



## 2021-22 Community Grants Program Guidelines Application Information

### What do we want to achieve through the Community Grants Program?

The Borough of Queenscliffe Community Grants Program is provided:

- To encourage and assist common interest groups to take an active involvement in the life of their community for the overall benefit of that community and its members
- To help communities to help themselves become stronger, more economically, environmentally and socially sustainable
- To enhance leadership and other civic skills within communities so as to enhance the capacity of those communities to address local issues and challenges and to build vibrant, healthy places.
- To develop a sense of community spirit, ownership and identity within communities.

The Borough provides grants to community organisations that support community, art and cultural projects and activities that enhance the well-being and quality of life of residents living in the Borough of Queenscliffe.

### Is your project or organisation eligible?

If you answer **YES** to **ALL** the following criteria then you are eligible to apply for a grant:

The project will

- ✓ Be managed through a legal entity such as an incorporated association.
- ✓ Benefit Borough of Queenscliffe residents
- ✓ Commence after 1 July 2021
- ✓ Be completed by 30 June 2022

Your organisation is

- ✓ A not for profit group
- ✓ Able to match the grant amount on a \$ for \$ basis, either in cash and/or through in-kind labour and materials
- ✓ Has an ABN or are willing to supply a statement of supplier form
- ✓ Submitting only one application  
(Please note that multiple components to the project are permitted)

*Whilst the maximum grant amount will be \$2000, Council reserve the right to consider funding for larger projects.*



## Who cannot apply?

- × Individuals (you will need to approach an organisation to auspice your project).
- × For profit organisations.
- × Any Committees of the Borough of Queenscliffe, including advisory committees and committees of management.
- × Organisations based outside the Borough, unless the project can be proven to be of benefit to Borough of Queenscliffe residents.
- × Organisations that have commenced projects prior to the allocation of funds.
- × Organisations applying for recurrent funding or operational costs.
- × Organisations who have not submitted a Community Grant Acquittal Form for projects that have received prior funding.
- × Religious organisations cannot apply for capital works projects, however applications can be made for programs that can be accessed by members of the wider community.

## How will your project be assessed?

Applications are assessed by the Community Grants Reference Group and final decisions are formally endorsed by Council. The Community Grants Reference Group will consist of at least one (1) Councillor, three (3) Community Members, and council officers as necessary.

Your project will be assessed according to the following criteria:

1. The project fits within at least one of the following **Funding Categories**;
  - Community Support and Inclusion  
eg. Projects, events or activities that address social isolation, accessibility and/or provide community celebrations or events.
  - Leisure and Recreation eg. Projects or activities that promote recreation, physical activity and participation.
  - Minor Equipment. Priority will be given to groups that demonstrate access for all, shared use of community facilities and equipment.
  - Arts and Culture  
Priority will be given to projects that strengthen participation in arts activities and contribute to the cultural life of our community.
2. The project effectively meets identified community need.
3. The project has clear and achievable objectives and outcomes.
4. The project demonstrates community involvement in its planning and implementation.
5. The project demonstrates that it is inclusive for people of all abilities.
6. The project has been accurately costed.
7. The organisation has the capacity to implement the project.



*Individual organisations can apply for one grant only. While multiple components to the project are permitted, Council reserves the right to consult with Committees of Management at multi-use facilities to determine the priority of projects.*

### **What are the conditions of the Grant?**

If your organisation is successful in obtaining a community grant you will be required to sign a funding agreement stating that your organisation will adhere to the following conditions while undertaking the funded project:

- Grants are allocated specifically for the project funded and cannot be used for any other purpose without prior formal written agreement from Council.
- Funds are required to be expended by 30 June 2022. Funds not expended by this date are to be returned to the Borough of Queenscliffe unless written permission is obtained from Council for an extension to the project.
- Grant funds allocated to the organisation are GST inclusive.
- Organisations are required to meet relevant government legislative requirements (e.g. Occupational Health & Safety Issues, Equal Opportunity, Workcover, planning and building permits as needed).
- Organisations are required to ensure volunteers are adequately covered by insurance.
- A Community Grants Acquittal Form and brief evaluation of the project must be submitted to Council one month after completion of the project.

*Please note that organisations will be ineligible for further grants if the Community Grants Acquittal process is incomplete. Council staff will be undertaking random audits of projects throughout the year.*



## How will you be notified about the result of the funding program?

All applicants will receive an acknowledgement of receipt of their application within 1 week of receipt. All applicants will be notified of the outcome of their application by mail within 8 weeks of the close of applications. Successful applicants will be required to sign a funding agreement that outlines the conditions of the grant. A Community Grants Presentation Ceremony will be conducted to recognise all successful grant recipients.

<b>Dates to Remember</b> 3 <sup>rd</sup> May 2021 - Applications Open 25 <sup>th</sup> May 2021 – Grant writing hints and tips workshop 18 <sup>th</sup> June 2021 - Applications Close Mid August – Applicants notified of outcome. Presentation Ceremony for successful applicants	<b>Need Assistance?</b> Please contact the Community Development Team by phoning 5258 1377 or emailing <a href="mailto:info@queenscliffe.vic.gov.au">info@queenscliffe.vic.gov.au</a>
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*If your application does not fit the eligibility criteria but you think it is worthy of consideration for funding, please contact the Community Development Team on 5258 1377, or by email at [info@queenscliffe.vic.gov.au](mailto:info@queenscliffe.vic.gov.au), to discuss the merits of your project.*

