

**Pyrenees Shire Council**

**Community Grants Guidelines and Application**

**(Adopted by Council 21st November 2017)**

**Pyrenees Shire Council**

**5 Lawrence St, Beaufort, Victoria**

**(03) 5349 1100**

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**www.pyrenees.vic.gov.au**

**Introduction**

The Community Capital Grant Program encourages organisations to be innovative and creative to address an identified need within the community.

The grant program links to the key priorities of Council, and in particular:

* Developing resilient and adaptive communities
* Promotion of healthy lifestyles
* Celebrating arts and culture
* Increasing community connectedness

**Scope**

Community Capital Grants are available to Community Groups based in the Pyrenees Shire between $1,500 and $5,000. Applications will be accepted for grants up to $5,000 and the Council reserves the right to allocate funding amounts.

Organisations who act as an auspice will not be disadvantaged by any funding allocation to the organization to which they provide auspice support.

**Purpose**

The purpose of the Community Capital Grants Program is to provide a funding program for each community (in most years) for capital projects contained in Community Action Plans that are unable to be funded by the Community Grants Program due to the value of the project.

**Policy**

Applications will be accepted from:

1. Local, not-for-profit organisations, groups and associations which are incorporated or have an auspicing body.
2. Community groups planning a project in the Pyrenees that directly benefits the local community and meets an identified need or solves a problem that has been identified by the local community.
3. The project is identified in the Community Action Plan

Application process

A simple application form will be required, in August of each year, with funds available from October in the same year.  Key documentation required:

1. Relevant group who is applying / who will be responsible for the project
2. Endorsement from within relevant Community Action Plan, including endorsement from the CAP coordinator.
3. Budget showing cash contribution and in kind contribution to the project

Budget Requirements:

* Indication of other funding for the project is to be included in the budget.
* Estimate of the number of volunteer hours expected to complete the project.
  + Apply a rate of $25 per hour to determine this figure and include in the project budget as the group’s in-kind contribution.
* Quotes for all goods and services needed for the project.
* A copy of the group’s bank statement (less than three months old).
* Maximum grant amount requested cannot exceed $5,000.
* A minimum 20% cash contribution is sought for all projects.
* Budget application must be completed, accurate and totaled, with quotes supplied.

Criteria

1. Preference will be given to projects with significant cash contribution from the applicant
2. Preference given to projects that support a number of groups in the community
3. Where more than one project is lodged from a community, Council will not award a grant until the community has determined its first priority.
4. Project needs to be complete in the financial year the grant is awarded.  Not completion or non-reporting will mean that community is not eligible for this grant round in the following year.

Encouraging Resilient Communities

* Providing opportunities to improve knowledge within community groups
* Support Community and individual planning to cope in an emergency
* Supporting emerging leaders
* Establishing community enterprises

Promoting Healthy Lifestyles

* Activities that build active community participation
* Minor facility upgrades and access improvements
* Broadening the use of facilities to cater to a wider range of groups and activities

Celebrating Arts and Culture

* Participation in arts, festivals and events
* Cultural exchanges of knowledge, sharing and learning
* Developing community arts initiatives

Encouraging Connected Communities

* Recruiting volunteers to participate and strengthen community groups
* Bringing people together to participate in community activities
* Neighbourhood-based activities and initiatives that encourage people to come together.

Funding Conditions, Requirements & Information

* All planning and building permits and other applicable authorisations including public liability insurance, remain the responsibility of the applicant and must be received from the relevant authorities prior to starting the project.
* Applications requesting funding for improvements to Pyrenees Shire Council-owned facilities must contact the Pyrenees Shire Council Assets Manager to obtain any forms, approvals or further advice.
* An offer of a grant does not constitute an ongoing funding commitment or obligation by Pyrenees Shire Council.

**Implementation**

The policy will be integrated with the Community Action Plan process.

**Review**

The policy will be reviewed by the Director Corporate & Community Services every four years or sooner if required.

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| **Pyrenees Shire Council**  **Community Capital Grants Program**  **Application Form** |  |

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| --- | --- |
| **Organisation Name:** |  |
| **Postal Address:** |  |
| **Main Contact Person:** |  |
| **Position:** |  |
| **Telephone:** | (BH)       (Mobile) |
| **Email:** |  |
| **Group ABN:** |  |
| **Incorporation Number:** |  |
| **Grant Round:** | Financial Year: |
| **Bank details**  (for direct credit of funds) | **Account Name:**  **BSB Number:**  **Account Number:** |

**Project Name:**

**1. The purpose for which a Community Capital Grant is sought?** (approx 100 words)

Please provide a description of your project, and tell us what the project is about.

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**2. Grant Amount Sought:** **$** **Total Project Cost:** **$**

*(Grants will be funded between $1,500 and $5,000 )*

**3. Why is this project needed?** (approx 400 words)

* Describe why this project is important and how you know the Community will support it?
* What are the benefits of this project to the community?
* How many volunteers will be involved?

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**4. What steps will you take to deliver the project?**

Please identify the tasks to be completed from start to finish of the project, use the chart below as a prompt, and include all activities you will undertake to make sure your project is successful.

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| --- | --- | --- | --- |
| **Key Task** | **Person Responsible** | **Start Date** | **Finish Date** |
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Is there anything else you need to tell us about how you will implement the project?

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**5. Eligibility Criteria *(Double Click on the box and select check)***

|  |  |  |
| --- | --- | --- |
| Does your Group operate within the Pyrenees Shire? | **YES** | **NO** |
| Is your Group an incorporated community organisation? | **YES** | **NO** |
| Is your Group a not-for-profit organisation? | **YES** | **NO** |
| Has your project been identified in the local Community Action Plan? *(Please complete section below)* | **YES** | **NO** |
| Is your group making a financial contribution to this application, in cash or in kind? | **YES** | **NO** |
| Has the project already commenced or already been completed? | **YES** | **NO** |
| Does your group hold current public liability insurance which covers the proposed activity? | **YES** | **NO** |
| Have you received a Community Capital Grant in this financial year? | **YES** | **NO** |
| Is your organisation in debt to Council? | **YES** | **NO** |

If your project has been identified in the Community Action Plan relevant to your area, please provide details.

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**6. Financial Information**

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| Has your group made or are you going to make an application to any other funding bodies for this project? | **YES** | **NO** |

If yes, include details in project budget below.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Item Description | Estimated Costs | Do you have quotes  (yes/no) | Council Funds Sought | Other Partner/ Applicant Contributions | | | Contribution confirmed? (yes/no) |
| Contribution CASH | Contributions  IN-KIND\* | Name of Contributor |  |
|  | $ |  | $ | $ | $ |  |  |
|  | $ |  | $ | $ | $ |  |  |
|  | $ |  | $ | $ | $ |  |  |
|  | $ |  | $ | $ | $ |  |  |
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|  | $ |  | $ | $ | $ |  |  |
|  | $ |  | $ | $ | $ |  |  |
| **TOTALS** | $ |  | $ | $ | $ |  |  |

\*Volunteer hours may be calculated at $25 per hour for unskilled labour and up to $50 for skilled labour to calculate your in kind contribution.

**7. Condition of Grant Agreement**

**I/We agree to abide by the Conditions of Grant as specified in the Community Capital Grants Program Application Guidelines**

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| --- | --- |
| **Organisation Name:** |  |
| **Authorised Signatory:** |  |
| **Name:** *(please print)* |  |
| **Position:** *(please print)* |  |
| **Date:** |  |

Checklist:

You are an eligible organisation (you have checked the eligibility criteria and determined your organisation is eligible).

Project Budget is complete

Provide details of the bank account nominated for the direct credit of funds.

Applications to be submitted to:

Director Corporate & Community Services

Pyrenees Shire Council,

5 Lawrence Street, Beaufort, 3373

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OFFICE USE ONLY:

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| $ | Authorised: |  |