



2022-2023 Community Grant Program Guidelines

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1. Central Goldfields community support grants program description

This year Council is again offering a community support program, which includes small grants, in-kind support and fee waivers, to enable organisations and community groups in Central Goldfields to deliver community development activities/programs, community events and purchase small equipment.

\$33,250 is up for grabs as part of Council's 2022-23 Community Grants Program.

These grants are to help community-based organisations and groups to support the provision of programs and services which benefit the Central Goldfields Shire community and are in accordance with Council's plans and strategies which can be found on Council's website at this link [Policies, Plans, Strategies and Documents Central Goldfields Shire Council](#).

All applications must conform to the Grant Guidelines, which have been developed according to the Central Goldfields Shire Council's [Community Support Policy](#)

Please contact the Kym Murphy, Manager Community Partnerships to discuss your ideas before starting your application.

Applications will open Monday 2 May 2022 and will close at 5pm on Monday 13 June 2022.

2. Available support

2.1 Grants

Community Grants provide financial support to projects and events that provide community benefit to the Shire. Grants from \$500 are available to a wide range of community-based organisations to run projects and events. Individuals are not eligible to apply for Community Grants.

2.2 In-kind support

In-kind support is available to a wide range of community-based organisations to run projects and events that provide benefit to the Shire. In kind support is when Council provides services to a group or organisation, rather than providing them with purely financial support. In kind support can include things like traffic management, waste management and event set up.

2.3 Fee waiver

If you are seeking a fee waiver, please use the Fee Waiver Application Form available at the end of this document.

3. General guidelines

3.1 Who will be funded?

To be eligible to apply for a Community Support grant you must be a Central Goldfields community-based organisation or group and submit an eligible Application Form to Council by 5pm Monday 13 June 2022.

Typically, a community-based organisation or group 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
- Supports public events or information with a historical, cultural or community arts focus.

3.2 Who won't be funded?

Typically, a community-based organisation or group would not include:

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

3.3 What will be funded?

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

Highest priority will be given to projects that demonstrate a partnership approach, increase participation in community activities, projects or programs where there is a demonstrated community need, or are in danger of discontinuing without the financial support of the Grants program.

3.4 What won't be funded?

- Applications from individuals
- Applications where funding for projects is being requested retrospectively
- Applicants with an overdue acquittal for Central Goldfields Shire Council funding
- Applicants receiving funding from Central Goldfields Shire Council for the same project
- Applications seeking funding to cover ongoing operational costs (e.g. insurance, utilities, rent, salaries)
- Projects or activities that support a religious or political cause
- Are the responsibility of the State or Federal Government, or
- Projects that are already underway or have been completed.

4. Funding streams

Community Development

These projects would typically be those that increase social capital. These types of projects will lead to leadership development, skills development, increased participation, projects that improve management skills within community organisations and projects that support a local community.

For example:

- Environmental management, training and programs

- Youth activities and programs, or
- Community events and festivals.

Creativity and Innovation

This funding category is aimed at artistic development, new innovative community projects, incubators or new ways of approaching community programs.

For example:

- Community arts projects and initiatives
- Projects promoting the use of new technologies in the community, or
- Innovative creative education programs.

Please note: all activities must be delivered within a COVID Safe manner and adhere to relevant restrictions at the time of delivery.

Physical infrastructure

To support community organisations in relation to facility development and one-off maintenance issues. This funding category will also provide the opportunity for organisations to increase service capacity through equipment purchases and other physical enhancements to facilities.

For example:

- Building improvements that improve accessibility and amenity
- New equipment for programs, or
- Issues that have arisen in relation to maintenance of community facilities.

5. Application process

5.1 How to apply

Applications must be submitted via the online application portal along with all supporting documentation.

All supporting documentation must be submitted in Word or PDF formats. Budgets must conform to the template available at the end of this document.

Documentation submitted in alternative formats will not be considered.

All potential applicants must contact Kym Murphy, Manager Community Partnerships, to discuss their project idea before preparing their grant application.

This will improve the likelihood of submitting an eligible and effective grant application within the timeframe.

A Guide with practical hints and information can be found at the end of this document.

Late, ineligible and incomplete applications will not be assessed.

5.2 Assessment of applications

A panel of Council officers will assess all eligible applications and then make recommendations to Council based on the ranking of those applications against the assessment criteria.

Eligible applications will be assessed against the following criteria:

- 50% How the project benefits the Central Goldfields Shire community
- 25% How well the project aligns with Council plans and strategies
- 25% Demonstrated capacity of the project to succeed

The assessment panel's recommendations for funding will be presented to Council for consideration and final approval at the 26 July 2022 Council Meeting.

Preference will be given to groups not funded in the previous round.

5.3 Acquittals

All projects should be planned for completion within the current financial year 2022-2023.

Please note: 10% of all grants will be with-held until the final acquittance is completed and submitted to council. Acquittals must be submitted no later than 31 May 2023.

5.4 Timeline

- The community grants program will open for applications on Monday 2 May 2022 and close at 5pm on Monday 13 June 2022.
- Council will make a decision about successful and unsuccessful grants at the 26 July 2022 Council Meeting.
- Successful applicants will be notified by email by 5 August 2022.
- 90% of grant funds will be deposited in the nominated bank account when all documentation has been returned and processed.
- All projects are expected to be completed and acquitted before 31 May 2023 at which point the final 10% of the grant will be deposited in the same account by 30 June 2023.

6. Application assessment checklist

Please ensure you have completed the following before submitting your application.

- Discussed your project idea with Kym Murphy, Manager Community Partnerships
- Project budget
- Detailed project timeline
- Relevant permits (if required)
- Letters of Support
- Evidence of required permissions (if required)

Please ensure all documentation is submitted in Word or PDF format.

7. Other grants/other banks: additional funding

Projects that involve partnerships with other organisations, clubs or services are highly desirable and will be looked upon favourably.

Projects that attract funding from other sources are also highly desirable. Please get in touch if you would like some assistance with researching possibilities for other funding sources.

8. Contact to discuss ideas

Kym Murphy, Manager Community Partnerships

E: KymM@cgoldshire.vic.gov.au

M: 0448 692 408

Budget template 2022-2023 Community Grants

Funding Source <i>(The income section should include all the funding sources contributing to the project)</i>	Income amounts (\$)	Confirmed	Expenses Description <i>(The expenses section should include all the costs of the project)</i>	Expense amounts (\$)
Grant amount requested from Council		Not applicable		
In-kind contribution requested from Council		Not applicable		
Cash contribution from your group / organisation		Yes/No		
In-kind contributions from your group / organisation		Yes/No		
Funding from other sources (e.g. raffles, donations)		Yes/No		
In-kind support from other groups/organisations		Yes/No		
Other government funding (Federal or State)		Yes/No		
Total income for project	\$		Total expenses for project	\$



Fee Waiver Application Form

The waiving, reducing or refunding of fees and charges associated with applications for planning and building permits is possible in some circumstances. Please refer to the Community Support Policy for more information before completing this Application Form.

1. About You / Your Organisation

Organisation Name

Organisation ABN

Incorporation Number

Contact person

Contact telephone

Contact email

Contact Postal address

2. Fee Waiver Details

What type of Fee Waiver are you applying for?

☐ Fee Waiver

☐ Planning Permit Fee

☐ Building Permit Fee

☐ Other

Please provide the reasons why you are applying for a Fee Waiver:

3. Lodging your application

Fee Waiver Applications are to be lodged in conjunction with your planning or building permit application.

Please lodge this form using one of the methods below and attention it to Manager Statutory Services.

In person	Email	Post
Central Goldfields Shire Council 22 Nolan Street Maryborough VIC 3465	mail@cgoldshire.vic.gov.au	PO Box 194 Maryborough VIC 3465

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 Fee Waiver 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.

How to Plan and Write a Successful Community Grants Application

Before you START!

- The most important part of any application is reading the guidelines carefully, and to have a full understanding of the guidelines before you start completing the application.
- We strongly recommend that you discuss your proposed project with Council's Manager Community Partnerships, Kym Murphy by emailing KymM@cgoldshire.vic.gov.au or calling 0448 692 408.
- Applications can only be received from legal entities e.g. incorporated groups/clubs or registered organisations within the Central Goldfields Shire.

Before putting the application together

- Do some homework about the Central Goldfields Shire Council. Check the [Council Plan](#) for our strategic objectives, projects that have been funded in the past, and reflect on your project and see where its best fits. Check out our [2021-2022 grant recipients](#).
- Please visit the guidelines and grants resources available at www.centralgoldfields.vic.gov.au/communitygrants2022
- Brainstorm your project: who, what, why, when, and how. Talk to others in your organisation or group to gather support and ideas, talk to potential community partners and other organisations that might benefit (directly or indirectly) from your project idea.

Planning your application

- Being prepared is the key to successful grant writing. A well thought out application will always shine brighter than an application that has been rushed. Grant timelines can be very short so plan to be ready before a round even opens.
- Decide on what you are seeking funds for and develop a strong project idea that meets the grant criteria. Be prepared and think ahead.
- Call our Manager Community Partnerships to discuss your project, the requirements, and priorities for the grant.

Writing your application

- Tell your story: Let the assessment panel get excited about your project. Provide background information on your organisation or group and clearly and concisely outline your project aims and objectives. Direct us to the latest news in your social media. Outline how your organisation will meet the objectives, how the expected outcomes will benefit the wider community, who your partners are and how you will get your community involved in your project.
- Demonstrate community support: Include what you expect to be the short and long-term benefits and highlight any indirect benefits. For instance, clubs can have a strong influence on young people. They help build community and offer several

benefits including offering community connections. Brainstorm your ideas with others and remember you can call the Manager Community Partnerships.

- Use attachments to support your application: If you are struggling with having enough space (word count) within your application, you can always attach extra detail in a separate document.

The more you plan, the higher your chances are of success

- If the application involves partnering organisations (Auspice Organisation or Program partners), detail their roles and responsibilities and provide contact details.
- What happens after the funding period? Outline the longer-term benefits after the funding, such as the sustainable benefits and possibilities for the future.
- Have someone else read the application for you to ensure enough information is provided.
- If the application requires permits or permissions make sure that you have them or evidence to show that you will get them during the application process.
- If the project requires insurance, please include a Certificate of Currency demonstrating appropriate insurance cover.
- If you require permits, make sure you apply for a [Fee Waiver](#) early.

More Grant Sources that might help

State Organisations (Sports, Arts, Leisure)

[Home | Foundation for Rural & Regional Renewal | FRRR](#)

[GrantConnect Homepage: GrantConnect \(grants.gov.au\)](#)

[Grants and programs \(www.vic.gov.au\)](#)

[VicHealth | The Victorian Health Promotion Foundation](#)

Bendigo Bank Community Support grants