



# COMMUNITY SPONSORSHIP GRANT GUIDELINES

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## FUNDING GUIDELINES

The Community Sponsorship 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 SPONSORSHIP GRANT

This grant provides funding up to a **maximum of \$500 (in any financial year)** to support eligible projects, activities and events.

Applications can be submitted at anytime and are presented to the Council on a monthly basis. To meet approval timelines, applications should be lodged at least six weeks prior to the funding being required.

## ELIGIBILITY

### Eligible Applicants

- Incorporated community based and not-for profit groups and organisations, including local branches of state, national and international groups, trust funds and schools
- An unincorporated organisation sponsored by an incorporated organisation

### Ineligible Applicants

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

### Eligible Applications

Community development projects and activities including:

- Local community initiated activities and projects eg: local community barbeque or celebration
- Fundraising (conditions apply – refer to page 2)
- Venue or equipment hire – assistance covering hire of external facilities and equipment
- Subsidised use of Council facilities and resources eg: use of Town Hall, bin hire or movie tickets

### Ineligible Applications

- Core business and operational responsibilities of the organisation or projects which are the responsibility of other levels of government.
- Where the project or activity has already begun or has been completed.
- Projects which do not predominantly involve the Benalla Rural City community.
- Any events which are unable to secure required insurance coverage.
- Organisations that have already received a grant through the Community Sponsorship Program within the same financial year (this does NOT include organisations who have acted as an auspice for another group).



**Do you need help with pulling your idea together or completing the on-line application?**

Please contact Council's Community Development team on (03) 5760 2600 to chat about your idea or application.

## ASSESSMENT CRITERIA

All applicants will be assessed against the following criteria

- Is the organisation eligible to apply?
- Has the application been submitted before the project has commenced?
- Has the organisation previously received funding from the Council? (Preference will be given to organisations who have not received funding from the Council in the past two years.)
- What will be the community benefits of the project?
- Is there an identified community need for the project?
- 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?
- Does the applicant provide 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? (Community events only)
- Can the organisation effectively administer the grant within 12 months?

## TERMS AND CONDITIONS

- Applications must be made online at [www.benalla.vic.gov.au/Community-Grants](http://www.benalla.vic.gov.au/Community-Grants)
- A member of the organisation's executive must sign the application.
- All activities associated with the project must be legal and include all required permits.
- All grants must be used for the purposes outlined in the application.
- The grant must be fully expended within 12 months from the date of notification of the successful application.
- Successful organisations agree to the Council using information and images from their project/event in its Annual Report and other publications.
- Wherever possible, goods and services should be purchased from Benalla Rural City based providers.
- To ensure an equitable distribution of funds, fundraising events can only be funded for a period not exceeding two consecutive years, after which time it is expected that the fund raising event would be self funded.
- Photos demonstrating your activity in relation to this sponsorship grant would be welcome. Please contact the Community Development Team for more information.
- Support provided by Benalla Rural City Council should be acknowledged wherever possible and an invitation extended to the Mayor and Councillors to attend events by emailing [council@benalla.vic.gov.au](mailto:council@benalla.vic.gov.au)

### EXAMPLE BUDGET

**Volunteer labour** - labour provided for the project at no fee for the applicant group. Unskilled labour \$25 per hour, skilled labour \$45 per hour (if a quote/hourly rate cannot be obtained from service provider)

**In-kind donation** - services/goods donated at no cost to the applicant group

<b>INCOME</b>	<b>\$</b>	<b>EXPENSE</b>	<b>\$</b>
Grant amount	500	Shade sail & poles, footings, installation	250
Cash contribution from your	250	Bench seats X 3	600
Cash contribution from other bodies – local business donation	100	Landscaping & plants	470
Labour - Dave's Landscaping	220		
In kind donations - Plants from nursery	250		
<b>Income Total</b>	<b>1,320</b>	<b>Expense Total</b>	<b>1,320</b>