



Moyne Shire Council

COMMUNITY

Grants

Community Assistance Fund

2023- 2024 Program Guidelines

Round 1

Applications open: Tuesday 1 August 2023 @ 10am
Applications close: Monday 11 September 2023 @ 10am

Round 2

Applications open: Thursday 1 February 2024 @ 10am
Applications close: Monday 11 March 2024 @ 10am



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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 2021-2025:

Promote grants and funding support through the Community Assistance Fund and the Festivals and Events Fund for community led projects, facility improvements and local health and safety initiatives.

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.

Applicants should demonstrate in their application the economic, visitor, social and environmental benefits of their project to the applicant, the community and Moyne Shire Council. Particular reference to local supply of goods and services in your application in support of our local businesses and providers is favourable. Applicants must also consider and describe how their project encourages and supports the principles of access and equity.

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

Council may request additional information about individual applications.

Community Assistance Fund Program Funding Structure

	COUNCIL CONTRIBUTION	
	Up to \$3,000 (Total cost)	\$3,001 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
Funded Organisations Program (Note: does not include capital works projects)	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 opens: **1 August 2023 @ 10am**

Round 1 closes: **11 September 2023 @ 10am**

Applications to be approved at October Ordinary Council Meeting

ROUND 2

Round 2 opens: **1 February 2024 @ 10am**

Round 2 closes: **11 March 2024 @ 10am**

Applications to be approved at April Ordinary Council Meeting

Program Officers

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

Angela Northcott Cultural and Community Development Support Officer

Shelley Firth Community Development Officer

Telephone enquiries 1300 65 65 64

Email cafs@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.
- Talk to Us! Engage with Council's Program Officers, to seek advice and support prior to making a submission.
- Check you have all required documents ready to upload and your budget balances.
- 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.

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: 1 August 2023 Closes: 11 September 2023
ROUND 2	Open: 1 February 2024 Closes: 11 March 2023
Assessment period	Applicants will be advised after the Ordinary Council Meeting in October and April
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 2 months of the date of the funding agreement for Under \$3,000 application. Within 8 months of the date of the funding agreement for \$3,001 and over applications.

Community Assistance Fund assessment guidelines

Objectives:

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

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 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, 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 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 that promote fitness and physical activity through sport and recreation activities or 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 encourage diverse participation.
- Projects that support the cultural and social diversity of the community or assist the integration of people with recognised participation barriers.
- Programs that directly support the health, wellbeing and inclusion of young people (15-25 years) living in the Shire

Funded Organisations Program

- All applicants who receive or have access to standard or regulatory-based funding must apply under this stream for projects or programs in the Equipment and Community Strengthening Streams. (Capital Works are ineligible) Applications up to \$3,000.
- 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
 - Not for Profit Health and wellbeing organisations
 - Leadership, arts, cultural, sport, recreation or environmental programs and services
 - Youth services
 - Church groups

****Wages, salaries and other on-costs associated with the delivery of core services will not be funded**

Who Can Apply Checklist?

Eligible applications

In order to be considered for funding, the following items apply:

- ☐ 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. 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.
- ☐ 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 2 months from date of Funding Agreement for the Under \$3,000 applications and within 8 months of date of Funding Agreement for the \$3,001 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.
- ☐ Only one application per year per applicant is permitted.

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 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 religious, discriminatory or party political views for the purpose of advocacy or membership growth.
- ☐ 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 2 months (Under \$3,000) or 8 months (\$3001 and over) of the date of your funding agreement unless otherwise formally agreed by Council.
- ☐ Applicants cannot apply for costs associated with travel, administration, recurrent operational costs including staffing, wages and utilities.
- ☐ 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 Grantee 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.
- Should project costs be less than those submitted in the over \$3,000 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:

- ☐ 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?
- ☐ 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 financial statements such as treasurers reports or bank statements
- ☐ 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. 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.
- ☐ 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 map, site plan, design plans and any other relevant documentation.

Assessment Criteria

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

Evaluation Criteria – Under \$3,000		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?	
4	Does the application clearly demonstrate need for Council funding?	
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?	
7	Have previous projects been acquitted by this applicant?	

Evaluation Criteria - \$3,001 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 and are all co-contributions confirmed through letters, financial statements 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. for Council?	0 - 10
5	Does the applicant demonstrate a need for funding from Council and have the capacity to deliver the outcome?	0 - 10
6	Does the application demonstrate benefits for the Moyne wider community such as economic, social, environmental, participation or cultural benefits that support resilience of communities?	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 COM asset?	Y/N
9	If yes, is the project a renewal allocation?	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 Acquittal 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 Grantee 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.
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. The Grantee is required to acknowledge the funding support provided by Moyne Shire Council using the following terminology: 'Project Supporter'.

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.



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