



COMMUNITY GRANTS 2021



We have moved our grant management process online. To apply for a Community Grant go to benalla.vic.gov.au/community-grants.



Do you need help with pulling your idea together? Don't have online access?

The Benalla Rural City Council Community Development team can help.

Please contact the 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 Annual Grants Program.

The Annual Grants 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 GRANT 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 fundraising 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

- Applications must be completed online at www.benalla.vic.gov.au/community-grants.
- 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 online acquittal 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 18 March 2021 in order for your organisation to apply for any further funding.)
- The acquittal 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 PROCESS AND FURTHER INFORMATION

- Applications must be completed online at www.benalla.vic.gov.au/community-grants.
- Applications must be submitted by 5pm on Friday 26 March 2021.
- If you don't have online access or if you need help with preparing your application, please contact the Community Development Team on (03) 5760 2600.