



Rural City of **Wangaratta**

## Community Grants Program

### **Guidelines for Applicants**

## Background

The Community Grants Program provides assistance for the community organisations within the Rural City of Wangaratta to deliver out programs and projects that will develop and enhance the social, cultural and environmental experience of local residents. Community Grants are a part of Council's support for strong, accessible, and viable community groups that add vibrancy to our community.

The Community Grants Program is a competitive program that will provide grants of up to \$10,000, funding is most typically awarded between \$1000 and \$6000. This is from a total pool of \$160,000 to not-for-profit community organisations through a competitive application process.

This year a minimum of \$20,000 of the above will be dedicated to community history, including rural community history boards and memorial information.

These Guidelines provide information to applicants to assist when applying for grants and ensure that applications are assessed within a transparent and equitable process.

## Objectives and Funding

The following objectives were developed based on the Council Plan 2021- 2025.

Applicants will be assessed on how well their projects meet one or more of the following objectives:

- Encouraging arts, cultural and heritage experiences in our community
- Accessible and equitable services, spaces and programs
- Encouraging healthy behaviour and lifestyles
- Supporting a resilient community
- Improved engagement in the community

## Key Dates

Grants Open	15 May 2024
Grants Close	3pm 2 July 2024
Grants Announced*	Early September 2024 *subject to change
Project Completion	December 2025

**All applications will be assessed by the following criteria:**

Criteria & scoring	What you should consider for your application
<b>Community Impact and Engagement (30%)</b>	
What engagement has your group/organisation undertaken in relation to gaining support for this project?	<p>Does the project meet an existing need? How has that need been identified? How is community support for this project demonstrated?</p> <p>This can be shown through research, as well as examples of community engagement or engagement within your organisation. Emails, letters, articles, minutes from meetings are all good examples of this.</p>
How will you measure the success of your Project?	<p>This should include different kinds of measures</p> <p>Quantitative – how many people attended an event, increase in membership numbers, achieving compliance to a standard</p> <p>Qualitative – feedback from attendees, case studies, poll/survey results</p>
<b>Delivery and Sustainability (30%)</b>	
Budget	Are there quotes for items over \$200 attached? The budgeted income and expenditure need to balance. What contribution (volunteer time, funds, in kind support) is included?
Sustainability	<p>The project will have an ongoing impact for your organisation or the community? Is it sustainable? Does your project support good environmental outcomes? Consider environmental, organisational and financial sustainability</p>
<b>Objectives – Each application must select at least one of the following objectives (40%)</b>	
Encouraging arts, cultural and heritage experiences in our community	<p>Events, programs and projects that showcase and celebrate our diverse cultural heritage, that increase the exposure to art for the community, and that activate our community spaces</p> <ul style="list-style-type: none"> <li>- Events and festivals that have a cultural focus</li> <li>- Projects that highlight the heritage of the Rural City of Wangaratta</li> <li>- Projects that support and promote aboriginal culture</li> <li>- Art programs or classes for the community</li> <li>- Historical information, memorials or other display in the Rural City of Wangaratta</li> </ul>
Accessible and inclusive services, spaces and programs	<p>Projects must support equitable and inclusive access to community programs, events, and/or facilities.</p> <ul style="list-style-type: none"> <li>- devices that allow a group to be more accessible, from a portable ramp to reading lights/magnifiers</li> <li>- projects that address the barriers to participation in sport or other community activities</li> <li>- accessibility-focused training and development for community</li> <li>- inclusive programs and events</li> </ul>
Encouraging healthy behaviours and lifestyles	<p>Projects should include programs that support one of the following:</p> <ul style="list-style-type: none"> <li>- Deliver programs that increase participation in sport or other physical activity</li> <li>- Provide better facilities to give opportunities for physical and active living</li> <li>- Facilitate improved access to healthy food and food security challenges, including cooking and preparation training for community members, or community gardens</li> <li>- Address issues around tobacco, drug and alcohol use, gambling, or other behaviours</li> <li>-</li> </ul>
Supporting a resilient community, including mental health and wellness	<p>Projects in this area need to build on the connection and strengths of the community. They can work to bring people together, improve mental health or well-being, or to strengthen organisations that support the community.</p> <ul style="list-style-type: none"> <li>- Enhance activity in our rural communities, such as a town fair or other event</li> <li>- Support your organisation/volunteers through training and development, equipment or other needs</li> <li>- Programs that build on neighbourhood/area-based opportunities and events that provide for social connection</li> <li>- Programs or events that include migrant or minority communities</li> <li>- Programs that support the mental health of a community or organization</li> <li>- Projects that address the issues and drivers of gendered or family</li> </ul>

	violence or other discrimination
Improved engagement in the community	<p>Projects should help build on Community involvement, strengthen connection within your community. Engage local people and businesses to participate.</p> <ul style="list-style-type: none"> <li>- Projects that engage the community to achieve long-term and sustainable outcomes</li> <li>- Programs that build on supporting stronger communities.</li> <li>- Creating improved livability in our communities</li> <li>- Providing a program/service to enhance our communities</li> <li>- Create an event or program to connect community members</li> <li>- Projects that help to promote community safety and preparedness</li> </ul>
<b>Equity and Inclusion – This criteria is not scored, but included to prompt community to think about wider inclusion and equity of their works.</b>	
Equity and Inclusion	<p>How does your project help achieve equity and inclusion in the community? How could the project impact people of different genders or backgrounds?</p> <p>Consider applying a 'gender lens' as described in this video <a href="https://www.youtube.com/watch?v=Rm4umgvEjTE">https://www.youtube.com/watch?v=Rm4umgvEjTE</a></p>

#### **What we can fund:**

- Purchase of equipment or capital works for a community group or organisation that supports the objectives above;
- Training and development for community members or organisations;
- Initiate innovative projects that will build community resilience and opportunities;
- Events, festivals, and gatherings to support the community and bring people together.

#### **What cannot be funded:**

- Individuals (as opposed to community organisations);
- Projects that duplicate an existing service, activity or item;
- Projects or activities that are considered to be the responsibility of the State or Federal Government;
- Prizes or gratuities;
- Requests for funding for projects already commenced or completed;
- Payment of salaries/wages (employed by the organisation);
- Projects that are currently receiving substantial financial support from council;
- Initiatives that do not focus or directly benefit the Wangaratta community;
- Projects that have already been funded by the Community Grants Program in previous years;
- Applications seeking funding to cover outstanding loans or debts; and
- Projects that are considered high risk or undeliverable.

# Applying for a grant

Applications are made via smarty grants <https://wangeratta.smartygrants.com.au/>

## Eligibility

To be eligible for the Community Grants Program, community support applicants must:

- Be committed to providing direct benefits to residents of the Rural City of Wangaratta
- Be not-for-profit, as classified by the Australian Tax Office in the Income Tax Assessment Act (1936)
- Have an Australian Business Number (ABN), or be auspiced by an organization that does
- Have a current Australian bank account in the name of the incorporated not-for-profit organisation or the auspicing body
- Hold an adequate public liability insurance policy to cover the volunteers, staff, members and the general public as appropriate
- Have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)
- Comply with all other relevant Australian and Victorian legislation, including accounting and auditing requirements; equal opportunity and antidiscrimination laws; human rights laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- Demonstrate an ability to adhere to the timeframe of the grant program
- Submit a completed application form before the program closing date

## Developing Your Budget

You will need to outline your budget, and provide quotations for any expenditure over \$200. Quotations can include formal quotations, screenshots from online suppliers, or emails outlining the cost for service provided/item from the business.

Income and Expenditure entered into the system will need to match. Examples are below.

### **Income**

There are three ways that your group/organisation can contribute towards your project:

- Cash Contribution
- Volunteer Labour
- In-kind Donations

#### *EXAMPLE – Garden Beds at Community Park*

Income description	Income Type	Confirmed Funding	Income Amount	Notes
RCOW Grant	Council Grant (anticipated)	Unconfirmed	\$3000	
Club money	Organisation Contribution	Confirmed	\$1000	
Club work time	Volunteer labour	Confirmed	\$100	4 hours unskilled labour – installing garden beds, Shovelling dirt, clean up of site
Dirt from Wangaratta Dirt Store	In Kind Donation	Confirmed	\$500	Donation of soil from dirt store

**Cash Contribution** – This is money committed to your project by your group/organisation or other organisations or funding bodies.

It is not compulsory to make a cash contribution, it is favourable especially for larger projects

**You must provide evidence of the cash contribution from your group/organisation and other funding bodies, which can include a letter, minutes of a committee meeting, and a bank statement.**

**Volunteer Labour** – is work completed by volunteers at no cost to your group/organisation. For example, a committee member may offer to paint a newly renovated clubroom, or volunteers may remove existing structures.

Volunteer labour is to be calculated at the following rates:

\$25.00 per hour - Unskilled Labour

\$50.00 per hour - Qualified Tradesperson

**In-kind Donations** – These are goods and services that have been donated towards your project. This may include kitchen equipment that has been donated or professional advice from an architect at no cost to your group/organisation..

### **Expenditure**

Your total project expenditure must be equal to your total project income (including cash contributions, volunteer labour and in-kind donations). A contingency for cost increases will be considered up to 10% of total project cost.

You will need to provide quotes from suppliers where applicable.

*EXAMPLE – Garden Beds at Community Park*

Expenditure description	Expenditure Type	Expenditure Amount	Notes
Garden bed frames, seeds and equipment	Project Delivery	\$3000	Quote from the Garden Store provided
Advertising and promotion	Marketing and promotion	\$200	
Community event / opening	Marketing and promotion	\$750	
Club work time	Project Delivery	\$100	4 hours – installing garden beds, Shovelling dirt, clean up of site
Dirt from Wangaratta Dirt Store	Project Delivery	\$500	Donation of soil from dirt store
Contingency	Contingency	\$50	In case of price increases of products

**Budget totals**

These two tables will total, and must equal each other in order for the grant to be submitted

# Assessment Process

Applications will be reviewed initially by Council Officers to ensure the application is complete and meets the eligibility requirements. If the application is eligible, it will then be examined in more detail against the criteria. Officers from across Council may be consulted where specialist advice is required. Ineligible projects will not go to this further stage.

The Community Grants Program Assessment Panel will review each eligible grant application on its individual merits including benefits to the local community and impact on the chosen objectives. They will then make a recommendation to Council who make the final approval.

## **Stage 1 – Initial Assessment**

Ineligible projects or incomplete submissions will not be considered for assessment.

## **Stage 2 – Merit Assessment**

### **Response to Objectives (30%)**

- The application demonstrates a direct benefit to the Rural City of Wangaratta community in response to the two chosen objectives

### **Capacity to Deliver (30%)**

- The application demonstrates the capacity to deliver the project and meet the conditions of funding. The aim and outcomes of the application must be clear and deliverable within the timeframes.

### **Engagement and Measurement (40%)**

- The application demonstrates that it has engaged with the community and that it has clear measurement metrics

## **Stage 3– Council Approval**

All recommended grants will be presented to Councillors at a Council Meeting. Councillors have final approval of the Community Grant recipients.



## Grant Conditions

- The project must be completed within the timelines
- Applicants can submit one application only
- Applicants are strongly encouraged to submit an inquiry to the Community Grants team via [Communitygrants@wangeratta.vic.gov.au](mailto:Communitygrants@wangeratta.vic.gov.au) or the community grants roadshow meetings before submitting their application.
- Successful applicants will be required to sign a funding agreement which lists all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued
- Successful applicants must acknowledge the Rural City of Wangaratta in any promotional material or publicity features
- Successful applicants will be required to provide a written project evaluation of the project/program on completion of the activity.
- Successful applicants will be required to provide an expenditure budget or an audited statement at completion of the funding period. If Council's grant funds are not spent, all remaining funds must be returned to Council
- Council may make funding conditional on other specific conditions being met

## Funding Conditions

The Funding Agreement lists general conditions of funding and, if applicable, any special conditions which need to be met before funds can be released to your organisation.

By signing and returning the Funding Agreement to Council you are agreeing to abide by the conditions and acquittal information. If you have any questions regarding information contained in the Funding Agreement, please contact Council as soon as possible.

## Grant Acquittal

Your project must be completed by the end of December 2025

A full grant acquittal, attaching all receipts for approved funding and demonstrating how the grant helped support the objectives should be completed and submitted to Council within 30 days of project completion.

Please note that you are expected to acknowledge Council's funding contribution within any media associated with the project or initiative. We also ask that you provide photos and copies of any media promotion.

## Information and assistance

For general information about the grants program and application process please visit

[www.wangeratta.vic.gov.au/community-grants](http://www.wangeratta.vic.gov.au/community-grants)

To discuss your project and ensure eligibility, please email [communitygrants@wangeratta.vic.gov.au](mailto:communitygrants@wangeratta.vic.gov.au)