

Community Grant Guidelines

Background

Council values the significant contribution that community and not-for-profit groups deliver within our municipality. Council's grant programs aim to support applicants to deliver positive health and wellbeing outcomes, minor infrastructure projects, community events and projects that benefit the community.

Council provides the following grant giving programs:

Grant Category	Maximum amount Awarded	Funding Pool
Quick Response Grants (QRG)	\$750	\$15,000
Major Community Grants (MCG)	\$7,000	\$35,000
Minor Community Grants (CG)	\$3,000	\$60,000
Total funding pool		\$110,000

Council also awards grants through other programs including Major Event Funding and Social Connection Grants. Further information on funding amounts and when these grants are available can be found on Council's website.

Community Grant Objectives

The Community Grant Program aims to fund applications that:

- Align with key Council strategic documents such as the Council Plan, Community Vision, Municipal Public Health and Wellbeing Plan, Events and Tourism Strategies.
- Support community projects that contribute toward creating a healthy, vibrant and sustainable community.
- Increase tourism and economic development within the municipality.

Process overview

Both Major and Minor Community Grants are open once a year for a limited time frame.

Applications are assessed by an internal panel of three Council staff members. The panel's recommendations are then tabled for approval at a Council Meeting.

Eligibility

- Organisations may apply for both Major and Minor grants but can only receive funding from one program during the funding period.
- Organisations can only receive Major Community Grant Funding once every three years.

Eligible Applicants

To be eligible to apply for a Community Grant applicants must:

- be incorporated community based and not-for-profit
- be auspiced by an incorporated organisation (if organisation is unincorporated)
- be based or deliver services within the Benalla Rural City municipality
- have satisfactorily accounted to Council for the expenditure of any previous Council grants
- hold relevant insurances to administer the event or project
- comply with all relevant Local Laws, Australian and Victorian legislation.

Eligible Applications

- Upgrades or maintenance to community facilities
- Purchase of equipment specifically for the purpose of supporting programs or community access
- Community developed projects or activities
- Community events and celebrations
- Venue Hire or subsidised use of Council facilities
- Printing, advertising, translations and promotional costs
- Transport costs

Funding Exclusions

- Projects that do not involve the Benalla community
- Individuals or applications that only benefit individuals (for example scholarships, sponsorship, awards)
- Applicants whose primary activity is a 'fee for service' to the community
- Individual businesses, government agencies, political groups, religious groups and organisations
- Applicants who have received funding from the Major Community Grants category in the past three years (can still apply within the Minor Community Grant category).
- Applicants who have not adequately acquitted previous funding provided by Council

- Applications from Primary or Secondary Schools (Council encourages partnerships between Schools and community organisations, whereby the community organisation is the applicant)
- Applications that are considered by Council to be the funding responsibility of other levels of Government (State or Federal government agencies)
- Committees of Council (Council encourages applications from user groups)
- Community organisations that:
 - are in debt to Council and are not meeting the agreed repayment arrangements.
 - receive funding from other areas of council; except where funding is proposed for a different purpose
- Projects that have already started or have been completed
- Operational expenses such as insurance, rent, utility expenses. **Council may consider funding 'one-off' requests for Public Liability Insurance*
- Funding of prizes, donations, gifts, grant giving programs, award ceremonies and fundraising events **Council may consider funding these in some instances – contact Council staff to discuss*
- Projects that will have a negative impact on the environment
- Staff wages and salaries
- Projects that could be funded from other sources e.g. fees, sponsorships

Assessment Criteria

To determine which project applications will be recommended for funding, an assessment panel will consider each application against the following criteria:

- Is the organisation eligible to apply?
- Is the project sustainable? Will the project require additional / recurrent funding from the Council?
- Why is the project needed? How will it provide community benefit?
- How will your project support the funding program objectives?
- Community support for the project
- Is the budget realistic? Demonstrate value for money and include a detailed quote.
- Ability to deliver the project
- Equitable distribution, assessors will take into account the amount of funding received through Council grants over the previous three years to applicants. Focussing on ensuring that a variety of applicants have access to funding each year.

As part of their submission, applicants may be required to provide details including:

- 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?
- Does the organisation have appropriate insurance and a risk management strategy?
- Are there benefits to the broader community rather than just to the members of the applicant organisation?
- Organisation's banking details

Funding Terms and Conditions

- Applications must be submitted through [Benalla Rural City Council online grants portal](#).
- 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, include all required permits and comply with Child Safe Standards.
- Applicants must indicate all other sources of funding they have sought and/or received in relation to the project.
- Wherever possible goods and services should be purchased from Benalla-based providers.
- The financial support provided by Council must be acknowledged wherever possible.
- Successful applicants must complete an acquittal with evidence that the grant funding has been used for the purpose described in the application.
- Grant funds must be expended within 12 months of being awarded funds.
- Successful organisations agree to the Council using information from their project in its Annual Report and Council publications.
- All grants must be used for the purposes outlined in the application.
- Any variation to the use of the grant funding must be approved by Council.
- Further information on eligibility, assessment criteria and reporting requirements may be included within the online application process.

Online Application

We encourage anyone considering applying for a grant to discuss their application with the Community Development Team on (03) 5760 2600.

You can find the online application and more information about the grants program at <https://www.benalla.vic.gov.au/community/get-involved/community-grants-and-funding/>

Acquittal

An online acquittal must be completed through SmartyGrants at the conclusion of the funded activity. [Grant Acquittal How and Why Guide – March 2025](#)