COMMUNITY GRANT
GUIDELINES

BULOKE
SHIRE COUNCIL

PROGRAM OBJECTIVES

The Community Grants Program supports projects that align with the Council's priorities and vision outlined in the Council Plan. Applications, which must meet eligibility criteria, can be submitted year-round and are assessed internally before a Council Meeting decision.

Key requirements include:

- A dollar-for-dollar match for funding (cash or in-kind contributions, such as voluntary labour or materials). For example: volunteer labour contribution can be calculated at $25 per hour per person and professionals/trades people can be valued at up to $50 per hour. Loaned equipment such as use of a trailer or computer calculated in $ to what it would cost to hire that equipment per hour.
- Expenditure for items over $500, must have a quote supplied with the application
- A limit of one funded project per grant stream per financial year to ensure wide distribution of resources.

TYPES OF GRANTS

Organisation Support Grants Support local organisations by enhancing administration, volunteer recruitment and training, governance, financial management, and grant writing.	**Up to $1,000** Applicants must match Council's funding dollar for dollar either by cash or in-kind contributions.
Project Support Grants Assistance for events, projects, exhibitions, publications, seed funding, minor works, and venue hire, including Council support.	**Up to $2,000** Applicants must match Council's funding dollar for dollar either by cash or in-kind contributions.
Small Capital Equipment Grants Support is available for purchasing small capital items such as office equipment, furniture, electronics, catering supplies, sports gear, display cabinets, and archival materials.	**Up to $1,000** Applicants must make a 50% financial cash contribution towards the project.
Sustainability Grants Support for projects that reduce your community's carbon footprint, improve the environment, or save resources.	**Up to $10,000** Council will fund projects on a $2:1 ratio.
Quick Response Sustainability Grants Support for projects that reduce your community's carbon footprint, improve the environment, or save resources.	**Up to $2,000** Council will fund sustainability projects without a co-contribution from the applicant.

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ELIGIBILITY

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- A Not-for-profit community group 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 are located in Buloke Shire or runs activities for the benefit of residents of the Buloke Shire (letter of support required from a Buloke organisation or group).
- Individuals (Sponsorship only)

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- 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.

ASSESSMENT CRITERIA

Grant applications are evaluated by an assessment panel using a rubric aligned with the following criteria:

- Project purpose and community benefit
- Alignment with Buloke Shire Council plans including community plans and recreation master plans
- Broader benefit to the community
- Pre-conditions being met (permits if applicable, quotes and insurance provided)

Applicants must secure Council consent for projects on Council-owned or managed facilities before submission, with approvals requiring up to six weeks. Funding availability is set annually in the Council Budget, and no further grants are issued once the pool is exhausted. Recipients are responsible for the ongoing maintenance of project materials and infrastructure. Conflicts of interest will be declared and managed by both the assessment panel and Councillors.

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SPONSORSHIP

The Sponsorship Program supports a strong, engaged Buloke community by funding local events, projects, services, and activities. Sponsorship involves a financial or in-kind contribution from Council in exchange for measurable benefits.

It also provides support for individuals, including young people, to attend events or represent the Shire in national, state, or international activities. Applicants must demonstrate community involvement and have endorsement from a local group.

- 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.

WHAT WILL COUNCIL SUPPORT?

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- 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

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- 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).

HOW TO APPLY

Submit your application online via SmartyGrants at the following address:
https://buloke.smartygrants.com.au/CommunityGrants2425

Important Notes

- Only applications submitted online via SmartyGrants will be accepted.

- Applications must meet the program guidelines to be considered.

- Applicants must match Council funding (cash or in-kind contributions).

- Applicants with outstanding acquittals from previous grants are ineligible.

- Grant approvals depend on the strength of applications, alignment with Council priorities, and available funds.

- Council's total funding pool varies yearly.

- Grants awarded may be smaller than requested if funds are limited or deemed appropriate.

FUNDING CONDITIONS

Acknowledgement of Council:

- Include the Buloke Shire Council logo in all promotional materials and signage.

- Mention Council support in promotional materials, media, and during events.

- Allow the Mayor or ward Councillor to participate officially in events.

- Provide Council with a free presence at events, if applicable.

Project Changes:

- Submit any changes to the approved project to Council in writing for prior approval.

Grant Acquittal:

- Recipients must complete the grant acquittal process prior to the end of the financial year in which the grant was approved.

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FURTHER INFORMATION

Council and Community Plans
- Refer to the Council Plan 2021–2025 and relevant 2030 Community Plans to strengthen your application. Applications aligning with these plans are favoured.
- Buloke Long Term Community Vision and Council Plan - **buloke.vic.gov.au/plans**
- 2030 Community Plans - **buloke.vic.gov.au/building-buloke-2030**

Council Support
- Council provides support to community members and groups needing assistance with grant ideas, planning, or completing application forms.
- Staff assisting with applications will not be involved in assessing or approving them to ensure separation of duties.

Donations
- Ad hoc donations are no longer supported due to lack of clear outcomes.

Assessment Timeline
- Grants are assessed monthly. Apply at least four weeks before a Council meeting to ensure timely approval.
- Incomplete applications may be delayed to the next assessment period.

Privacy and Personal Information
- Personal information is handled under privacy laws and used only for grant assessment.
- General project details may be published on the Council's website.
- Failure to provide required information may result in ineligibility.

Notification
- Applicants will be notified in writing of the outcome.
- Funds must be used as intended unless prior approval for changes is obtained.

Insurance
- Applicants must hold adequate insurance, including $20 million public liability.
- A Certificate of Currency must be submitted with the application.

Acquittals and Reporting
- Projects must be acquitted within 12 months. Include:
  - Project summary and financial statement with receipts.
  - Promotional materials, photos, or videos for Council use.
  - Unused funds must be returned.
- Incomplete acquittals make applicants ineligible for future funding.

Compliance
- Necessary permits under Planning and Environment Act, Local Laws, and Food Act must be secured and confirmed.

ABN and GST
- Applicants need an ABN or must submit a Statement by a Supplier form to avoid withholding tax.
- Grant amounts include GST if applicable.

Access and Inclusion
- Ensure inclusivity for people with disabilities, Aboriginal and Torres Strait Islanders, culturally diverse groups, and others. Consider:
  - Acknowledgement of Country or Welcome to Country.
  - Accessible facilities, parking, and seating.
- Materials in accessible formats and interpreters if needed.

Budget Tables
- Applicants must submit a balanced budget detailing project income and expenditure. Incomplete budgets will require amendments before assessment.
- Quotes are required for expenditures over $500.