



Community Assistance Fund 2022-2023

New guidelines and grant management portal



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Community Assistance Fund (CAF) 2022-2023

New guidelines

A review was carried out of this fund at the end of 2021 in response to Community requests and Council direction resulting in new guidelines and grant management portal.



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New CAF guidelines

Before starting your application:	You MUST contact Council Project Officer prior to discuss their application on 1300 656 564
Fund to be open:	1 August 2022 to 14 April 2023 (Or until funds expended)
Funding categories:	4 categories (Equipment, Community Strengthening, Capital Works & Funded Organisation Program)
Under \$5,000 applications:	Assessed every 6 weeks
\$5,000 to \$30,000 Applications:	Assessed at November and May Ordinary Council Meeting
Capital Works applications:	Expressions of Interest to be received by 9th of November 2022 and presentations to Council workshop in early 2023
How many applicants can be made?	Only one application per year per applicant is permitted under each funding stream
Acquittal:	Funds need to be acquitted 12 months from the date of the Funding Agreement
Who can apply?	Applicants must be located within the Moyne Shire boundaries or benefits of funding be predominately for Moyne Shire residents and communities. Commercial and business entities and works on commercial property are ineligible.
When can your project start?	No retrospective funding will be provided for activities, programs and projects that have already started or are completed prior to application.
For more information, guidelines and application:	https://www.moyne.vic.gov.au/Our-Community/Community-Grants/Community-Assistance-Fund

Funding Categories

1. Equipment

Funding stream	Up to \$5k (Project total cost)	\$5k - \$30k (Project total cost)	Over \$30k (Project total cost)
Equipment	No applicant contribution required	\$1: \$1	Capital works bid to Council

- Acquisition of equipment:
 - Used for facility maintenance such as mowers, trailers and maintenance tools
 - Used for delivering activities such as electrical, sporting & IT equipment, appliances, furniture, BBQs.
 - Safety and first aid such as goal post padding.
 - Protection and promotion of the natural environment such as tools and volunteer equipment.
 - Ongoing maintenance costs are NOT eligible for funding
 - In-Kind contributions have been removed as this element cannot be quantified and is not auditable
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Funding Categories

2. Community Strengthening

Funding stream	Up to \$5k (Project total cost)	\$5k - \$30k (Project total cost)	Over \$30k (Project total cost)
Community Strengthening	No applicant contribution required	\$1: \$1	Not eligible

- Governance, strategic planning, professional development, conference registration fees or special activities / programs
- Leisure and wellbeing activities that promote fitness and physical activity through sport and recreation activities or which promote and support the health and wellbeing within the Shire.
- Coaching clinics and education courses for Officials, Administrators or relevant community members that must be delivered by a recognised body or agency.
- Projects that support the cultural and social diversity of the community or assist the integration of people who have limited opportunities to participate.
- Programs that directly support the health, wellbeing and inclusion of young people (15-25 years) living in the Shire
- In-Kind contributions have been removed as this element cannot be quantified and is not auditable

Funding Categories

3. Capital Works

Funding stream	Up to \$5k (Project total cost)	\$5k - \$30k (Project total cost)	Over \$30k (Project total cost)
Capital Works	\$1:\$1	\$1: \$1	Capital works bid to Council (22 November 2022)

- Repair or renewal of existing facilities such as roofing, fencing, painting and other asset improvements.
- Upgrade or development of new amenities or addition such as an accessible toilet, veranda, access ramps, storage and shedding
- Development of concept plans, building plans, asbestos audits, quantity surveyor costings, architect fees, planning and building permit fees and similar as part of project planning or implementation
- Other structures that would be regarded as permanent fixtures, or works / projects that require a planning, building or other statutory permit
- Energy efficiency and environmentally sustainable initiatives such as solar power or installation of rainwater tanks, water saving devices and irrigation systems.
- In-Kind contributions have been removed as this element cannot be quantified and is not auditable

Funding Categories

4. Funded Organisation Program

Funding stream	Up to \$5k (Project total cost)	\$5k - \$30k (Project total cost)	Over \$30k (Project total cost)
Funded Organisation Program	\$1:\$1	Greater than \$5K are not eligible	Not eligible

- All applicants who receive or have access to standard or regulatory-based funding must apply under this stream for projects or programs.
- Applicants must:
 - Be based in Moyne and / or
 - Run the program or activity in Moyne directly for the benefit of Moyne residents
 - Organisations or agencies must be community-based, not-for-profit
- These applicants can include:
 - Cemetery Trusts, Emergency services, School Councils, Health and wellbeing organisations, Leadership, arts, cultural, sport, recreation or environmental programs and service, Youth services, Church groups
- A total of \$50,000 has been allocated to this funding stream under CAFs and a maximum of \$2,500 per year per applicant is available.
- In-Kind contributions have been removed as this element cannot be quantified and is not auditable

Grant Application Portal

Link to Client portal - <https://msc-cp.enquire.cloud/rounds> found on Council website on Community Assistance Fund page

Instructions for setup:

1. Enter organisational details to become a client including:
 - Contact details
 - ABN and incorporation number (where applicable)
 - Postal Address
2. Once client is registered, you will receive an email to verify your password. Click on this link which will take you to login page and once this is completed you will see a 'Grants Available' page.



Grant Application Portal

Link to Client portal - <https://msc-cp.enquire.cloud/rounds> found on Council website on Community Assistance Fund page

Please follow these 7 steps to register your organisation which will then allow you to apply for funding.

1. Select **Login Or Sign Up** to begin the registration process.
2. Complete your details on the **Register** tab and select **Get Started**.



Grants & Funding

Login or Sign Up

LOGIN

REGISTER X

First Name

Peter

Last Name

Power

Phone

0455555555

Email

peter.power@example.com

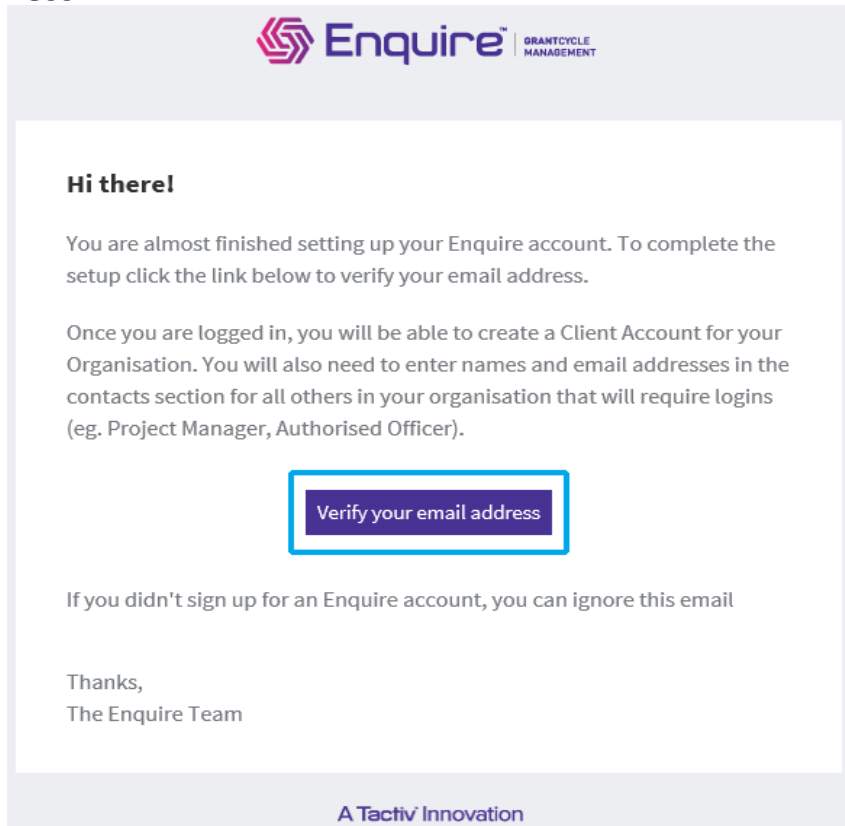
Password

Confirm Password

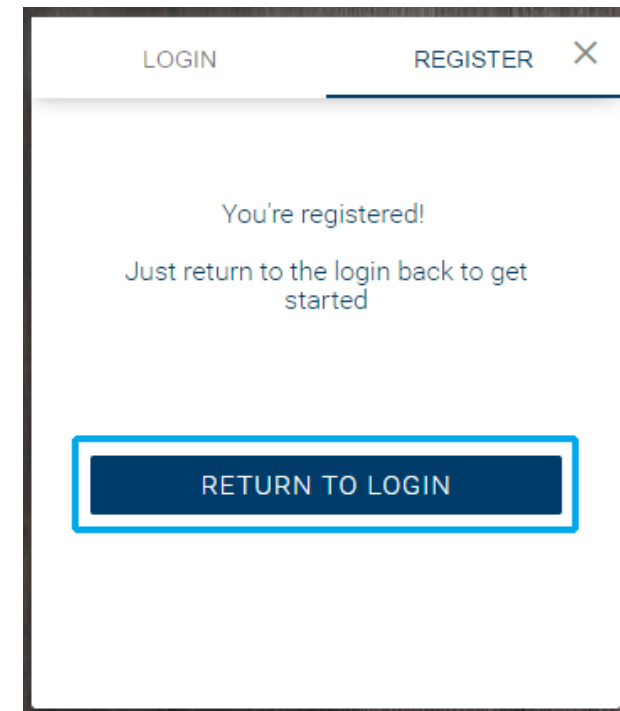
GET STARTED

Grant Application Portal

3. You will now be sent an email to the email address you used to register which you will need to open and select **Verify your email address**.

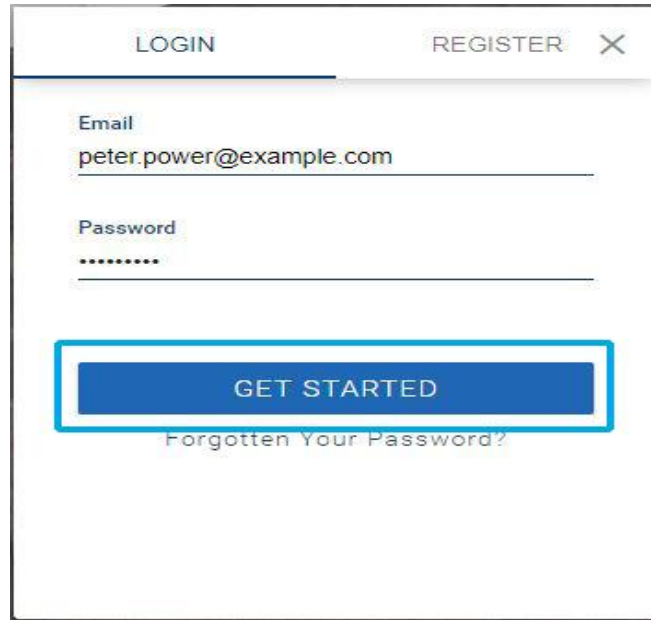


4. A new browser tab will open advising **Your're Registered**, select **Return to Login** to login.



Grant Application Portal

5. Enter your credentials and select **Get Started**.



A screenshot of a login form titled 'LOGIN' with a 'REGISTER' link and a close button. The form contains two input fields: 'Email' with the text 'peter.power@example.com' and 'Password' with masked characters '*****'. Below the fields is a blue 'GET STARTED' button, which is highlighted with a red rectangle. Underneath the button is a link that says 'Forgotten Your Password?'.

6. Now you are logged into the Client Portal **your name** will display in the top right corner of the window.




Grants & Funding

Peter Power ▼





Grants Available

[Open](#)


Community Assistance Fund Under \$5,000

Applications Open 25/7/2022 7:00 AM
Applications Close 228 Days

[View Details](#)

Total Project Cost: Under \$5000

It is essential you contact your relevant Moyne Shire Project

[Open](#)

Community Assistance Fund \$5,001 to \$30,000 (Funding provided on a \$1 for \$1 basis)

Applications Open 26/7/2022 6:00 AM
Applications Close 259 Days

[View Details](#)

Total Project Cost: \$5001 - \$30000

[Open](#)

Community Capital Works Expression of Interest

Applications Open 26/7/2022 7:00 AM
Applications Close 124 Days

[View Details](#)

Total Project Costs over \$30,000

Applications open 1 August 2022 and close 30 November

7. Now you will have access to the Grants Available page with information on different funds and link to applications. Click on 'View details' button for the relevant application and then 'Apply' button at the top.

Grant Application Portal

Once your organisation is registered follow link - <https://msc-cp.enquire.cloud/rounds> and choose applicable fund in Grants Available

Instructions for application:

1. Follow the questions in the application form and be sure to answer the mandatory fields marked with an asterix & upload supporting documentation where requested including organisations:
 - Public Liability Insurance Certificate
 - Current bank statement
 - Quotations
2. Other supporting documents that are not mandatory but advantageous are letters of support, site maps or designs and letters of consent from land owner.
3. Applicants will receive email notification that application has been submitted and a word document of application attached.
4. Successful applicants will then receive via email the funding agreement and acquittal form as well as reminder notifications.

Community Assistance Fund process

Once your application is submitted:

1. An email notification is sent to acknowledge application with word document of application attached
2. Project Officer will follow up with any questions or supporting documents required
3. Applications will be assessed against pre-determined evaluation criteria
4. Applicants under \$5000 will be notified in 6 weeks of whether application was successful or not and why. Applicants over \$5,001 to \$30,000 will be notified after the November and May Ordinary Council Meeting
5. Successful applicant will receive Funding Agreement for signing/acknowledgement
6. Purchase order will be provided in the Funding Agreement to successful applicant to submit invoice for approved funding allocation
7. Acquittal Form and required information will be sent to applicant to complete project and return within 12 months of receiving Funding Agreement



Local Philanthropic Funding Sources

South West Community Foundation – normally opens around February – apply up to \$5,000 (Isobel and David Jones Foundation & Rena and Fletcher Jones Foundation also administered via SW Community Foundation)	https://www.southwestcommunityfoundation.org/grants/apply-for-a-grant
A L Lane Foundation – applications considered quarterly - 10 March, 10 June, 10 September or 10 December	https://www.theallanefoundation.org.au/
Thomas O'Toole Foundation – via Sinclair Wilson, Warrnambool	fmel@sinclairwilson.com.au
Ern Hartley Foundation - via Sinclair Wilson, Warrnambool	fmel@sinclairwilson.com.au
A & H Graham Foundation - via Sinclair Wilson, Warrnambool	fmel@sinclairwilson.com.au
Ray and Joyce Uebergang Foundation - applications considered quarterly - 10 March, 10 June, 10 September or 10 December	https://www.uebergangfoundation.com.au/uebergang_foundation_application.pdf
Gwen and Edna Jones Foundation	https://www.jonesfoundation.com.au/guidelines.php
Visit https://www.moyne.vic.gov.au/Our-Community/Community-Grants/Other-Community-Grant-Opportunities for other current funding opportunities	



Contact Grant Officers:

Angela Northcott – 0427 827 475

Shelley Firth – 0428 123 757

cafs@moyne.vic.gov.au



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