



COMMUNITY GRANTS 2019



Please remember to download and save this form to your computer prior to commencing your application.



Do you need help with pulling your idea together or filling out an application?

Benalla Rural City Council Community Development team will be conducting an information session about the application process for the Community Grants in February 2019.

Anyone considering applying for these grants is encouraged to attend.

Please contact the Councils Community Development team on (03) 5760 2600 to chat about your idea or application.

COMMUNITY GRANTS

A. FUNDING GUIDELINES

BACKGROUND

The Community Grant is one of four funding streams under Benalla Rural City Council's Community Support Program.

The Community Support Program supports projects and activities that will assist in building healthy, vibrant and sustainable communities across the municipality. The four funding streams include:

1. Community Sponsorship Grants
2. Community Grants
3. Youth Participation Grants
4. Major Event Funding Program

THE COMMUNITY GRANTS PROGRAM

This grant provides funding up to a maximum of \$2,500 to support eligible projects, activities and community events.

ELIGIBILITY

Eligible Applicants

- Incorporated community based and not-for profit groups and organisations
- An unincorporated organisation sponsored by an incorporated organisation

Ineligible Applicants

- Individuals
- Individual businesses, government agencies, political groups, religious groups and organisations, and national and international service clubs
- Applicants who have not satisfactorily acquitted previous Council grants or who have outstanding debts to Benalla Rural City Council

Eligible Applications

- Minor upgrades to facilities to improve access or safety for the community
- Purchase of equipment specifically for the purpose of supporting programs or community access
- Maintenance works for community facilities
- Community development projects and activities
- Community events

Ineligible Applications

- Core business and operational responsibilities of the organisation or projects which are the responsibility of other levels of government
- Staff wages and salaries
- Where the project or activity has already begun or been completed
- Projects which do not involve the Benalla Rural City community
- Projects, events or organisations which are unable to secure required insurance coverage
- Charity and fund raising events and promotions
- Prizes and award ceremonies

Assessment Criteria

All applicants will be assessed against the following criteria

- Is the organisation eligible to apply?
- Is the project accessible and inclusive?
- Has the organisation previously received funding from the Council?
- What will be the community benefits of the project?
- How has the community need for the project been identified? (Letters of Support can be included to help substantiate the need)
- What planning has been undertaken leading up to the application?
- Are there benefits to the broader community rather than just to the members of the applicant organisation?
- Is the project sustainable? Will the project require recurrent funding from the Council?
- Does the applicant include a contribution towards the project, either cash or in-kind?
- Is the budget realistic?
- Have other sources of funding been investigated?
- Does the organisation have appropriate insurance and a risk management strategy?
- Can the organisation effectively administer the grant within 12 months?

Funding Terms and Conditions

Application Process

- Applications must be made using the Community Grants Program application form. Additional information can be attached as an appendix if required.
- A member of the organisation's executive must sign the application.
- All grants must be used for the purposes outlined in the application.
- All activities associated with the project must be legal and include all required permits.
- Applicants must also detail the financial status of their organisation to assist in the fair and equitable allocation of Council funding.
- Applicants must indicate all other sources of funding they have sought and/or received in relation to the project.
- Quotes are to be included where the purchase of goods and services form part of the proposal.
- Wherever possible goods and services should be purchased from Benalla-based providers.

If your Application is successful – please note

- Successful applicants will be required to demonstrate project outcomes through photos, reports, media releases, testimonials, etc.
- A letter of offer will be provided to successful applicants. The letter must be signed and returned as proof of acceptance.
- An acquittal form will be provided to the successful applicant which must be completed within twelve months from the date of notification of the grant. (If your organisation has received a Community Grant in the last financial year the acquittal must be completed by 20 March 2019 in order for your organisation to apply for any further funding.)
- The acquittal form must include proof of expenditure, including receipts and financial statements.
- The grant must be fully expended within twelve months from the date of notification of the successful application.
- Any funding not expended for the project must be returned to the Council.
- The financial support provided by the Council must be acknowledged wherever possible.
- Successful organisations agree to the Council using information from their project in its Annual Report and Council publications.
- To vary the purpose for the funds, written permission must be obtained from the Council.

APPLICATION FORMS AND FURTHER INFORMATION

Further information and application forms can be obtained via www.benalla.vic.gov.au or by contacting the Community Development Team on 5760 2600.

Applications must reach the Council by 5pm on Wednesday 27 March 2019.

If you require any assistance in preparing your application, please contact the Community Development Team.

Submitting your application:

To complete your application please remember to save a copy to your computer prior to emailing or posting your grant submission to the Council.

COMMUNITY GRANTS

B. APPLICATION FORM

SECTION 1 – APPLICANT DETAILS

1. Full name of Applicant Organisation:

Street Address:

Postal Address:

Email:

2. Name of contact person:

Position:

Contact Phone:

Email:

3. Is your organisation incorporated?

- Yes *(please attach a copy of the 'Certification of Incorporation')*
 No *(Ineligible to apply unless sponsored by an incorporated organisation)*

4. Are you applying in your organisation's own right or being sponsored?

Own right

Sponsored

If you are being sponsored by another organisation, please provide the following information regarding your sponsoring organisation. Please ask your sponsor to complete the questions below and attach a copy of their Certification of Incorporation.

Name of Sponsoring Organisation:

Street Address:

Postal Address:

Contact Name:

Position:

Contact Phone:

Email:

5. Does your organisation hold public liability insurance? Yes No

(Please note, public liability insurance is required for events. Please attach a copy of your public liability insurance cover)

6. Is your organisation listed on Who? What? Where? Benalla Yes No

This is a website that provides information about Services and Organisations which support the Benalla community. If you require further information please visit www.benallaservices.com.au

7. How long has your organisation been established?

8. How many members does your organisation have?

9. What are the primary services/activities provided by your organisation?

10. Does your organisation currently receive funding from any other source? Yes (specify below) No

eg. Federal, State, Council (including Fee Relief), Business Sponsorship, Community Organisation/Service Provider or Self-Generated

Funding body	Program	\$ Amount

11. Have you made, or do you intend to make, an application for a grant from any other sources (government or non-government) for this project or activity?

Yes (specify below) No

Funding body and program	\$ Amount

12. Please detail your organisation’s experience in managing grant funding.

(max 50 words)

13. Has your organisation received a grant, sponsorship or donation from the Council in the last 3 years?

Yes (specify below) No

Year awarded	\$ Amount	Purpose of grant	Date acquitted

SECTION 2 – PROJECT DETAILS

Describe only the project/event/item for which you are seeking funding.

(max 150 words)

Which target group/s will benefit from your project?

- | | |
|--|--|
| <input type="checkbox"/> Aboriginal and/or Torres Strait Islander people | <input type="checkbox"/> Men |
| <input type="checkbox"/> Older persons | <input type="checkbox"/> Women |
| <input type="checkbox"/> People with a disability | <input type="checkbox"/> Young people |
| <input type="checkbox"/> Rural and isolated | <input type="checkbox"/> Young Parents |
| <input type="checkbox"/> Culturally and linguistically diverse communities | <input type="checkbox"/> Disadvantaged (incl. homeless, low income and unemployed persons) |
| <input type="checkbox"/> Families | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Children | |

Describe how you determined the need for the project and who was involved in the consultation process.

If insufficient space, please attach a separate sheet to your application.

(max 100 words)

Describe how the project will benefit the broader community and enhance liveability rather than just benefiting the members of your organisation.

(max 75 words)

How will the broader community continue to benefit from the project after its completion?

(max 75 words)

Indicate whether this project will require ongoing funding. If so, describe how the project will be supported in the future to ensure its continued sustainability?

(max 75 words)

Will you be seeking or offering any in kind support for this project? (such as venue hire or club labour or materials)

(max 50 words)

Please provide details of risk management considerations and disability access provisions?

(max 50 words)

SECTION 3 – BUDGET

Please provide a detailed budget outlining the expected costs of the project.

<i>List all cash contributions and any other support (Including In-Kind)</i>		<i>Provide details of how you would spend the money</i>	
INCOME	\$	EXPENSES	\$
Income Total		Expenses Total	

Please note that Income and Expenditure totals should be the same value. Please make sure you include all anticipated income and costs.

Please provide a copy of your organisations latest Financial Statements to support this application

AMOUNT REQUESTED FROM THE COMMUNITY GRANT:

\$

SECTION 4 – CERTIFICATION

To be signed by the Chair, President or Chief Executive Officer of the applicant organisation.

I certify that to the best of my knowledge the statements made in this application are true.

I consent to the information contained within this application being disclosed to or by Benalla Rural City Council for the purpose of assessing, administering and monitoring my current and any future Council grant applications.

I understand that if the Council approves the grant, I will be bound by the contents of my application to carry out my project as I have described and my application will form part of my funding agreement with the Council.

Full name:

Position:

Signature: **Date:**

 **Please print and sign this page. Once completed you can scan and email, send via post or deliver in person along with the rest of your application. See page 13 for submission details.**

SECTION 5 – DECLARATION OF SPONSORING ORGANISATION

Only complete this declaration when you are being sponsored by another organisation.

I declare that, should funding be approved, I will take full responsibility for the financial management of the grant and will ensure that the project is delivered in accordance with the terms outlined in the funding agreement and that the conditions of funding are met.

Full name:

Position:

Organisation:

Signature: **Date:**

 **Please print and sign this page. Once completed you can scan and email, send via post or deliver in person along with the rest of your application. See page 13 for submission details.**

IMPORTANT NOTICE:

The Council is collecting your personal information so that we can process your request for a Community Grant. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. However, in order to perform the above functions, we may need to disclose your personal information to relevant Council Committees. By completing and signing this form and returning it to the Council, we will consider that you have given us your consent to manage your personal information in the manner described in the Council's Privacy Statement.

APPLICATION CHECKLIST

- Is your organisation eligible to apply?
- Have you answered all the questions as completely as possible?
- Is the budget section completed, and does it add up?
- Is the application signed by the appropriate authorised representative?
- Have you attached your Certificate of Incorporation?
- Have you attached your Certificate of Currency for Public Liability Insurance, if required?
- Have you attached a copy of your last financial statement?
- Have you attached quotes for any services or products required for the project?
- Have you included any letters of support for your project?
- Have you kept a copy of the application for your own records?

Please note: If your application form is submitted late, is incomplete or does not contain all the necessary documentation, it will be ineligible for funding.

**Please submit your completed application by
5PM, WEDNESDAY 27 MARCH 2019**



Email to:
council@benalla.vic.gov.au



Deliver to:
Benalla Rural City Council
1 Bridge Street East, Benalla VIC 3672



Post to:
Community Grants Program
Benalla Rural City Council
PO Box 227, Benalla VIC 3671



For questions regarding this application process please contact the Community Development Team on 5760 2600.

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