



# Community Grant Program Guidelines

2026 – 2027

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## 1. Program overview and objectives

The 2026-2027 Community Grants Program is an opportunity for community organisations to apply to Council for funding to support the wide range of recreational, cultural, social and economic initiatives that they undertake. These initiatives make a positive contribution to the Central Goldfields Shire and contribute to the health and wellbeing of the community.

Council is committed to funding projects that align with Council's strategic objectives and policy outcomes. Applicants are encouraged to read our Community Vision 2031, Council Plan 2025-2029 and familiarise themselves with Council's 'Your Community 2030 – 10 Year Community Plans,' prior to applying.

The Community Grants Program is informed by the Council's Community Support Policy which outlines a consistent, accountable, and transparent process to determine the nature and level of support provided to the community through the program.

A pool of \$30,000 is available through the 2026-2027 Community Grants Program. The minimum grant amount an organisation can apply for is \$500, with a maximum of up to \$3000.

## 2. Timeline



## 3. Eligibility information

### Who can apply?

**To be eligible to apply for a Community Grant you must:**

- Be a community-based group and or organisation;
- Attend a Community Grants Program information session; and
- Submit a completed online application form in accordance with the relevant timeframes (hardcopy applications will not be accepted, nor will applications received after the application cut-off date).

**Typically, a community-based organisation is an organisation that is a recognised not-for-profit group or organisation that carries out one or more of the following activities:**

- Provides services to the community such as positive ageing, childcare, health services, charity services or services of a similar type;
- Reinvests or applies the revenue it receives predominately for public interest services or activities;
- Principally provides social or junior sporting or recreational activities; or
- Supports public events or information of an historical, cultural or community arts focus.

**Typically, a community-based organisation would not be:**

- A political organisation;
- A profit-making organisation;
- Schools or tertiary institutions (excluding parents and friends' groups);
- State or Federal government agencies and departments; or
- Any organisation where more than 50% of its income is derived from any State or Federal government program.

**All applicants (groups and organisations) must:**

- Have attended a Community Grants Program information session and have discussed their application with a Council officer prior to applying;
- Have no outstanding legal matters or unresolved debts with Council;
- Have no unresolved action concerning a notice or order related to planning, building or environmental health issue;
- Have met all acquittal requirements of any other previous funding by Council;
- Adhere to any relevant legislation and be in accordance with Council statutory requirements, relevant building codes and heritage guidelines;
- Be an incorporated community group or is auspiced by an incorporated organisation (as defined by the Australian Taxation Office);
- In their application provide evidence of their financial sustainability;
- In their application have documented evidence of need for the project/activity or service offered by the group or organisation;
- In their application have outlined the intended community outcomes from the project/activity or service;
- Deliver the project/activity or service within the Central Goldfields Shire;

- Be willing to enter into an agreement with Council which requires the community group or organisation to undertake an acquittal and review/evaluation process; and
- Be willing to publicly acknowledge Council's support in all promotional material and in the media.

## What will not be funded

### ***Council does not provide community grants to:***

- For-profit organisations, unincorporated groups or individuals.

### ***The Community Grants Program does not fund/provide support for:***

- Applications where funding for projects is being requested retrospectively;
- Applicants with an overdue acquittal for Central Goldfields Shire Council funding/support;
- Applicants receiving funding from Central Goldfields Shire Council for the same project;
- Activities/projects that are the responsibility of the State or Federal Government;
- Activities/projects that are already underway or have been completed;
- Activities/projects that do not reflect widely held community standards;
- Activities/projects that have negative public health and or safety outcomes;
- Activities/projects that discriminate against any person or group;
- Applicants and or projects that do not advance diversity and inclusion within the community; and
- Activities/projects that fall outside program timelines.

## 3. Eligibility information cont'd

### What will be funded?

All applications must be for projects and activities that are based in the Central Goldfields Shire and benefit the Central Goldfields Shire community.

Council welcomes applications for projects and activities that align with identified strategic directives in the Council Plan 2025 – 2029 and Council's 'Your Community 2030, 10 Year Community Plans.' Applications for projects and activities that align with and advance one or more actions detailed in Council's ['Your Community 2030, 10 Year Community Plans'](#) will be prioritised in the assessment process.

All projects and activities must fall within one of four Community Grants Program funding streams:

#### Community Development

These projects would typically be those that increase social capital, accessibility, and inclusion.

**These types of projects may include:**

- New programs to increase participation
- Capacity building initiatives within organisations
- Delivery of events
- Business cases for new initiatives

#### Creativity and Innovation

These projects would typically be those that support creativity, artistic expression, use of technology to provide services.

**These types of projects may include:**

- Community arts projects and initiatives
- Projects promoting the use of new technologies in the community
- Innovative creative education programs
- Incubators or pop-up solutions
- Delivery of events

#### Physical Infrastructure

These projects would typically be those that support community organisations in relation to facility development and acquisition of equipment.

**These types of projects may include:**

- Building improvements that improve accessibility and amenity
- New equipment for programs
- Design or preparation work to inform physical infrastructure decision making

#### Climate Action

These projects would typically be those that focus on community efforts to address the impacts of climate change and support the implementation of the Central Goldfields Climate Action Plan 2022-2030.

**These types of projects may include:**

- Reducing carbon emissions
- Supporting communities to adapt to a changing climate
- Supporting community connection and mental resilience in a changing climate
- Supporting resilient ecosystems in a changing climate

***Council also encourages applications from organisations, and for projects and activities, that seek to:***

- Reduce gambling, alcohol, vaping and tobacco consumption harms;
- Advance awareness of and support for First Nations people, Culturally and Linguistically Diverse people, LGBTIQ+ people, refugee communities and people with disability;
- Advance awareness of and support for Gender Equality and reduce gender-based violence and gender inequity in the community; and
- Support and engage seniors, women and young people.

## 4. Application process

### How to apply

All potential applicants must attend a Community Grants Program information session and have discussed their project with a Council officer before applying. Applications from applicants that have not attended a Community Grants Program information session prior to applying will not be assessed.

Should additional support be required when preparing your application, the relevant Council contacts across the four funding streams and for general enquiries are:

#### Community Development:

**Terence Jaensch**

Mobile: 0477 621 577

Email: [Terence.Jaensch@cgoldshire.vic.gov.au](mailto:Terence.Jaensch@cgoldshire.vic.gov.au)

#### Creativity and Innovation:

**Terence Jaensch**

Mobile: 0477 621 577

Email: [Terence.Jaensch@cgoldshire.vic.gov.au](mailto:Terence.Jaensch@cgoldshire.vic.gov.au)

#### Physical Infrastructure:

**Melissa Kennedy**

Mobile: 0437 082 767

Email: [Melissa.Kennedy@cgoldshire.vic.gov.au](mailto:Melissa.Kennedy@cgoldshire.vic.gov.au)

#### Climate Action:

**Julia Walsh**

Mobile: 0428 895 491

Email: [Julia.Walsh@cgoldshire.vic.gov.au](mailto:Julia.Walsh@cgoldshire.vic.gov.au)

#### General Enquiries:

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**Melissa Kennedy**

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## 4. Application process

### Application guidelines

- Applications are to be submitted via the online application portal and include all supporting documentation.
- If you are having trouble completing the application online, please contact Terence Jaensch (listed on previous page under General Enquiries).
- All supporting documentation must be submitted in Word, JPEG or PDF formats.
- Quotes for project costs must be supplied.
- Evidence of relevant insurances must be supplied – it is your responsibility as the applicant to obtain and maintain adequate insurance (including public and products liability), in relation to project activities, to guard against any claims for loss or damage to property and injury or death to persons.
- Landowner and or building owner consent (if applicable) must be supplied.
- Any relevant permits and approvals must be obtained prior if possible or outlined in the application – it is your responsibility as the applicant to apply for, fund and obtain all required permits for the project including planning, building or local laws permits. Fee waivers may also be available for relevant organisations. For more information about permits refer to Council's website.
- Funding through our Community Grants Program does not constitute approval of required permits. Please note, if relevant permits are not obtained project funding must be returned.
- Applications received after the closing date and time will not be eligible.

### Need an auspice?

- If your group is not incorporated or does not hold current public and products liability insurance, you can still apply through an auspice organisation.
- An auspice is an incorporated organisation that holds current public and products liability insurance, agreeing to take responsibility for your grant. The organisation receives the funding on behalf of the project and is financially responsible for distributing and managing the funds to your group for the delivery of the project.
- The auspice organisation is also responsible for acquitting funds. A letter confirming the auspice arrangement, on the auspice organisation's letterhead and signed by an authorised representative, must be attached with your application.

## 5. Assessment of applications

A panel of Council officers will assess all eligible applications based on the assessment criteria.

The approved projects are then reported to Council for noting at a Council meeting.

**Eligible applications will be assessed against the following criteria:**

Criteria	Description	Weighting
<b>Criteria 1 – Need:</b> Why is the Project important, needed, and justified?	<ul style="list-style-type: none"> <li>▪ Demonstrated evidence of alignment with identified strategic directives in the Council Plan 2025 – 2029 and Council’s ‘Your Community 2030, 10 Year Community Plans’</li> <li>▪ Clear expression of the project aims / objectives.</li> <li>▪ Evidence in addressing a need or opportunity.</li> </ul>	40%
<b>Criteria 2 – Benefit:</b> Who will the Project benefit and who are the target audience?	<ul style="list-style-type: none"> <li>▪ Number of positively affected partners, and the audience and participants involved.</li> <li>▪ Use of local suppliers and support partners.</li> <li>▪ Measurable impact on project participants – ability of project outcomes to increase accessibility and inclusion for all community members.</li> </ul>	30%
<b>Criteria 3 – Delivery:</b> Capacity of the project to succeed.	<ul style="list-style-type: none"> <li>▪ Evidence of project planning with the demonstrated skills and experience to deliver the Project.</li> <li>▪ Clear and accurate timelines / milestones and budget planning that is supported by other forms of funding and quotations.</li> <li>▪ Considerations made of risk management, OHS and project sustainability.</li> <li>▪ Consideration of environmental impacts and minimisation of any waste occurring.</li> <li>▪ Level of financial and in-kind contribution from applicant organisation.</li> </ul>	30%

***Council will also consider the following aspects in determining Community Grants Program support:***

- A Shire-wide perspective of community need, access and equity;
- Avoiding duplication of service, programs and activities;
- Availability of facilities; and
- Risk management and potential liability for Council.

## 6. Acquittal process

- Grant recipients are required to complete all sections of the Grant Acquittal Form.
- All projects must be completed and acquitted by 31 May 2027, unless an alternative date has been requested in writing and approved by the relevant Council officer.
- Successful applicants will be accountable to Council for the disbursement of grant monies as outlined in the application.
- Receipted expenditure and or invoices (indicating payment) for funded projects must be submitted with the Grant Acquittal Form.
- Funds not expended for the intended purpose must be returned to Council.
- Any requests for variations to the original Grant Application must be lodged in writing and approved by Council.
- Central Goldfields Shire Council must be acknowledged in any promotional material relating to the project and evidence of this acknowledgement is to be provided as part of the acquittal process.

## 7. Application assessment checklist

**Before finalising your application please ensure:**

- You have attended a Community Grants Program information session and have discussed your application with a Council officer
- You have provided a detailed project budget
- You have provided quotes for your proposed project expenditure
- You have provided the relevant insurance documentation
- You have provided a detailed project timeline
- You have provided a Letter of Auspice (if required)
- You have provided the relevant permits (if required)
- You have provided Letters of Support (optional)
- You have provided evidence of approval from relevant landowner and or building owner (if required)
- You have provided relevant support documents e.g. plans and photos (please ensure all documentation is submitted in Word, JPEG or PDF format)

**You can then:**

- Lodge your application via the online portal on the Council website (hardcopy applications will not be accepted)

## 8. Contacts

Again, should you require additional support with your application, the relevant Council contacts across the four funding streams and for general enquiries are:

### Community Development:

**Terence Jaensch**

Mobile: 0477 621 577

Email: [Terence.Jaensch@cgoldshire.vic.gov.au](mailto:Terence.Jaensch@cgoldshire.vic.gov.au)

### Creativity and Innovation:

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**Julia Walsh**

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**Melissa Kennedy**

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### PRIVACY COLLECTION STATEMENT

The personal information requested on this form is being collected by the Central Goldfields Shire Council for the purpose of processing your Community Grants Application. The personal information provided is for the use of the Council and the applicant may apply to Council for access and/or amendment of the information. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law.