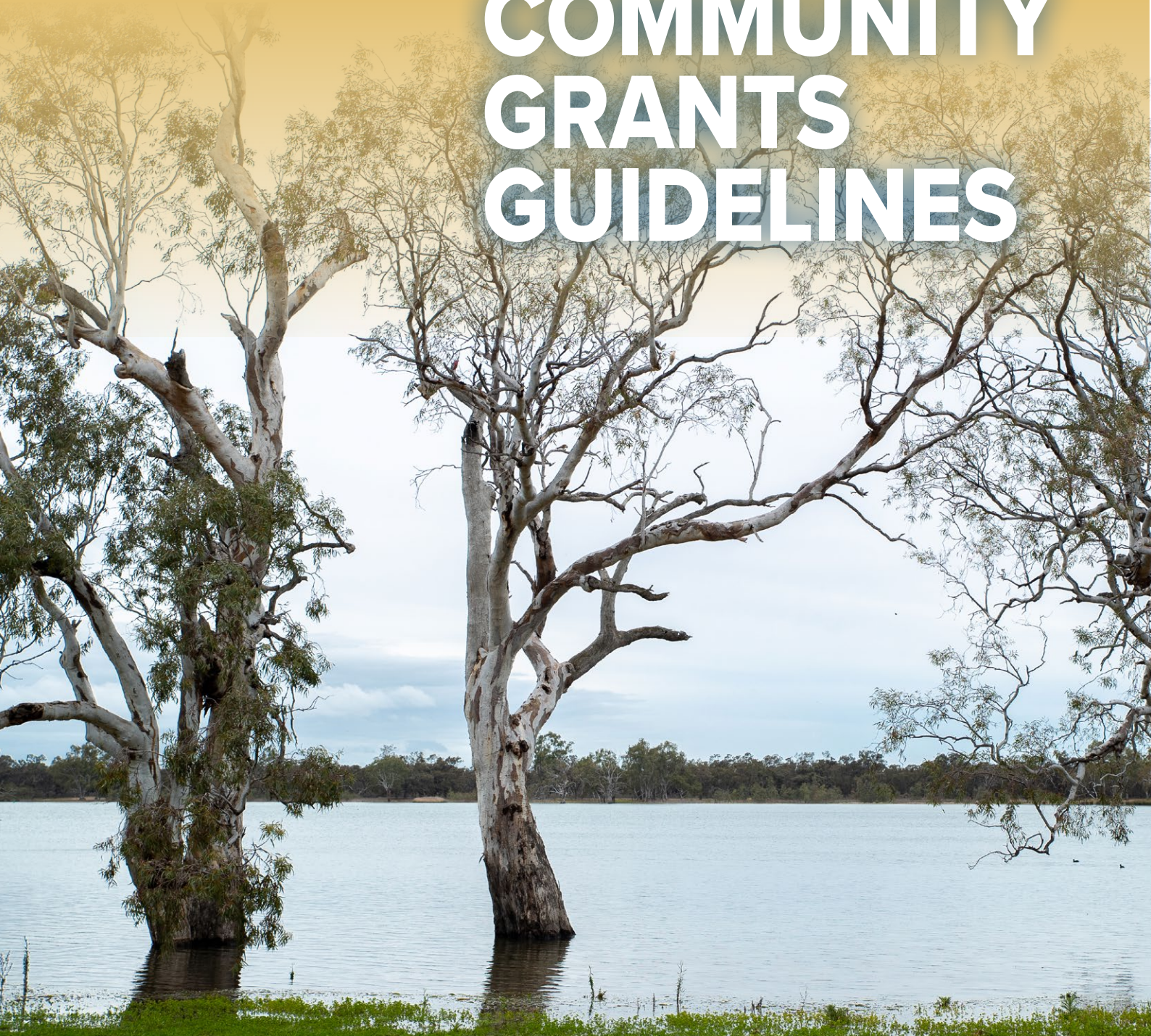




BULOKE
SHIRE COUNCIL

COMMUNITY GRANTS GUIDELINES





WALK OR RUN FOR
Mother's
Day
classic

Walk or run for
breast cancer research



WALK OR RUN FOR
Mother's
Day
classic

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ACKNOWLEDGEMENT OF COUNTRY

Buloke Shire Council acknowledges the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagalk peoples and the Dja Dja Wurrung peoples, as well as other Traditional Owner groups who are not yet formally recognised, as the traditional owners of parts of the land now known as Buloke. We pay our respects to Elders past and present, and value their ongoing contributions to our heritage and our communities.

POLICY STATEMENT

The objective of these Guidelines is to provide a consistent process for Council to allocate funds for the purpose of operating a Community Grants Program that is within the financial means of Council. Council will apply appropriate, transparent and ethical management practices to its grants program to ensure that there is a balance between the responsible administration of public funds and supporting the community in a practical and effective manner.

For a copy of this policy, please visit:

<https://www.buloke.vic.gov.au/policies> or call Customer Service on 1300 520 520 to have a physical copy mailed to you.

PROGRAM OBJECTIVES

The program is designed to meet and respond to Council's priorities and vision as outlined in the Council Plan. Applicants to the Community Grants Program are required to align their project with one or more of Council Plan objectives to be eligible for funding.

Applications may be submitted at any time and will be considered at Council Meetings, every second month.

You must match Council's funding dollar for dollar either cash or in-kind contributions, as per the requirements for the specified grant stream. These may be in the form of cash, assistance from other funding agencies, or "in kind" such as voluntary labour or materials.

In addition, organisations who have received funding in any one grant category for three consecutive years will be ineligible to apply in that category the following year. This is to ensure money is available to as many organisations as possible and that no organisation becomes dependent on Council for its existence.

Organisations are only able to be funded for one project per grant stream (Community Grants, Sponsorship or Sustainability Grants) each financial year. This is to ensure that funding is available to as many organisations possible across the Buloke area.



APPLYING FOR A GRANT

TO BE ELIGIBLE TO APPLY FOR A BULOKE SHIRE COUNCIL COMMUNITY GRANT, YOU MUST BE:

- A Not-for-profit community groups and non-government organisations within the Buloke Shire
- If a group is not incorporated, it can be auspiced (or managed) by an incorporated organisation.
- Group that runs activities for the benefit of residents of the Buloke Shire (any profits not to be taken outside of the Shire).
- Individuals (Sponsorship only)



WHO ISN'T ELIGIBLE:

- Profit making organisations, and political parties
- Projects which have already commenced or have been completed.
- Applicants who have previously been funded by Council and have failed to comply with the financial, project monitoring and/or reporting requirements.
- Projects that are clearly a duplication of an existing service.



BUDGET TABLES

When applying for a Grant, applicants are required to complete a budget outlining income and expenditure relevant to the project. Applications with incomplete budgets will be notified of the required amendments, and the applications will only be assessed when the budget is balanced.

Expenditure for items over \$500, must have a quote supplied with the application.



ASSESSMENT CRITERIA

THE FOLLOWING CRITERIA WILL NEED TO BE ADDRESSED ON THE APPLICATION FORM, THE ASSESSMENT PANEL WILL EVALUATE RESPONSES TO THESE QUESTIONS AGAINST AN ASSESSMENT RUBRIC AND THIS WILL BE A PART OF THE RECOMMENDATIONS THAT GO TO COUNCIL. RUBRICS USED FOR ASSESSMENT OF THE SPECIFIC GRANT STREAMS ARE FOUND BELOW, SEE PAGE 4.

- Project Purpose
- Community Benefit
- Alignment with Relevant Buloke Shire Council Plans
- Broader Benefit to the Buloke Community
- Pre-conditions being met

The total amount available for each funding type will be set by Council annually as part of the Budget process. Once the available funding pool is expended no further grants will be available.

Groups proposing projects at Council-owned or managed facilities must apply for, and receive, approved Council consent in writing prior to submitting a grant application. Where this applies, groups are encouraged to contact Council in sufficient time prior to the grant opening as the approval process may take up to six weeks.

Applicants are responsible for the ongoing maintenance of all materials and infrastructure for projects funded through the program. This includes, but is not limited to, fencing, repairs, planted native vegetation and energy and water efficient infrastructure where applicable.

During the assessment of all grants, each member of the assessment panel will be asked to declare any conflicts of interests, and this will be managed appropriately. Councillors when approving grants will also be required to declare any conflicts of interest.



ASSESSMENT CRITERIA/ NUMBER OF POINTS	PROJECT PURPOSE Why is this project necessary? What does the project plan to achieve?	COMMUNITY BENEFIT Who will the project benefit? How many people will it benefit?	ALIGNMENT WITH RELEVANT BULOKE PLANS How does your project link with the Council Plan and/or the Buloke Integrated Plan or your community's 2030 community plan?	BROADER BULOKE BENEFITS How will this project encourage involvement and participation? How will your project promote living in Buloke?	SUSTAINABILITY GRANTS ONLY Sustainability How will the project align with the sustainability target areas? How will you measure the long-term impacts of this project in terms of contributing to sustainability?	PRE-CONDITIONS MET Relevant Permits Budget Completed Insurance Certificates Attached Project delivery outlined
5	Clear objectives that align with the grant focus areas. Provides a clear description of the community need, issue or opportunity that the activity is responding to. The project delivers clear and measurable outcomes and benefits to the target group/s.	The project aims to provide a direct and indirect benefit to a broad cross section of the community. Provides a detailed description of the groups and/or individuals in the community that are being targeted (e.g. socially isolated, vulnerable, older residents, Culturally and Linguistically Diverse Groups, LGBTQAI+, people who identify as Aboriginal and/or Torres Strait Islanders). Provides the total estimated number of activity participants.	Provides an in-depth response, outlining alignment to all relevant Council Plans and links to specific Council Plan Action Areas. Project links in with areas outlined on the specific Building Buloke 2030 plan for their specified town.	Provides an in-depth response, outlining how the project will encourage both involvement and participation in the community. Details the relevant ways that the project will promote living in Buloke.	Provides an in-depth response, outlining how the project links to specific sustainability target area/s. Provides an in-depth response as to how the project will measure the long-term impacts on sustainability.	All required documents have been attached.
4	Clear objectives that align with the grant focus areas. Provides a clear description of the community need, issue or opportunity that the activity is responding to. The project delivers clear and measurable outcomes and benefits to the target group/s.	The project aims to provide a direct and indirect benefit to a broad cross section of the community. Provides a description of the groups and/or individuals in the community that are being targeted. Provides the total estimated number of activity participants.	Outlines alignment to relevant Council Plans and links to specific Council Plan Action Areas. Project links in with areas outlined on the specific Building Buloke 2030 plan for their specified town.	Provides a detailed response, outlining how the project will encourage both involvement and participation in the community. Details the ways that the project will promote living in Buloke.	Provides a detailed response, outlining how the project links to specific sustainability target area/s. Provides a detailed response as to how the project will measure the long-term impacts on sustainability.	

ASSESSMENT CRITERIA/ NUMBER OF POINTS	PROJECT PURPOSE Why is this project necessary? What does the project plan to achieve?	COMMUNITY BENEFIT Who will the project benefit? How many people will it benefit?	ALIGNMENT WITH RELEVANT BULOKE PLANS How does your project link with the Council Plan and/or the Buloke Integrated Plan or your community's 2030 community plan?	BROADER BULOKE BENEFITS How will this project encourage involvement and participation? How will your project promote living in Buloke?	SUSTAINABILITY GRANTS ONLY Sustainability How will the project align with the sustainability target areas? How will you measure the long-term impacts of this project in terms of contributing to sustainability?	PRE-CONDITIONS MET Relevant Permits Budget Completed Insurance Certificates Attached Project delivery outlined
3	Clear objectives that align with the grant focus areas. Provides a description of the community need, issue or opportunity that the activity is responding to.	The project aims to provide a direct and indirect benefit to a broad cross section of the community. Provides a basic description of the groups and/or individuals in the community that are being targeted.	Broadly outlines alignment to one of the Council Plans. Project links in with areas outlined on the specific Building Buloke 2030 plan for their specified town.	Provides a basic response, outlining how the project will encourage both involvement and participation in the community. Details the ways that the project will promote living in Buloke.	Provides a basic response, outlining how the project links to specific sustainability target area/s. Provides a basic response as to how the project will measure the long-term impacts on sustainability.	
2	Provides a broad description of the community need, issue or opportunity that the activity is responding to.	Provides a description of the groups and/or individuals in the community that are being targeted.	Broadly outlines alignment to one of the Council Plans.	Provides a basic response, outlining how the project will encourage either involvement or participation in the community. States that the project will promote living in Buloke.	Provides a response, outlining how the project links to sustainability in general. Provides a response as to how the project will measure the long-term impacts on sustainability.	
1	Basic outline of the project and its necessity, but no objectives outlined.	Basic outline of who will benefit from the project.	Broadly outlines alignment to Council plans, without referencing any specific parts of the plans.	States that the project will encourage either involvement or participation in the community. States that the project will promote living in Buloke.	Provides an incomplete response, outlining how the project links to sustainability in general. Provides an incomplete response as to how the project will measure the long-term impacts on sustainability.	
0	Does not meet the criteria.	Does not meet the criteria.	Does not meet the criteria.	Does not meet the criteria.	Does not meet the criteria.	Application still missing documentation relevant to the project.

GRANT CATEGORIES AND FUNDING AVAILABLE

COMMUNITY GRANTS

	MAXIMUM FUNDING AVAILABLE PER APPLICATION
Organisation Support Grant Assistance with strengthening the capacity and capability of local organisations through improvements to administration, volunteer recruitment, volunteer training, governance training, financial management, grant writing, etc.	Up to \$1,000 You must match Council's funding dollar for dollar either by cash or in-kind contributions. These may be in the form of cash, assistance from other funding agencies, or "in kind" such as voluntary labour or materials.
Project Support Grant Assistance with the organisation and management of an event, activity and/or exhibition, specific local self-help project, local history publication, seed funding, minor capital works etc. Can include contributions to offset venue hire, Council assistance etc.	Up to \$2,000 You must match Council's funding dollar for dollar either by cash or in-kind contributions. These may be in the form of cash, assistance from other funding agencies, or "in kind" such as voluntary labour or materials.
Small Capital Equipment Grant Assistance with the purchase of small capital items such as office equipment, computers, chairs, tables, small electrical equipment, catering equipment, sports equipment, display cabinets, archival materials, etc.	Up to \$1,000 Applicants must make a 50% financial cash contribution towards the project. Applicants can only make one successful application in a twelve-month period.



SUSTAINABILITY GRANTS

ASSISTANCE FOR PROJECTS THAT CONTRIBUTE TO REDUCING YOUR COMMUNITY'S CARBON FOOTPRINT, IMPROVE THE ENVIRONMENT OR EFFECTIVELY CONSERVE RESOURCE USAGE. BELOW IS AN EXPLANATION OF THE AREAS THAT PROJECTS NEED TO ALIGN WITH IN ORDER TO BE ELIGIBLE FOR A SUSTAINABILITY GRANT.

DURING THE APPLICATION, APPLICANTS WILL BE REQUIRED TO SPECIFY HOW THEIR PROJECT WILL LINK WITH THE TARGET AREAS.

PROJECTS THAT FOCUS ON:	
REDUCING CARBON FOOTPRINT	IMPROVE THE NATURAL ENVIRONMENT
• Reduce greenhouse gas emissions • Increase recycling • Sustainable transport (e.g., Walking and cycling) • Local and sustainable food production and distribution	• Showcase our natural environment as healthy and sustainable for future generations • Protect and enhance our natural environment • Biodiversity protection and enhancement • Sustainable gardening/community garden projects
EFFECTIVELY CONSERVE RESOURCE USAGE	SUSTAINABILITY EDUCATION
• Efficient use of energy and water, resource recovery, and renewable energy generation, • Save water or reduce waste and litter	• Increase community awareness and understanding of environmental sustainability • Build community capacity to live sustainably through efficient use of energy and water, resource recovery and/or reuse of materials, and renewable energy generation • Educational field days, workshops and volunteer training • Developing education programs and material including brochures, booklets and resources
IN THE 2022/2023 FINANCIAL YEAR, THERE WILL BE TWO STREAMS OF SUSTAINABILITY FUNDING:	
SUSTAINABILITY GRANTS	QUICK ACTION SUSTAINABILITY GRANTS
Up to \$10,000	Up to \$2,000
Council will fund projects on a \$2:1 ratio. Your contribution may consist of cash, assistance from other funding agencies, or up to 50% "in kind" such as voluntary labour or materials.	Council will fund sustainability projects without a co-contribution from the applicant. Applicants can only make one successful application for this funding.





SPONSORSHIP

THE PURPOSE OF THE SPONSORSHIP PROGRAM IS TO HELP PROMOTE A STRONG AND INVOLVED BULOKE COMMUNITY BY HELPING DELIVER SUCCESSFUL LOCAL EVENTS, PROJECTS, SERVICES AND OTHER ACTIVITIES.

Sponsorship is a business transaction in which Council provides a financial contribution, or value in-kind support, for an event, project, service or activity, in return for agreed commercial and other benefits. It's called a business transaction because it involves an exchange that has a measurable value to each party in commercial, communication or philanthropic terms.

Sponsorship opportunities also include assistance to individuals (inclusive of young people) to attend events, conferences etc. outside of the Shire, including representation in international, national and state sporting and cultural events. While the focus is on individuals it is expected that recipients will be able to demonstrate active involvement in the community and/or local activities. Applicants will need to be endorsed by a local community, cultural or sporting group.



WHAT WILL COUNCIL SUPPORT UNDER SPONSORSHIP?

BULOKE SHIRE COUNCIL WILL ONLY ENGAGE IN SPONSORSHIP WHERE IT WILL ASSIST IN ACHIEVING THE FOLLOWING OUTCOMES:

- Supporting Council's goals and objectives
- Increasing the effectiveness of Council's strategic programs
- Communicating key messages to target audiences
- Enhancing Council's public image and reputation



COUNCIL WILL NOT SPONSOR THE FOLLOWING:

- Activities that compromise public confidence
- Initiatives and/or events which compete or conflict with Council activities
- Individuals or political parties
- Organisations or events where the funds made available would be used to provide sponsorship or grants to third parties (funding can be provided for sponsorship of a prize).

Applications for sponsorship can be submitted at any time throughout the year. Sponsorship for any event is capped at \$500

Sponsorship Assistance with local events and activities. Sponsorship of individuals, teams and groups to participate in sports and cultural events.

Negotiated value up to \$500

Applications \$250 and under are assessed by Council Officers and approved by the CEO.

Applications over \$250 are assessed by Council Officers as per the grants application process before being endorsed by Council.

If an application is successful, the applicant will be contacted by Council to confirm the terms of sponsorship.

For an application form, go to <http://www.buloke.vic.gov.au/Community-Grants-and-Sponsorship> or contact the Community Development Officer on 1300 520 520.



COUNCIL AND COMMUNITY PLANS

TO HELP YOU WITH COMPLETING YOUR APPLICATION PLEASE READ THE COUNCIL PLAN 2021-2025 AS WELL AS YOUR CORRESPONDING COMMUNITIES 2030 PLAN.

Click to view the Buloke Long Term Community Vision and Council Plan

<https://www.buloke.vic.gov.au/plans>

Click to view the 2030 Community Plans

<https://www.buloke.vic.gov.au/building-buloke-2030>

Applications that link into specific areas in their respective Community Plans, or in the Buloke Council Plan will be viewed more favourably through the assessment process.

COUNCIL SUPPORT

Council will actively support community members and groups who require assistance to articulate their ideas and plans for a grants request, or who may need assistance to fill out required forms to enable their consideration under the community grants, sustainability grants and sponsorships requests.

Please note: Council must ensure that a separation of duties exists where the officer responsible for assisting applicants to complete their application, will not be the same staff responsible for assessing applications and determining which are to progress to council for consideration at the funding stage.

DONATIONS

Ad hoc donations are no longer supported as they are discretionary with no agreed outcome or expected return.

HOW DO I SUBMIT MY GRANT APPLICATION?

AN APPLICATION FOR GRANTS AND SPONSORSHIPS IS AVAILABLE FROM COUNCIL'S WEBSITE

[Http://www.buloke.vic.gov.au/Community-Grants-and-Sponsorship](http://www.buloke.vic.gov.au/Community-Grants-and-Sponsorship)

For any information about Council's Community Grants and Sponsorships, contact the Community Development Officer on 1300 520 520.

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

Submit your application online at

<http://www.buloke.vic.gov.au/community-grants-and-sponsorship>

Hand deliver your application to:

Council's Wycheproof office

Post your application to:

Community Development Officer

Buloke Shire Council

PO Box 1

Wycheproof VIC 3527

Email your application to:

buloke@buloke.vic.gov.au

PLEASE NOTE:

Only applications submitted using the application forms available on Council's website will be accepted. Applications not meeting guidelines will not be recommended to Council.

You must match Council's funding as per the funding guidelines for the individual programs. These may be in the form of cash, assistance from other funding agencies, or "in kind" such as voluntary labour or materials.

Applicants are ineligible to apply for grants under the Grants and Sponsorship Programs if there are any outstanding acquittals from funds provided under a previous application.

The number of applications approved, and the value of grants and sponsorships awarded each year will be at Council's discretion. They will reflect the strength of the applications received the needs of the Shire as a whole and the alignment of applications received with the Council Plan.

The total amount available to Council for distribution through the Grants Program may vary from year to year as its financial position allows.

Council reserves the right to offer applicants a smaller grant than applied for if it is considered appropriate or if sufficient funds are not available.

ASSESSMENT TIMELINE

Due to the Council Briefing Calendar, the Buloke Shire Council assesses and awards grants and sponsorship on a monthly basis. To ensure that your grant can be approved with sufficient time prior to the project commencing, applicants will need to apply at least three weeks before a Council Meeting for the application to be considered at that meeting. This allows time for administration, assessment and viewing of each application before it is decided upon by Council.

If your application needs editing or additions after this time, it may be delayed to the following approval period for assessment.

INFORMATION PRIVACY AND PERSONAL INFORMATION

Council treats all personal information provided as part of a grant or sponsorship application in accordance with the *Privacy and Data Protection Act 2014* and the *Public Records Act 1973*.

The information requested on the application form is collected for the purposes for the assessment and management of grants or sponsorships, but may be used to inform you of other grant or sponsorship opportunities.

The information will only be used by Council for that primary purpose and will not be disclosed to any other party except as required by law.

If an organisation or individual fails to provide the requested information the application may not be considered for funding.

General information that describes the purpose/ project for which the application is being submitted and the responsible organisation or person (both successful and unsuccessful) for which the grant request is being made will be made available to the public and be published on Council's website.

Access to, or correction of personal information is subject to the *Freedom of Information Act 1982*, *Privacy and Data Protection Act 2014*.

A copy of Council's Privacy Policy can be accessed from Council's website www.buloke.gov.au or by contacting Council for a hard copy by phoning 1300 520 520.

NOTIFICATION

Applicants will receive written notification about the success, or otherwise, of their grant or sponsorship application.

Funding must be used for the purposes it has been provided, unless written permission is obtained to vary the project.

If an application is not successful, written notification will be provided with feedback on how the application could be improved in future. The Community Development Officer can also be contacted for feedback.

INSURANCE

It is the applicant's responsibility to obtain and maintain adequate insurance (including public liability) with a reputable insurer, in relation to activities carried out by the applicant for the project, to guard against any claims for loss or damage to property and injury or death to persons.

Applicants must provide a Certificate of Currency demonstrating appropriate insurance cover as part of their application. For all projects and events taking part on Council Property, including pools, public halls and other facilities, applicants are required to have \$20 million Public Liability Insurance, and attach a certificate of currency with their application.

FUNDING CONDITIONS

- Acknowledgement of Council
 - o Recipients must acknowledge the support of the Buloke Shire Council in promotional material, posters, correspondence and media.
 - o Verbal acknowledgement during opening/closing proceedings and as appropriate or opportunity for the Mayor or ward Councillor to participate in the program, project, festival or event in an official capacity
 - o Opportunity for Council to take up a presence at the program, project, festival or event, with no charge to Council.
 - o All publicity, promotional material and signage relating to the project must prominently display the Buloke Shire Council logo
- Any variation to the approved project must be submitted to the Buloke Shire Council, in writing, for approval prior to implementation
- Grant Recipients are required to undertake an acquittal process of the grant.

ACQUITTALS AND REPORTING

You will be required to report back to Council when your project is completed. The Acquittal process is important because it enables Council to continuously evaluate the success of the Grants program.

Your acquittal will include:

- A summary of the project including your feedback on the things that went well and things that you have learnt from the project.
- A Financial Statement must be completed together with receipts attached.
- Copies of promotional materials, photographs or video for the purpose of promoting the Community Grants Program through Council publications and website.

For this purpose, successful applicants are required to keep all receipts for items purchased. Any unexpended funds must be returned to Council.

All projects should be completed and acquitted within twelve months of receiving funds.

A group which fails to submit their acquittal documents is ineligible to apply for funding under any future rounds of the Community Grants until their acquittal is completed and reviewed by Council.

For more information or for a copy of an Acquittal Report, go to Council's website <http://www.buloke.vic.gov.au/Community-Grants-and-Sponsorship> or contact the Community Development Officer on 1300 520 520.

COMPLIANCE WITH THE PLANNING AND ENVIRONMENT ACT, LOCAL LAWS, FOOD ACT

Provision of grant funding or sponsorship for events will be dependent on the applicant obtaining all necessary permits as required by the *Planning and Environment Act 1987*, Council's Local Laws, the *Food Act 1984* and the State Government Places of Public Entertainment requirements.

This may require the completion of other application forms and liaison with several Council departments. If an applicant does not need any approvals, this will need to be confirmed in writing, and attached to the application.

ABN AND GST

All applicants must have an Australian Business Number (ABN). Organisations that have not registered for an ABN will have the withholding tax (PAYG) of 46.5% deducted from their payment if they do not complete a Statement by a Supplier form.

If your organisation is registered for GST – or required to be – and receives grant funding from Council the final funded amount will be inclusive of GST.

To obtain a form, visit Council's website www.buloke.vic.gov.au

For advice on GST, contact a tax advisor, or the Australian Taxation Office on 13 24 78 or www.ato.gov.au

ACCESS AND INCLUSION

Council is committed to providing dignified equitable access for all. It is important that applicants are inclusive of people living with a disability and their carers, Aboriginal and Torres Strait Islanders, people from Cultural and Linguistically Diverse backgrounds and other diverse groups of people. This may include considerations to the following:

- Undertaking an Acknowledgement of Country at the beginning of events or inviting a Traditional Owner to do a Welcome to Country,
- Accessible parking at the venue,
- Provision of accessible facilities such as toilets, ramp access and accessible seating,
- Consideration for assistance animals,
- Information available in accessible format, such as large print and signage,
- If required, use of interpreters, such as Auslan for people who are Deaf.



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