?

The applicant must demonstrate that they are capable of successfully completing the project. In doing so it is required that your application:

- *Meets the funding ratio*
- *is thoroughly scoped*
- *includes quotes for all components of the project*
- *the budget is completed correctly and balances.*

The grant will fund projects on a 2:1 basis - meaning that for every \$2 provided by Council, successful applicants must contribute a minimum of \$1 towards the cost of a project.

4.1 In-kind contribution

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 items value, and use of equipment and contractors is 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 detailed in your application must be provided to Council upon request.

The following examples have been developed to assist you to understand funding ratios.

	Requested grant amount	Your contribution		Project total	Eligible	Explanation
		Cash	In-kind			
✓	\$1,500	\$750	\$0	\$2,250	Yes	Funding ratio met.
✓	\$1,500	\$375	\$375	\$2,250	Yes	This project is eligible as the 2:1 funding ratio has been met and in-kind support does not exceed the permitted value.
✗	\$1,500	\$0	\$750	\$2,250	No	This project is not eligible as there is no cash contribution.

5. Potential projects

Projects, events and activities which promote the development of activities and services that contribute to the wellbeing and quality of life of our residents.

Applications will be assessed against the following criteria:

- your project responds to a identified community need
- has been identified through a formal planning process
- will benefit residents of the Pyrenees Shire
- contributes towards increased or maintained participation
- improves health and wellbeing of the community
- encourages multi-use and shared facilities
- supports equal opportunity principles
- provides a new or enhanced opportunity to the community
- demonstrated 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 Land Managers Consent prior to submitting a grant application. Groups requiring Land Managers Consent are encouraged to contact Council prior to the grant opening as the approval process may take up to 6 weeks.

5.1 Projects enhancing Reconciliation within the Pyrenees Shire

Additional funding is available for projects and activities seeking to promote and foster Reconciliation within our local communities. To be eligible organisations must be able to demonstrate an ongoing commitment to Reconciliation.

For more information please contact Council's Community Wellbeing and Grants Officer on 1300 797 363.

6. What will not be funded?

The Community Development Grant will not fund:

- applications which do not meet the funding ratio
- applications with an incorrect or incomplete budget
- applications which do not include quotes for all components of projects
- projects requiring ongoing funding from Council
- projects which will not be completed within a 12 month period from receiving 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, electricity and water bills and general maintenance
- projects which have been funded through this grant previously
- projects or organisations that are eligible for funding under another government or statutory body
- projects that do not meet relevant Australian standards (e.g. lighting projects or netball court dimensions)
- repair of facilities which can be fully covered by insurance
- facilities where little or no public access is available
- projects designed to promote political or religious ideals.

7. Conditions of Grant

7.1 Funding Agreement

To receive grant funds, successful applicants must enter into a Funding Agreement with Council and adhere to all conditions outlined in the agreement.

7.2 Acquittal

The grant must be acquitted as per the terms and conditions of this application form.

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.

7.3 Unspent Funds

If there are likely to be any unspent funds from your project you must contact Council's Community Wellbeing and Grants Coordinator to discuss either returning the unspent funds or reallocation of them.

7.4 Acknowledgement

Council asks that any promotional material associated with the funded activity include an acknowledgement of Council's financial support for the project by utilising the following wording: *"Thank you to the Pyrenees Shire Council for providing funding support through their Community Development Grants"*.

8. General Conditions

- Late applications will not be accepted.
- Council approval must be gained for any projects being undertaken 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 discuss your project idea 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.

10. Checklist

- Have I missed anything?
- Does my budget add up correctly?
- Does my budget meet the \$2:\$1 funding ratio?

Have I included 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) and/or Financial Statement?
- Quotes for all components of project are included?
- Details of any in-kind works or donations you will be claiming?
- Written consent from the land owner and land manager?