

Moyne Shire Council

COMMUNITY Grants

Community Assistance Fund

2026 - 2027 Program Guidelines

Round 1

Applications open: 24 August 2026

Applications close: 18 September 2026

Applications assessed at October Ordinary Council Meeting on 28 October 2026

Round 2 (if funds are not expended in Round 1)

Applications open: February 2027

Applications close: March 2027

Applications assessed at April Ordinary Council Meeting on 27 April 2027



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Purpose of the Community Assistance Program

Through the Moyne Shire Council's Community Grants Program, Council aims to build stronger communities and deliver benefits to residents and visitors. The Program assists to deliver on the following:

Council Plan 2025-2029:

Connect and activate our communities through an increase in community led initiatives supported by Council.

Youth Strategy 2024:

Encouraging youth-led initiatives that directly impact Moyne Shire communities by empowering young people to actively participate in community life. This involvement strengthens their sense of connection, enhances overall wellbeing, and supports access to opportunities that build skills, confidence, and capability.

My Moyne, My Future 2040:

Describes the desired future based on shared values, goals and priorities to ensure Moyne Shire continues to grow more prosperous, connected, inclusive and resilient.

This program aligns with Council policies and plans such as Disability Inclusion and Access Plan, Aboriginal Engagement & Partnership Plan, Fair Access Policy and the Youth Strategy.

Applicants should demonstrate in their application the economic, visitor, social, health and environmental benefits of their project to the applicant, the community and Moyne Shire Council.

Council recognise Community Assistance Fund contributions help community groups and youth achieve their goals and objectives and as such, these groups will prioritise projects for application – **one application per financial year is permitted**

Council may request additional information about individual applications.

Community Assistance Fund Program Funding Structure

	COUNCIL CONTRIBUTION	
	Up to \$4000 (Total cost)	\$4,001 and over Maximum contribution from Council is \$15,000
Funding stream	COMMUNITY CONTRIBUTION	
Equipment	No applicant contribution required	\$1: \$1
Capital Works	No applicant contribution required	\$1: \$1
Community Strengthening	No applicant contribution required	\$1: \$1
Youth	No applicant contribution required	Not Eligible
Funded Organisations	No applicant contribution required	Not Eligible

****In-kind contributions**

In-kind contributions are not included in program budgets and cannot be applied to project costs or budgets. All budgets are direct cost-based only.

Key information

ROUND 1

Round 1 open: **August 2026 @ 10am**

Round 1 close: **September 2026 @ 5pm**

Applications to be approved at the October 2026 Ordinary Council Meeting

ROUND 2 (pending remaining funds)

Round 2 open: **February 2027**

Round 2 close: **March 2027**

Applications to be approved at the April 2027 Ordinary Council Meeting

Program Officers

Contact Program Officers before applying to confirm your application is eligible.

Telephone enquiries **1300 65 65 64**

Email cafs@moyne.vic.gov.au

Community Strengthening	Community Development Officer	Graeme.twaddle@moyne.vic.gov.au
Sports & Recreation	Sport & Recreation Officer	angela.northcott@moyne.vic.gov.au
Youth	Next Gen Development Officer	lee.malady@moyne.vic.gov.au

Online applications

All applications are completed online. Access is available at:

<https://www.moyne.vic.gov.au/Our-Community/Community-Grants/Community-Assistance-Fund>

Before you start

- Check your eligibility – use the funding guidelines.
- Youth led applications need to be sponsored by an incorporated not for profit organisation or school.
- Talk to Us! Applicants must engage with a Council Program Officer, to seek advice and support prior to making a submission. If the application is deemed a large capital item the program officer may require you to complete an asset management framework request.
- Check you have all required documents ready to upload and your budget.
- Answer all sections of the application form and focus on clear project justifications.

***Note that information contained in grant applications may be used in Council promotional material.*

Feedback

Feedback on the Community Grants Program and the application process is always welcome. Please address your comments to the Program Officers using details above.

Child Safe Policy

Statement of commitment

Moyne Shire is committed to being a child safe organisation and has zero tolerance for child abuse. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. We are dedicated to ensuring we provide a culturally safe environment, embedding wellbeing, psychological safety and empowering children about their rights, equity and respect. We ensure this is reflected across physical and online environments. We aim to create enriching experiences for young learners and want all children to feel safe, happy and empowered. We have a commitment to the cultural safety of Aboriginal and Torres Strait Islander children, culturally and linguistically diverse children, and to the safety of children with a disability

Link: <https://www.moyne.vic.gov.au/Your-council/Publications/Policies/Child-Safe/Child-safe>

Program timelines

The following table provides a guide to key dates for the program. These timelines may be subject to change and applicants will be advised accordingly.

Groups are encouraged to continue to check the grants page on Council's website for any changes / updates to key dates:

<https://www.moyne.vic.gov.au/Our-Community/Community-Grants/Community-Assistance-Fund>

ACTIVITY	KEY DATES
ROUND 1	Open: August 2026 Close: September 2026
ROUND 2 (pending remaining funds)	Open: February 2027 Close: March 2027
Assessment period	Applicants will be advised after the Ordinary Council Meeting in October 2026 and April 2027
Funding agreement	Following formal funding approval, applicants will receive an email notifying them of the Funding Agreement available via the grant portal and a purchase order number. Funding will be released upon receipt of the issued invoice from the organisation, quoting the relevant purchase order.
Acquittal of funds	Within 3 months of the date of the funding agreement for Under \$4,000 application. Within 8 months of the date of the funding agreement for \$4,001 and over applications.

Community Assistance Fund assessment guidelines

Objectives:

- Progress community driven projects that improve the quality and accessibility of community managed facilities in the Shire and enable fair access and equitable use for all genders and abilities.
- Improve and enhance equipment that is available to support the delivery of community activities, programs and services.
- Increase the range of, and access to recreational, social, cultural and environmental activities, programs and services and creative pursuits
- Support capacity building initiatives and socially responsible community activities.
- Support community group projects that can provide maximum benefit to the Moyne community.

What can be funded:

Equipment

- 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, etc.
- Used to promote safety and first aid such as goal post padding.
- Use to protect and promote the natural environment such as tools and volunteer equipment.

Capital Works

- Repair or renewal of existing facilities such as roofing, fencing, painting and other asset improvements.
- Upgrade, development or renewal of infrastructure that addresses known barriers to participation and use of the facility including gender equitable amenities, accessible toilet, veranda, access ramps.
- Development of concept plans, feasibility study, 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

Community Strengthening

- Governance, strategic & facility planning, professional development, conference registration fees or special activities / programs that support the sustainability and professionalism of community groups and associations and promotes diverse representation.
- Leisure and wellbeing activities-which promote and support the health and wellbeing of residents and groups 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. These courses should encourage diverse participation.
- Projects that create opportunities for participation, leadership and raise awareness for women and girls and people with a disability.

Funded Organisations Program

Applicants who receive or have access to standard or regulatory-based funding or receive funding from a government authority *must* apply under this stream for projects or programs in the Equipment and Community Strengthening Streams. (Capital Works are ineligible)

This funding stream is specifically available to the following community-based, not-for-profit organisations:

- Cemetery Trusts
- Volunteer Health and Emergency Services
- School Councils
- RSL's

No other organisation types are eligible to apply under this funding stream.

Eligible organisations can apply for funding of up to \$4,000 for projects or programs under the Equipment and Community Strengthening Streams. Capital Works projects are not eligible.

Applicants must:

- Be based in Moyne.
- Provide evidence demonstrating that the project or program cannot be funded through other available funding sources.

Please note that funding is not available for wages, salaries, insurance costs, or other expenses associated with the delivery of an organisation's core services.

Youth Led Initiatives

These grants aim to empower young people aged 16–25 to take the lead in creating activities that improve skills, increase opportunities, and promote wellbeing among their peers. Funding is available for a wide range of programs that make a positive impact on local youth and the broader Moyne Shire community. Youth-Led Grants support innovative, youth-driven projects that are conceived, designed, and delivered by young people, for young people, while contributing to positive community outcomes across the Moyne Shire region.

- Youth-led projects that promote skill development, leadership, and personal growth
- Initiatives that create new opportunities for young people in Moyne
- Programs or small events that improve physical, mental or social wellbeing
- Activities such as workshops, training sessions, forums, or creative showcases
- Small scale youth led capital projects/equipment for youth shared spaces.

Eligibility:

- Applicants must be aged between 16–25 years old, applicants can be from an individual or group.
- Must live, work study or recreate in the Moyne Shire region
- Projects must demonstrate benefit to the community
- Individual applicants must have the support of an incorporated not-for-profit organisation or educational organisation to act as a sponsor or mentor for the grant application

Who Can Apply Checklist?

Eligible applications

To be considered for funding, the following items apply:

- ☐ Only one application per financial year per applicant is permitted.
- ☐ Applications must be made through the Moyne Shire Council online grant portal (<https://msc-cp.enquire.cloud/rounds>) and provide all supporting documentation when submitting the application. If an applicant has difficulty accessing the program, please contact one of the Program Officers.
- ☐ Be an incorporated organisation or community group or be auspiced by an incorporated association. An incorporated organisation can auspice applications on behalf of multiple groups in one financial year.
- ☐ Funded organisations including RSL's School Councils, Health and Emergency Services-Volunteers and Cemetery Trusts can apply but must show their project cannot be funded by another entity.
- ☐ Youth-led applicants must be supported by an incorporated not-for-profit organisation or educational organisation. Young people will submit the application in collaboration with sponsor organisation
- ☐ Be located within the Moyne Shire municipal boundary or if an external group, clearly demonstrate predominant benefit to Moyne communities and residents.
- ☐ Clearly demonstrate the need for Council funding
- ☐ Applicants must have acquitted any previous funding provided under this program before applying
- ☐ Enter into a funding agreement with Council and fully acquit funds within 3 months from date of Funding Agreement for the Under \$4,000 applications and within 8 months of date of Funding Agreement for the \$4,001 and over applications, unless otherwise formally agreed with Council.
- ☐ Applicants are to provide an Australian Business Number (ABN) unless proof is supplied they are exempt whereby, a "Statement by a Supplier" form should be completed and forwarded with the application.

Ineligible applications

The following applicants or projects are not eligible for funding. This applies to all funding streams under the Community Assistance Fund.

- ☐ If you have not discussed your project with a Program Officer, your application will not be considered for funding.
- ☐ Previous Council funding has not been fully or appropriately acquitted/reported or there are outstanding debts, financial or other disputes with Moyne Shire Council.
- ☐ Commercial and business entities and individuals, unincorporated groups and for-profit organisations are not eligible to apply.
- ☐ Capital projects proposed on private land or property, including permanent storage of equipment.
- ☐ Seeking retrospective funding for activities, programs and projects that have already started or are completed.
- ☐ The requested funding would otherwise be covered by insurance, or for programs and events that are more suited to funding by another level of government or agency.

- ☐ Activities or programs that would be better suited for funding under Council's Festivals and Events Program or other Council funding programs.
- ☐ The project promotes the gambling industry, religious beliefs, discriminatory or political party views for the purpose of advocacy or membership growth, which have the potential to harm the community.
- ☐ Have received funds for the current project or activity from other Moyne Shire Council contributions.
- ☐ Your project or activity is not going to be delivered within 3 months (Under \$4,000) or 8 months (\$4001 and over) of the date of your funding agreement unless otherwise formally agreed by Council.
- ☐ Applicants cannot apply for costs associated with travel, prizes and awards, administration, recurrent operational costs including insurance, staffing, wages and utilities.
- ☐ A project, event, service or activity which in the opinion of the assessment panel would be better funded by State or Federal Government, or by corporate sponsorship or a philanthropic trust.
- ☐ Representative participation in sporting or recreation events.

Other key considerations

- ☐ An application that meets the key selection criteria is not guaranteed funding and once the initial grant has been approved, no additional Council funding will be provided to meet cost escalations, or over-runs of the project.
- ☐ The Grant recipient will promptly advise Council of any changes to the project, funding structures, timelines or other factors that may affect the project and / or grant under the terms and conditions of the Funding Agreement between Council and the applicant.
- ☐ If you are not incorporated and would like to become incorporated, you can contact the Office of Consumer Affairs Victoria on 1300 558 181 or visit www.consumer.vic.gov.au.
- ☐ Applicants that have taken steps to attend Council directed training and education opportunities will be considered favourably.
- ☐ Should project costs be less than those submitted in the over \$4,000 application, an adjustment to the funding provided by Council will be made in line with funding structures. This will form part of the project acquittal stage.

Program Officers can advise you about aspects of your project such as planning, timeframes, management and implementation:

Important considerations:

- ☐ Do you need a planning or building permit?
- ☐ Do you need land or asset owner permission?
- ☐ What about quotes for works and services?
- ☐ How will funds be paid and distributed if you are successful?
- ☐ Who will be responsible for the asset or works once installed and any ongoing costs?
- ☐ Are you covered for insurance?
- ☐ Are there other funding programs that you could apply for to contribute to income for your project?

****Building relationships with funding providers is also good business, and it helps Program Officers to be aware of and understand your project before receiving your application.**

Key application documents checklist

Mandatory documents

- ☐ Supplier quotes for services, products and other project costs
- ☐ Your most recent annual financial statements such as treasurers report or current bank statements (this is not required for youth led initiatives)
- ☐ Current Public Liability Insurance Certificate.

In most circumstances, Council requires applicants to hold current Public and Products Liability Insurance (unless you are covered under Moyne Shire Council's policy) to protect against legal liability for third party injury, death and/or damage to property caused by an occurrence in connection with the applicant's activity. You can purchase public and products liability insurance from any insurance provider deemed appropriate for the activity in connection with the funding or by contacting Local Community Insurance Services (<https://www.localcommunityinsurance.com.au/>), call 1300 853 800 or email insurance@lcis.com.au). Council provides one off event insurance if required.

Other documents where applicable

- ☐ Evidence of land / asset owner permission
- ☐ Permits and approvals if confirmed or references to applications required.
- ☐ Confirmation of any other funding sources being provided to the project or applied for but not yet confirmed
- ☐ Supporting documentation such as letters of support, project plan, site plan, design plans and any other relevant documentation.

If permits and approvals are yet to be undertaken, confirmation in the form of quote from building surveyor or email from Council's planning team are required.

Assessment Criteria

*Officers that are part of the assessment panel must declare a conflict of interest prior to review.

Evaluation Criteria – Under \$4,000		Yes/ No
1	Does the application meet all of the funding guidelines and submission requirements?	
2	Has a quote been provided?	
3	Financial statement provided (youth led initiatives exempt)?	
4	Does the application clearly demonstrate need and community benefits of the project?	
5	Are there any ongoing implications for Council from the funding such as, ongoing maintenance costs, asset ownership/management, risk and insurance, reputational issues etc. for Council?	
6	Has this applicant previously applied to the Community Assistance Fund stream in this financial year?	
6	Has the group received funding from the Community Assistance Fund Program in the last 3 years (including this financial year)	
7	Have previous projects been acquitted by this applicant?	

Evaluation Criteria - \$4,001 and over		Weighting
1	Does the application meet all of the funding guidelines and submission requirements including pre-submission discussion, permits, quotes and other documentation?	0 - 10
2	Does the budget include all associated costs e.g. installation, permits. Are all contributions confirmed with letters, financial statements, external funding applications, etc.?	0 - 10
4	Are there any implications for Council from the funding / project such as project implementation, ongoing maintenance costs, asset ownership/management, risk and insurance, reputational issues etc.?	0 - 10
5	Does the applicant demonstrate a need and benefits of the project? Such as economic, social, environmental, participation or cultural benefits that support resilience of Moyne communities.	0 - 10
6	Does your organisation demonstrate the capacity to deliver the project?	0 - 10
	What extent does the project facilitate equitable access and inclusion?	0 - 10
7	Has the group been funded in the last 3 years from this Program?	Y/N
8	Is this project for a Council or Community Asset Committee asset?	Y/N

Next Steps (if your project is approved)

Agreements, payments and acquittals

Successful applicants will be sent the following:

- ☐ Confirmation email with instructions for signing Funding Agreement and Completion Report in the online grant portal.
- ☐ New Supplier form if your organisation's financial details have changed.

****Successful applicants are required to develop an invoice to Council and quote the designated purchase order number and bank account details as per the instructions in the confirmation email, then forward to the Program Officers.**

Acknowledgement guidelines

Applicants will be required to acknowledge Moyne Shire Council's funding support provided through the Community Grants Program.

An approved logo should be included on appropriate materials including but not limited to project collateral, media releases and signage.

The Grant recipient must liaise with Moyne Shire Council to coordinate any announcements related to the project:

1. Any press releases or announcements regarding the project should recognise Moyne Shire Council's contribution, support, and the nature of funding, e.g. the Community Grants Program.
2. Any promotional material or other information such as newsletters published for the project should acknowledge Moyne Shire Council's contribution and support and the nature of funding, e.g. the Community Grants Program. Moyne Shire Council will provide their logo upon award of projects.
3. Recognise Moyne Shire Council at any activity recognising the building, upgrade or celebration of the project and provide invitations to Moyne Shire Councillors.
4. Council reserves the right to publicise any aspect of the activity associated with its Community Assistance Funding program. Recipients must assist Council with publicity as required and adhere to the accompanying Moyne Shire Acknowledgment Guidelines.



Port Fairy Office

Princes Street, Port Fairy

Mortlake Office

1 Jamieson Avenue, Mortlake

Phone: 1300 656 564

Email: moyne@moyne.vic.gov.au

  @moyneshirecouncil

www.moyne.vic.gov.au