

Community Strengthening 2021 Round 1 & 2 Grant Guidelines



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ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges the Wadawurrung Traditional Owners of the land where we live, work, and meet. We pay our respects to the Wadawurrung Elders past, present and emerging and extend our respect to all Aboriginal and Torres Strait Islander People who live, work, or visit our Council.

Council recognises and pays tribute to the diverse culture, resilience, and heritage of Aboriginal and Torres Strait Islander people. We acknowledge the leadership of Aboriginal and Torres Strait communities and the right to self-determination in the spirit of mutual understanding and respect.

POLICY STATEMENT

Golden Plains Council provides grants to community groups for the development of positive and beneficial projects which deliver on the Community Vision 2040 and the Council's priority actions.

- The Golden Plains Shire Community Vision 2040 is a plan that capture the hopes and aspirations of the Golden Plains community and ensures we are planning for a bright future for all.
<https://www.goldenplains.vic.gov.au/sites/default/files/Draft%20Golden%20Plains%20Shire%20Community%20Vision%202040.pdf>
- The Council Plan 2017-2021, incorporating the Municipal Public Health and Wellbeing Plan outlines Council's strategic commitment to deliver on Council's Vision for: A healthy, safe, vibrant, prosperous and sustainable community supported by strong leadership, transparent governance and community partnerships - **Our Community, Our Economy, and Our Pride** <https://www.goldenplains.vic.gov.au/residents/my-council/about-council/council-plan-and-strategic-resource-plan>

COMMUNITY STRENGTHENING CATEGORIES

- Healthy active living
- Creative community
- Environment and sustainability
- Community safety

STANDARD GUIDELINES

These standard guidelines include important information and requirements that are common to all our grants. Applicants must also refer to the standard guidelines and their chosen grant guidelines when preparing an application.

LIST OF GRANT PROGRAMS

- Applications will be accepted until 4pm on the final day of each grant round.
- Incomplete or late submissions will not be accepted.

Grant Category	Who can apply	Grant application dates	Outcome of grants announced												
<p>Healthy Active Living</p> <p>The Healthy Active Living Grants Program is seeking projects that help achieve the goals and outcomes of the strategic objectives of the Municipal Health and Wellbeing Plan and of the Sport and Active Recreation Strategy 2020-2030.</p> <p>The priority areas are:</p> <ul style="list-style-type: none"> • Healthy Eating. • Active Living: Increasing physical activity, sport, and active recreation opportunities for residents. • Connected Communities: Social connectedness and activated spaces. • Mental Health. • Gender Equity and the prevention of violence against women. • Increased access to health and community services. 	Not for profit and community organisations	<table border="1"> <tr> <td>Round 1 Opens:</td> <td>1ST April 2021</td> </tr> <tr> <td>Round 1 Closes</td> <td>30th April 2021</td> </tr> <tr> <td>Round 2 Opens</td> <td>1st Sept 2021</td> </tr> <tr> <td>Round 2 Closes</td> <td>30th Sept 2021</td> </tr> </table>	Round 1 Opens:	1 ST April 2021	Round 1 Closes	30 th April 2021	Round 2 Opens	1 st Sept 2021	Round 2 Closes	30 th Sept 2021	<table border="1"> <tr> <td>Round 1 Announced</td> <td>June 2021</td> </tr> <tr> <td>Round 2 Announced</td> <td>Nov 2021</td> </tr> </table>	Round 1 Announced	June 2021	Round 2 Announced	Nov 2021
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<p>Creative Communities</p> <p>The Creative Community Grant Program looks for projects that helps to achieve the goals and outcomes of and the strategic objectives of the Golden Plains Shire Council’s Arts and Culture Strategy 2018-2022.</p> <p>https://www.goldenplains.vic.gov.au/sites/default/files/GPS%20Arts%20and%20Culture%20Strategy%202018-22.pdf</p> <p>The priority areas are:</p> <ul style="list-style-type: none"> • Opportunities for residents to connect and engage with their local community through participating in creative experiences. • Support the local artistic community. 	Not for profit and community organisations	<table border="1"> <tr> <td>Round 1 Opens:</td> <td>1ST April 2021</td> </tr> <tr> <td>Round 1 Closes</td> <td>30th April 2021</td> </tr> <tr> <td>Round 2 Opens</td> <td>1st Sept 2021</td> </tr> <tr> <td>Round 2 Closes</td> <td>30th Sept 2021</td> </tr> </table>	Round 1 Opens:	1 ST April 2021	Round 1 Closes	30 th April 2021	Round 2 Opens	1 st Sept 2021	Round 2 Closes	30 th Sept 2021	<table border="1"> <tr> <td>Round 1 Announced</td> <td>June 2021</td> </tr> <tr> <td>Round 2 Announced</td> <td>Nov 2021</td> </tr> </table>	Round 1 Announced	June 2021	Round 2 Announced	Nov 2021
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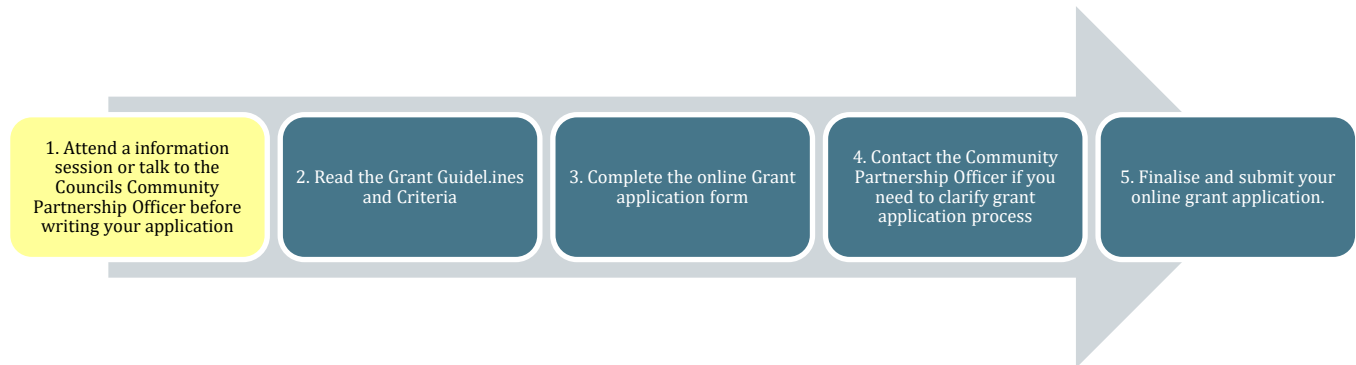
<ul style="list-style-type: none"> Arts and Culture as a tool to revitalize local spaces. 															
<p>Environment and Sustainability</p> <p>The Environment & Sustainability Grants stream looks for projects that help to achieve the goals and outcomes and strategic objectives of the Golden Plains Shire Council's Environment Strategy 2019-2027.</p> <p>The priority areas are:</p> <ul style="list-style-type: none"> Environmental Sustainability – this means that the way we live meets the needs of the present but also provides a quality environment for future generations. Resilience – sustained ability of a community to use available resources to respond to, withstand, and recover from adverse situations. Environment – refers to our physical and biological surroundings, both where we work and live and the way these affect how people feel. 	<p>Not for profit and community organisations</p>	<table border="1"> <tr> <td>Round 1 Opens:</td> <td>1ST April 2021</td> </tr> <tr> <td>Round 1 Closes</td> <td>30th April 2021</td> </tr> <tr> <td>Round 2 Opens</td> <td>1st Sept 2021</td> </tr> <tr> <td>Round 2 Closes</td> <td>30th Sept 2021</td> </tr> </table>	Round 1 Opens:	1 ST April 2021	Round 1 Closes	30 th April 2021	Round 2 Opens	1 st Sept 2021	Round 2 Closes	30 th Sept 2021	<table border="1"> <tr> <td>Round 1 Announced</td> <td>June 2021</td> </tr> <tr> <td>Round 2 Announced</td> <td>Nov 2021</td> </tr> </table>	Round 1 Announced	June 2021	Round 2 Announced	Nov 2021
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<p>Community Safety</p> <p>Community safety grants supports projects that assist to achieve Council strategic objectives for safer communities.</p> <p>Priority areas for this grant:</p> <ul style="list-style-type: none"> Community to gatherings with a focus on resilience, getting to know your neighbor in preparedness for emergencies (Neighborhood plans) or opportunities for communities to be better equipped to survive and thrive before, during and after times of crisis's. Support activities which address specific risk factors within the community such as fires, extreme weather events, or crime. Small infrastructure projects which increase the safety of the community for example fire danger signs, communication boards or air conditioning units in public buildings. 	<p>Not for profit and community organisations</p>	<table border="1"> <tr> <td>Round 1 Opens:</td> <td>1ST April 2021</td> </tr> <tr> <td>Round 1 Closes</td> <td>30th April 2021</td> </tr> <tr> <td>Round 2 Opens</td> <td>1st Sept 2021</td> </tr> <tr> <td>Round 2 Closes</td> <td>30th Sept 2021</td> </tr> </table>	Round 1 Opens:	1 ST April 2021	Round 1 Closes	30 th April 2021	Round 2 Opens	1 st Sept 2021	Round 2 Closes	30 th Sept 2021	<table border="1"> <tr> <td>Round 1 Announced</td> <td>June 2021</td> </tr> <tr> <td>Round 2 Announced</td> <td>Nov 2021</td> </tr> </table>	Round 1 Announced	June 2021	Round 2 Announced	Nov 2021
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* Not for Profit entities must be incorporated under the Association Incorporation Act OR supported by an Incorporated Association that is deemed to be non-profit, as classified by the Australian Taxation Office [section 103A[2] [c] of the Income Tax Assessment Act 1936]].

* Subject to funding not being fully expended in any grant program in the first round, consideration will be made to offer a further funding round.

APPLICATION PROCESS

- Blue steps are mandatory
- Yellow steps are voluntary; however, they are highly recommended.



GRANT GUIDELINES

- Grant guidelines are available at www.goldenplains.smartygrants.com.au
- Applications must be submitted online
- Golden Plains Council uses an online grant application service powered by SmartyGrants.
- If you already have a SmartyGrants account, then use that to start your application.
- If you have never used SmartyGrants then you will need to create an account by visiting the website www.goldenplains.smartygrants.com.au

Ensure that you have answered all the questions in the grant application and attached all the necessary documents before submitting your application. All applications must be submitted by the advertised closing date, no late applications will be accepted.

HELP WITH YOUR APPLICATION

Grant Information session

All applications are strongly encouraged to attend an information session before applying. The session will provide detailed information and advice, including the online application process. This will also be an opportunity to discuss your application with staff from Golden Plains Council.

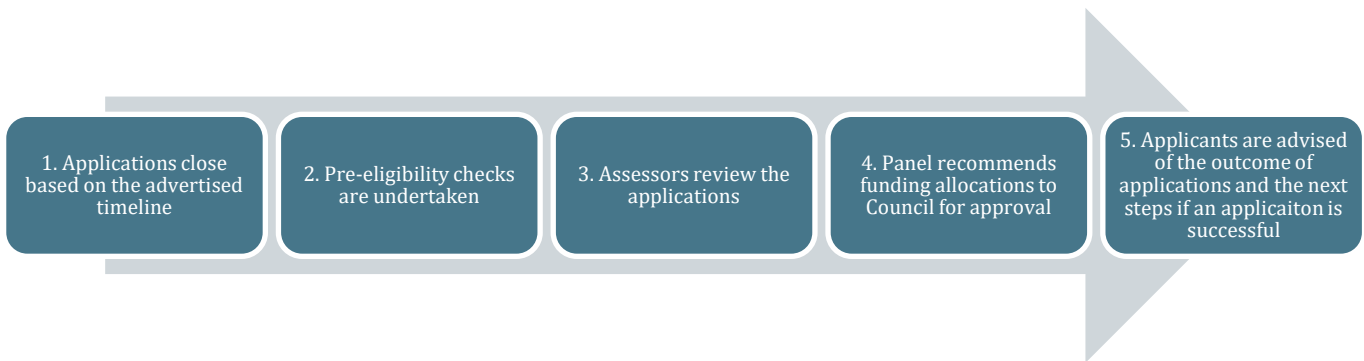
For assistance about the Community Strengthen Grants program contact Council Community Partnership Officer on 5220 7220 or via communitygrants@gplains.vic.gov.au

GENERAL REQUIREMENTS

- Applications must offer a project within Golden Plains Council municipality.
- Applicants must have fully acquitted any previous successfully [funded] applications before lodging a new application.

- Previous funded applications must have no outstanding debts to the Golden Plains Council.
- Each specific grant program has its own set of objectives, priority areas and criteria and applicants are required to address the respective grant programs specific guidelines requirements when applying.

ASSESSMENT PROCESS



A list of successful funding applications will be published on the Golden Plains Council website.

GRANT ALLOCATION INFORMATION

- A single project, event, activity, or program will only be funded in one grant program category within a given financial year. This means we will not fund part of a project in one grant program and part in another.
- Applications can be made across multiple grant programs for relevant and distinct projects or programs.
- Priority will be given to applicant organisations that did not receive funding in the previous financial year.
- Projects or programs that have already commenced prior to the application submission may not be eligible under some grant programs. Please refer to the individual grant guidelines or contact Council Community Partnership Officer for clarification.
- Grant amounts allocated are specific to the specific grant category as detailed in each individual category guidelines.
- Grant amounts offered to successful applicants are based on outcomes determined during the assessment process and in line with budget limitations.
- It is a competitive process, not all applications will necessarily be funded. In some cases, applicants may also be offered partial funding to run a reduced or modified project.

PERMITS AND APPROVALS

- If your project requires permit/s and approvals, evidence of permits or approvals [if required] must be provided with your application if you are requesting funds.
- Each grant program specifies the type of approvals or permits required.

BUDGET

- The budget section in the application form is provided in two parts.
- List all project costs and attach quotes from suppliers/ contractors where possible.

Part (a) income and expenditure

- Expenditure and Income must be the same totals.
- Show how grant funds will be spent.
- Show applicant contribution to the project.
- Other items you may wish to include in your budget.

Part (b) In-kind contributions, refers to free labour, goods, or services

- Providing details of the in-kind contributions, e.g. donated equipment, or assistance from volunteers. The suggested amount for voluntary labour is \$30 per hour.
- Professional services provided by a qualified tradesperson \$45 per hour.
- In-kind contributions should be as accurate as possible.

AUSPICE INFORMATION

If your group is a not-for-profit organisation but is not incorporated or is not a legal entity as listed in the individual grant guidelines under 'who can apply', you will need to find an organisation that can auspice your application to be able to lodge an application.

- Applicant must obtain advance approval from the organisation that is the auspice for the grant application/project.
- It is the applicant responsibility to setup an auspice agreement; evidence of the auspice agreement must be attached to grant application.
- The applicant must keep the auspice organisation fully informed of the details of the application and all project aspects and progress.
- If the application is successful, all grant funds will be paid to the auspice organisation for distribution to the applicant.
- In some instances, an applicant may request the auspice organisation provides public liability insurance [PLI] for their project. Should this occur, the applicant must obtain a PLI certificate of currency from the auspice organisation and include this in the applicant application. A policy statement or receipt is not acceptable.

LEGAL AND TAXATION REQUIREMENTS

- If required, you must arrange public liability insurance to cover the activity/s detailed in the grant application.
- All applicants must possess an Australian Business Number [ABN] or provide a statement by a supplier form available from the ATO website. <https://www.ato.gov.au>
- Allocated funds must be expended within 12 months of receiving the grant, unless otherwise negotiated.

FUNDING AGREEMENTS

Successful grant applicants will be required to enter into a funding agreement with Council, this will establish the terms and conditions of the funding, set out the activity details, the deliverables and schedule of payments.

ACKNOWLEDGEMENT, PROMOTION, AND MARKETING

- Successful grant applicants must acknowledge Golden Plains Council as a funding source on all marketing and publicity material.
- You will need to include the Council official logo and the following wording: *'This project is supported by the Golden Plains Council through its Community Strengthening Grants Program'*.
- A logo will be supplied via email to successful applicants. Successful applicants are required to contact the Council Community Partnership Officer to arrange approval of all proofs/materials before making these public.
- Unauthorised use of the Golden Plains Council logo or inappropriate attribution may result in the funded applicant being ineligible to apply for further grants.

ACQUITTAL, EVALUATION, AND REPORTING

- The acquittal, evaluation and reporting requirements will be confirmed with successful applicants.
- An online acquittal and evaluation template will be provided to successful applicants.
- Council officer/s may request a meeting with the successful applicant to check on progress or undertake an independent audit of the applicant records relating to the grant.
- Successful applicants that do not submit completed acquittal/evaluation form, including the provision of accurate statement of expenditure of funds will be ineligible to apply to Golden Plains Council for future grants until the acquittal process is completed.

VARIATION OF FUNDED PROJECTS

- Projects are funded for delivery as described in the funding agreement.
- When seeking a variation of funding you must seek approval in writing from Council before any variation to funding is delivered.
- If a project is discontinued or the grant funds are no longer require, all funds must be repaid to the Council.

PRIVACY INFORMATION

- Personal information on grant application is collected by Council for the primary purpose of processing an applicant grant application
- Council will publicly report on all grants awarded on an annual basis.
- Should a grant applicant wish to access their information this request should be made to the Council Community Partnership Officer on 5220 7220 or communitygrants@gplains.vic.gov.au

CONTACT INFORMATION

To discuss your project or for help and support in accessing the online application form please contact the Council Community Partnership Officer on 5220 7220 or communitygrants@gplains.vic.gov.au