



# Community Grant Guidelines

## Introduction

Murrumbidgee Council's Community Grants Program gives the community the opportunity to apply for financial assistance for services and projects that benefit local residents. These are one-off annual grants to assist community organisations to provide services and projects.

Before completing your application, please read this information carefully.

## Eligibility

**Grants of up to \$2,000 are available for eligible applicants.**

### Who Can Apply

- Community organisations or groups managed by a volunteer committee of management.
- Organisations based in or servicing the Murrumbidgee Local Government area.

Eligible organisations must:

- Be constituted, non-profit organisations, preferably incorporated. If not incorporated, the organisation must be auspiced by an incorporated association.
- Provide detailed information regarding the proposed service, project or program for which funds are required.
- Practice equal opportunity and non-discriminatory practices.
- Have current Public Liability Insurance.
- Demonstrate they are meeting a clear need in the community and not duplicating an existing service (sporting organisations excluded).

- Demonstrate it has sufficient community support, a reasonable number of active members and is in a position to remain financially viable.
- Demonstrate the capacity to make a contribution toward the cost of the project either financially or in-kind, such as through the contribution of volunteer time.
- Meet the criteria for their chosen category to be considered.

## Ineligibility

### Applications for the following will not be considered:

- Individuals (apply to Council's "Other Grants" for individual funding).
- Organisations that have not submitted required acquittal documents from previous grants.
- Political parties or organisations affiliated with a political party.
- Government agencies or departments at local, state or federal level.
- Programs or services considered the responsibility of another authority or tier of government. For example programs for schools.
- Projects with the sole purpose of advocating a religious faith or belief.
- Capital works including those that are covered by Council's Capital Works funding. An item is considered capital if it is permanently fixed to the ground or building and increases the value of the facility.
- Applications from registered or private businesses and/or profit making groups.
- Requests for grants to meet recurrent expenditure such as staffing costs, utilities, rent etc.
- Ongoing administration costs such as paper, printer cartridges etc.
- Equipment that does not directly relate to the delivery of the project/activity for which the funds are being applied.
- Applications for fundraising purposes.
- Applicants seeking retrospective funding where projects have commenced prior to receiving funding approval. Note: Do **NOT** commit, order or spend any

funds for this application prior to receiving funding approval. Council will not reimburse groups for any funds already spent.

- Applications seeking funding for social excursions. For example a bus trip to Phillip Island, the zoo or a picnic.
- Applications seeking funding for special occasion functions, such as birthday and anniversary parties or Mother's or Father's Day.

**Unsatisfactory applications** (ie. questions unsatisfactorily answered and/or attachments and/or support material not provided). Applicants submitting unsatisfactory applications will be contacted and asked to submit the required information within **10 working days**. If the information is not received within this time period, the application will be deemed **ineligible**.

## Grants Timeline

February	Grants advertised and applications open. Application forms will be available on Council's Website or at Council's offices
March	<b>Applications close. No late applications will be accepted.</b> An acknowledgement email will be sent to groups once the grant application has been received
April	Councillors determine successful applicants. Applicants are advised of results

## Conditions of Grant

**All successful applicants must adhere to the 'Conditions of Grants and Contributions' as outlined below:**

- a) The grant amount is defined in the operational guidelines for each grant.
- b) Council's contribution is limited to the approved grant amount. Additional costs associated with the responsibility of the applicant.
- c) All projects must specify a completion date, and where applicable, recipients must complete the prescribed Final Report (or acquittal) on the funded project within 60 days of the completion of the project. Failure to do so will result in ineligibility for future grant applications.
- d) Funding must only be used for the purposes outlined in the grant offer.
- e) Where a Grants and Contribution Agreement is required, funding will only be issued after the Agreement is signed by Council and the grant recipient.

- f) Signing of a Grants and Contributions Agreement and/or acceptance of funds constitutes acceptance of all conditions within this policy and the guidelines relevant to the specific grant program.
- g) Unspent funds greater than 10% of the grant must be returned to Council.
- h) Funding may be withdrawn if objectives, eligibility or funding conditions are breached; or if the project fails to progress satisfactorily. Full liability in this instance is borne by the grant recipient.
- i) Statutory approvals are the responsibility of the applicant.
- j) Murrumbidgee Council must be acknowledged in all promotional material for the funded project.
- k) Projects related to gambling, drugs, alcohol or smoking are not funded unless they support practices such as (but not limited to) smoke free areas, shade and healthy food choices.

## **Important Information**

- **Grant applications do not guarantee funding and the full requested amount may not be awarded.**
- **This funding is one-off and non-recurrent. Applications for the same project/program may not be successful in subsequent years.**
- Applications must be submitted using the Community Grants Application Form on Council's website or at Council Offices.
- The Community Grants Program is conducted on a financial year basis from 1 July to 30 June.

### **Maximum Grant**

The maximum grant allocated under the Community Grants Program is **\$2,000**.

### **Number of Grant Applications**

Only one application will be accepted per community group/organisation for this grant.

### **Auspice Organisation**

If your organisation is not incorporated, you must obtain endorsement from an auspice organisation. The auspice organisation must be incorporated, not for profit, and must be aware of and support the grant application.

Usually grant funds will be paid directly to the auspice organisation who will manage the funds on behalf of the group and ensure the funds are spent in accordance with the grant application.

# Categories

- **Arts and Cultural**
- **Diversity and Harmony**
- **Events**
- **Health and Wellbeing**

**Applicants should read the category descriptions below and indicate on the application form one category they consider their project best fits.**

This grant program is subject to an eligibility assessment by Council officers, prior to evaluation at the meeting of Council.

The following information is presented to explain how your application will be assessed.

The information you provide in your application will be used to assess your application against the criteria under the four categories listed below. Council reserves the right to consider applications in any category deemed appropriate.

## **Arts and Cultural**

The Arts and Cultural category supports projects that support the growth of high quality arts and culture in Murrumbidgee Council area. This includes displays, visual and literary arts, programs/workshops, music, performances, one-off art based events, historical activities.

**This category will consider the level of artistic/cultural merit of the project/program, and the extent to which the project:**

- Facilitates partnerships and sharing of creative skills and talents between artists, community groups/organisations and the broader Council community.
- Encourages and supports the development of arts and cultural activity across the Council area.
- Showcases the uniqueness, quality and diversity of the Council's arts and cultural community.
- Increases community participation in the arts and cultural life of Murrumbidgee Council.
- Demonstrates the number of residents to benefit from the activity/service.

## **Diversity and Harmony**

The Diversity and Harmony category aims to support projects and programs which promote and celebrate the uniqueness of Murrumbidgee Council which is culturally diverse, accepting of people of all abilities, and inclusive of all its residents.

**This category will consider the level to which the project / program meets the following criteria:**

- Increases the capacity of the target communities to access services.

- Reduces isolation of community members excluded from participation due to cultural, physical, social or economic reasons.
- Encourages dialogue and partnerships between different ethnic and cultural groups and promotes the benefits of many cultures living and working together.
- Provides resources that enable participation in programs or services.
- Provides opportunities for the community to learn about and experience different cultures and diversity.
- Demonstrates a direct benefit to the Murrumbidgee Council community.
- Demonstrates the number of residents to benefit from the activity/service.

## **Events**

The Events category supports the development of new and existing community events primarily catering for residents in Murrumbidgee Council area. It also encourages community based organisations to develop and conduct events that showcase their talents, provide public entertainment and celebrate the diversity within the council area.

Eligible events must:

- Be held in a certain place during a particular interval of time and be a significant occurrence or happening which will attract people. It must be a gathering of people in one location for a specified purpose.
- Attract a crowd of at least 100 people.
- Be held within the Murrumbidgee Council local government area.
- Open to all residents.

**This category will consider the level to which the project/program meets the following criteria:**

- The event's location, accessibility and appeal to residents of Murrumbidgee Council and assessment against similar events.
- The event's capacity to bring communities together and foster community partnerships, volunteer participation and skill development.
- The degree to which the event highlights and celebrates the uniqueness and/or diversity of the Council.
- The event organiser's capacity and ability to host the event including compliance with Council and other authorities' requirements.
- The event organisers have proven evidence of their ability to host the event including financial, marketing and risk management plans and the capacity to operate under best practice principles.
- The number of residents to benefit from the activity/service.

## **Health and Wellbeing**

The Health and Wellbeing category supports projects/programs that focus on social, physical or mental health, improve access and participation by people with disabilities, and provide recreation and/or leisure activities for all ages.

**This category will consider the level to which the project/program meets the following criteria:**

- Increases participation of people with a disability in community based sport and leisure opportunities.
- Increases community awareness of the needs of people with a disability, health issues and older residents.
- The identified community needs which the activity/service will address.
- The ongoing benefit of the project/program to Murrumbidgee Council residents and/or specific target communities.
- Demonstrates a direct benefit to the Murrumbidgee Council community.
- Demonstrates the number of residents to benefit from the activity/service.