

2026/27
*Community Funding
Program Guidelines*



Pyrenees
Shire Council

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Introduction

Welcome to the Pyrenees Shire Council 2026/27 Community Funding Program.

Strong communities are built through local ideas, partnerships and community-led action. The Community Funding Program provides support for projects, events and initiatives that enrich community life and contribute to a thriving Pyrenees Shire.

Aligned with our Community Vision 2031, the program supports initiatives that foster inclusion and wellbeing, strengthen community connections, enhance our townships, promote environmental sustainability, and build strong local partnerships.

Funding is available for projects, events, equipment, minor capital works, and one-off or seed-funded initiatives. These guidelines will help you understand the funding opportunities available and prepare a competitive application.

We encourage all applicants to read the guidelines before applying.

Acknowledgement of Country

We acknowledge the people past and present of the Wadawurrung, Dja Dja Wurrung, Eastern Maar, Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagulk Nations, whose land and waters the Pyrenees Shire operates on. We pay our respects to their Ancestors and Elders, recognise and respect their customs, stewardship and continuing connection to Country.

What You Need to Know

Applications must demonstrate how the proposed project aligns with the Council Plan 2025–2029 objectives and contributes to Pyrenees Shire Council's priorities. Council's plans and strategies are available on the [Council website](#).

Applications must be submitted online through Council's [Community Funding Program application portal](#).

Key Program Dates

Our Annual Grant and Sponsorship Program will open and close on the below schedule:

Grant and Sponsorship Program – Key Dates	
Open Date:	9am, 31 Aug 2026
Close Date:	9am, 12 October 2026
Assessment period:	October 2026
Council to Award:	16 November 2026
Projects to be completed	30 November 2027

Support and Assistance

Talk to a Council Officer before applying – it's important to discuss your project so we can advise how to give your application the best chance of success. The Team Leader

Community Development handles initial enquiries; other specialised officers are available depending on your project.

Council's Community Development team offers online support sessions by appointment. To make an appointment, please contact:

- Team Leader Community Development
- Phone - 1300 797 363
- Email - commdev@pyrenees.vic.gov.au

Council's website at www.pyrenees.vic.gov.au/funding also has great resources to support grant seeking activity

Our Support to You – Drop-In Sessions

Council offers 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 dates and times.

Applicant Support Drop-in Sessions	Date / Time
Beaufort Community Resource Centre	2 September 2026, 10am – 12:30pm
Avoca Community Resource Centre	2 September 2026, 1:30pm – 4:30pm
Snake Valley Community Hall	8 September 2026, 2pm – 5pm
Landsborough Resource Centre	15 September 2026, 1pm – 4pm
Waubra Community Hub	16 September 2026, 1:30pm – 4:30pm
Beaufort Community Resource Centre	23 September 2026, 2pm – 5pm
Avoca Community Resource Centre	30 September 2026, 1:30pm – 4:30pm

Officer support relating to application type (call 1300 797 363)			
Sport and Recreation	Baylie Lang Recreation Development Co-Ordinator baylie.lang@pyrenees.vic.gov.au	Events	Jane Baker Events Officer events@pyrenees.vic.gov.au
Environment	Noel McKeegan Environment & Sustainability Officer noel.mckeegan@pyrenees.vic.gov.au	Positive Ageing	Sheena Brown Positive Ageing Coordinator sheena.brown@pyrenees.vic.gov.au
Children and Families	Genevieve Welsh Supported Playgroup Facilitator genevieve.welsh@pyrenees.vic.gov.au	Planning and Heritage	Planning and Development Planning@pyrenees.vic.gov.au

Available Funding

Funding Category	Total	Contribution Ratio
Programs, Projects, Activities	Up to \$2,000	No contribution required
Equipment	Up to \$2,000	No contribution required
Community Event Support	Up to \$2,000	No contribution required
Minor Capital Works	Up to \$7,000	Over \$2,000 ratio 2:1
Tourism Event Sponsorship	Up to \$5,000	Ratio 2:1
Responsive Grant	Up to \$1000	No contribution required

What We Fund

Council seeks to increase accessibility and inclusion for all community members, 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
- Gender equity
- Health promotion
- Healthy ageing and older adults
- LGBTIQ+ people
- Multicultural communities
- People with a disability
- Social inclusion, recovery, and resilience
- Young people (10-24)

Funded projects motivate and inspire community involvement and build a sense of belonging and community pride.

Our Funding Categories

Programs, Projects & Activities

Funding for projects, programs and initiatives that improve community wellbeing, strengthen connections and enhance Pyrenees Shire's liveability – including planning activities such as feasibility studies, concept designs, strategic plans and event or business planning.

Eligible project examples include:

- **Healthy communities** – nutrition and cooking education, community gardens, healthy eating and community meal programs.
- **Social connection** – new community groups, volunteer recruitment and training, activities reducing social isolation, lifelong learning.
- **Active living** – come-and-try programs, walking/cycling groups, coach and volunteer development.
- **Health and wellbeing** – mental health awareness, wellbeing programs, improved access to community services.

- **Community safety** – projects promoting respect, inclusion, road safety or violence prevention.
- **Arts, culture and heritage** – workshops, exhibitions, public art, First Nations initiatives, local history.
- **Community resilience** – strengthening preparedness, recovery and resilience following emergencies or natural disasters.
- **Environmental sustainability** – tree planting, waste reduction, biodiversity, sustainable transport.

These examples are a guide only – Council welcomes innovative projects with a clear community benefit that align with the program's objectives.

Minor Capital Works and Equipment

This category supports minor capital works at local community facilities, or new equipment to increase participation or support volunteers. Successful projects bring communities together and increase access to opportunities supporting inclusion, active participation and sustainability. Types of projects could include:

- **Enhance local character** – preserve, protect and celebrate heritage assets and local storytelling.
- **Enhance liveability** – improve streetscapes and gathering places (public art, gardens, seating).
- **Increase active participation** – recreation/leisure equipment or facilities that grow membership and volunteering.
- **Support community safety** – address risk factors such as fire, extreme weather or crime.
- **Foster climate resilience** – solar systems and energy-efficient equipment.
- **Support equipment** – non-structural items such as portable event materials or lawnmowers for clubs

Community Event Support

This category provides funding to support the planning and delivery of localised community events held within Pyrenees Shire, primarily for the local community's benefit. This category assists community groups and organisations in hosting events that engage, celebrate, and connect.

Eligible events could include:

- Community celebrations and festivals
- Arts and cultural events (concerts, exhibitions, film nights)
- Sporting and recreational activities
- Health and awareness events
- Markets supporting local produce and makers
- Multicultural and First Nations events
- Youth and family events

This support aims to enhance community spirit, showcase local talents, and contribute to the region's cultural vibrancy.

All funding is conditional on completing an Event Application Form and successfully obtaining all relevant permits. Funds cannot be released until this process is complete. More information: pyrenees.vic.gov.au/Work-Invest/Planning-your-event

Tourism Event Sponsorship

This category supports the development and growth of new and existing tourism events that deliver vibrant, high-quality resident and visitor experiences and contribute to Pyrenees Shire's visitor economy.

Eligible events must demonstrate their ability to attract visitors from outside Pyrenees Shire. Applications should demonstrate how the event will showcase Pyrenees Shire, increase visitation and visitor spending, support local businesses, celebrate local culture and identity and, where appropriate, encourage overnight stays or longer stays.

Eligible events may include festivals, open days, exhibitions, concerts, regional sporting events, markets and community celebrations that attract visitors from outside the municipality.

Council recognises the increasing safety, compliance, accessibility and volunteer requirements associated with delivering community events. Applications are encouraged to identify opportunities that strengthen organisational capability while improving the visitor experience and supporting the event's sustainable growth.

This may include initiatives that:

- Introduce new experiences, activations or programming that give visitors a reason to attend, stay longer or return to Pyrenees Shire
- Improve event accessibility and inclusivity
- Strengthen event safety, risk management and compliance with legislative requirements
- Build volunteer and organisational capability
- Invest in reusable equipment or infrastructure that improves the quality, safety and sustainability of future events.

Examples of eligible initiatives may include traffic management training, reusable traffic management equipment and signage, first aid training, barriers, marquees, accessibility improvements, visitor information and new activations or programming that increase visitation and economic benefit.

Applicants should demonstrate how the proposed initiative will contribute to the event's tourism outcomes rather than simply meeting routine event operating costs.

Sponsorship recognition

Successful applicants are expected to acknowledge Council's support through appropriate recognition, which may include acknowledgement in printed and electronic promotional materials, Council logo use and, where appropriate, opportunities for the Mayor or Councillors to participate in official duties.

Multiyear sponsorship

Multiyear sponsorship may be considered where funding stability beyond one year is necessary to achieve a sustainable tourism outcome.

Applicants seeking multiyear sponsorship must demonstrate:

- a clear and measurable opportunity to increase visitation from outside Pyrenees Shire
- demonstrated or reasonably forecast economic benefit to the local visitor economy

- why multiyear funding is necessary to achieve the proposed outcome
- clear outcomes and milestones for each year of funding
- a pathway towards greater financial self-sufficiency and reduced reliance on Council funding.

Multiyear requests must be discussed with Council's Events Officer before submission, with the justification for multiyear funding clearly outlined in the application.

Funding is conditional on completing an Event Application Form and successfully obtaining all relevant permits. Funds cannot be released until this process is complete. More information: pyrenees.vic.gov.au/Work-Invest/Planning-your-event

Responsive Grants

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

This funding is for time-critical needs that require an timely response and fall outside the regular annual grant schedule.

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, equipment breakdown, 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.

General Guidelines

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

Who can apply?

Applicants must be one of:

- A community group or not-for-profit organisation located in Pyrenees Shire
- A not-for-profit organisation located elsewhere that provides services to Pyrenees Shire residents and can strongly demonstrate broad community benefit
- A committee appointed by Council, or a Council Community Assets Committee
- Government-funded agencies operating primarily through volunteer effort (e.g., SES, CFA) may apply if projects demonstrate broad community benefit
- Local schools may apply if the project is not curriculum-based, strongly demonstrates broad community benefit, and is partnered with a community organisation
- Incorporated businesses, event organisers may apply, for the **Tourism Event Sponsorship** program only.

Applicants in all categories must:

- Have no outstanding legal matters, unresolved debts, or unresolved planning/building/environmental health notices with Council
- Have met the acquittal conditions of any previous Council funding
- Comply with relevant legislation e.g. planning and building codes, child safety and heritage guidelines
- Have obtained relevant quotations from registered suppliers for the project and, if the project cost is over \$2000, provide two quotes.
- Deliver the project within Pyrenees Shire. If not, the benefit to Shire residents must be demonstrated (incl. evidence/statement as to why it cannot occur in the Shire).

Applicants are encouraged to speak to the Team Leader Community Development if unsure about eligibility requirements.

The program will not fund:

- Operational or core business costs (e.g., rent, ongoing fees, phones, bills, insurance)
- Routine maintenance
- Projects that unreasonably duplicating existing services in Pyrenees Shire
- Exclusive events without broad community participation
- Projects that do not comply with relevant legislation, Council policies or permit requirements
- A business, charity, school or provider's core business or profitability (rather than program sustainability)
- Projects previously funded through the program, unless a clear new or expanded outcome is shown
- Projects requiring ongoing Council funding
- Project that has already commenced or been completed prior to funding announcement
- Projects promoting religious, discriminatory or party-political views
- Late or incomplete applications, including those missing required supporting documents
- Fundraising activities where the primary purpose is to raise money for another organisation
- Alcohol and excessive catering or hospitality costs
- Activities that are the responsibility of the Victorian or Commonwealth Government.

Other factors considered

- Where applicable, applicants must identify any planning, building, event or other permits required. Permit processes can run alongside your application, but permit costs are the applicant's responsibility and must be included in the project budget.
- Successful applications are conditional on obtaining any required regulatory approvals
- Council may choose not to fund previously funded applicants if the current round is oversubscribed
- Groups may submit multiple applications for different projects, stating a priority order, and may apply in consecutive rounds – though preference may go to groups not previously funded.

Completing an application

- Check your eligibility first – don't spend time on an application that won't be considered
- Engage with Council's Team Leader Community Development for advice and support
- Provide evidence to justify support and link your project to a Council strategy
- Ensure all required budget documents are attached and your budget balances
- Ensure you have the appropriate quotes for the project
- Answer all sections of the application form with clear project justification
- Applications must be submitted online through Council's [Community Funding Program application portal](#).

Note: *information 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.

- 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.

Funding Criteria

Applications will be assessed based on merit and the criteria outlined below.

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

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

Ability to demonstrate	Description	Weighting	
		Annual Grant	Responsive Grant
Criteria 1 - Need: Why is the project important, needed, and justified?	• 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 • Demonstrated link to strategic directions of council/community.	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 supported by other forms of funding and quotations (where applicable) • Evidence of risk management, OHS and project sustainability	30%	20%

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

Budget Management

The budget must include all income and expenditure related to the project:

- Show the anticipated grant amount as income and declare all other income sources (including other grants and sponsorships)
- Total income (incl. the anticipated grant) should equal total expenditure
- Reflect donations and in-kind assistance (e.g. free venue hire) on both sides of the budget
- Council is not responsible for under-estimation of costs.

Minimum Funding Amount

Council strives to fund full amounts requested, but if the program is oversubscribed, successful applicants may be offered a lower amount. We ask for the minimum funding required for your project to run, and the impact a lower amount would have, so assessors can make informed decisions.

Applicants' financial contribution

Council appreciates financial challenges are prevalent across communities due to the current cost of living. However, there is a requirement for larger projects to contribute financially:

- For small requests, no applicant cash or in-kind contribution is required
- For larger projects, such as larger capital works projects and events, 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).

Funding Category	Total	Contribution Ratio
Programs, Projects, Activities & Community Event Support	Up to \$2,000	No contribution required
Minor Capital Works & Equipment	Up to \$2,000	No contribution required
Minor Capital Works	\$2,000 to \$7,000	\$2: \$1
Tourism Event Sponsorship	Up to \$5,000	\$2: \$1
Responsive Grant	Up to \$1,000	No contribution required

Example:

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

Documenting In kind support in your budget

In-kind includes contributions by volunteers and suppliers in terms of time, goods or professional services donated. Value in-kind support (volunteer or supplier time, goods or professional services donated) on both your income and expenditure sides of your budget. It's good practice to supply a breakdown showing how the figure was reached

Volunteer labour: \$50/hour

Professional services: \$75 or Commercial value (supported by evidence)

Equipment/venue hire: Commercial hire rate (supported by evidence)

How to manage GST

All funding is exclusive of GST.

Additional information you will need to attach

Mandatory documents

These may include:

- Incorporated applicants must provide a copy of their most recent Profit and Loss statement or Bank Statement (from the past 3 months)
- Supplier quotes (where applicable). For projects above \$2000 two quotes are required.
- Signed consent from the property owner, for any capital works project
- Certificate of Currency for Public and Products Liability Insurance. Minimum \$20 million (unless covered under Council's policy). Unless event specific Public Liability will be noted as a condition on the funding agreement.

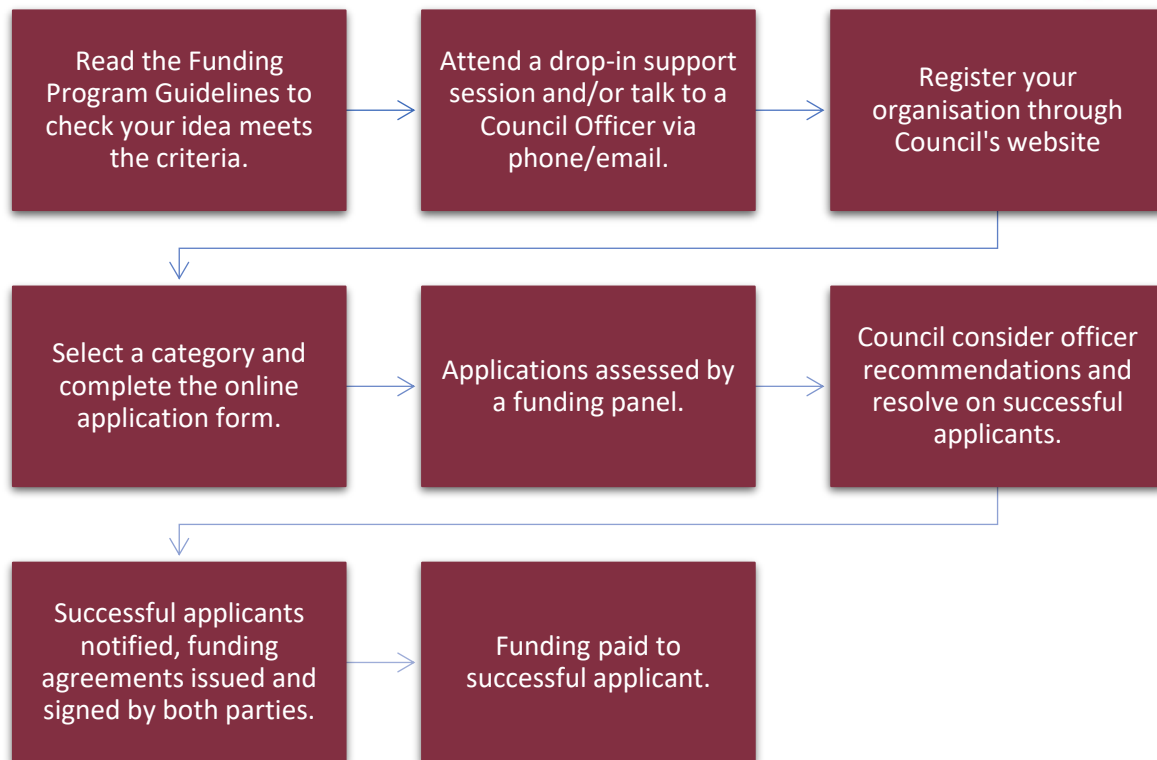
Other documents where applicable

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
- 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
- Letter confirming auspice (if required)
- Where the application is proposing the painting of a building, a colour palette will need to be provided for Council's approval.

The Application Process

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



How are applications assessed

- All applications are assessed against the Guidelines, using the information provided in the application form and documentation.
- An Officer Assessment Panel evaluates all applications and provides recommendations to Council for grants and sponsorships.
- Responsive Grants, the Officer Assessment Panel evaluates all applications and provides recommendations for Director approval.

Outcomes of Applications

- Applicants will be notified in writing of Council's decision, including the funded amount and any funding agreement conditions (if applicable)
- Unsuccessful applicants are notified in writing and offered the opportunity to discuss the outcome
- Successful grant funds are released once the Funding Agreement is signed
- Council cannot release funds where a building/planning permit is required and has not/will not be granted. It is suggested you have a pre application meeting with the Planning Department to discuss your project prior to applications closing.
- Event funding is conditional on completing an Event Application Form and successfully obtaining all relevant permits. Funds cannot be released until this process is complete.

Acquittal

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

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

If this is the case, ongoing communication is required with Council's Team Leader Community Development to document project timeframe extensions that ensure your compliance with acquittal requirements.

- Failure to appropriately acquit will affect eligibility for future grants
- Any unspent funds at the project's conclusion must be returned to Council.

Acknowledgement

- Information in applications may be used in Council promotional and advertising material
- Successful applicants must acknowledge Pyrenees Shire Council's support through the Community Funding Program (e.g. "Supported by the Pyrenees Shire Council Community Funding Program").
- An approved Council logo can be used on project materials such as collateral, media releases and signage
- Consult with Council to coordinate announcements and recognise Council's contribution at any related event – including inviting Councillors to an opening, launch or celebration.