



# COMMUNITY GRANTS AND SPONSORSHIP GUIDELINES

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## POLICY STATEMENT

The objective of this policy 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.

## 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 monthly Ordinary Council Meetings

**You must match Council's funding dollar for dollar either 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.**

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.

## Donations

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

## Assessment criteria

***Please note that submitting an application is not a guarantee that the application will be funded.***

1. Outcomes and priorities – how the project responds to Council Plan priorities and objectives.
2. Community benefit – how the project describes the benefits to residents and the community.
3. Community involvement – as participants, leaders, organisers and spectators.
4. Clear goals and objectives – what the project intends to achieve and how it will get there.
5. Planning - a clear plan to ensure its success within budget and stated timeframes.
6. Innovation – the difference the project will make to inspire and motivate the community.
7. Funding leverage – where a Community Support Grant might assist a group to secure other sources of (non-government) funding.
8. Sustainability Fund grant applications must also demonstrate how the project will reduce the community's carbon footprint, improve the environment or effectively conserve resource usage

## GRANT CATEGORIES AND FUNDING AVAILABLE

### FUNDING TYPE – what may be funded

#### 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. Can include contributions to Council assistance etc. for the purposes of organisation support

#### Maximum funding available per application

##### 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

1. Applicants must make a 50% financial **cash contribution** towards the project.
2. Applicants can only make one successful application in a twelve month period.

#### Small Grants

Assistance to individuals 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 .

##### Up to \$500

#### Sponsorship

***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. Can include contributions to, Council assistance etc.

##### **Negotiated value up to \$500**

1. Applications \$250 and under are assessed and approved by Council Officers
2. Applications over \$250 are assessed by Council Officers before being endorsed by Council.

#### Sustainability Reserve Community Grants

Assistance for projects that contribute to reducing your community's carbon footprint, improve the environment or effectively conserve resource usage. Projects such as water re use systems, solar panels, updating to LED lighting will be considered.

##### Up to \$10,000

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.

***NOTE: The total amount available for each funding type will be set by Council annually as part of the Budget process. Once the available funds are expended no further grants will be available.***

## 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>

For any information about Council's Community Grants and Sponsorships, contact the Community Services Coordinator 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 Services Coordinator  
Buloke Shire Council  
PO Box 1  
Wycheproof VIC 3527
- **Email your application to:** [buloke@buloke.vic.gov.au](mailto:buloke@buloke.vic.gov.au)

**NOTE: Only complete applications submitted using the application forms available on Council's website will be accepted.**

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 particular 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.

## APPLYING FOR A GRANT

Who Can Apply

- 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.
- Groups that run activities for the benefit of residents of the Buloke Shire (any profits not to be taken outside of the Shire).
- Individuals (Sponsorship only)

## 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.

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

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

For more information about sponsorship

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

## 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 of assessing and processing applications and allocating grant and sponsorship funding. 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.

## 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.

## 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.

## ABN and GST

Australian Business Number (ABN)

All applicants must have an 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. To obtain a form, visit Council's website [www.buloke.vic.gov.au](http://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](http://www.ato.gov.au)

## Acquittals and Reporting

Applicants must acquit funds that have been provided at the completion of the project or activity. This will include providing receipts, invoices, evidence of project expenditure, copies of any relevant media coverage and a written report outlining the activities that were conducted.

For this purpose successful applicants are required to keep all receipts for items purchased. Any unexpended funds must be returned to 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 Services Coordinator on **1300 520 520**.