

## Community Planning Program - Seed Funding FAQ Guidelines

### What is Seed Funding?

- Funds that facilitate and support the investment in and implementation of priority projects identified by the community during the development of a Community Plan.
- A kickstart for priority projects, some of which may require further funding to leverage funding to progress or complete a project.
- Funding will be allocated across a number of priority projects with a total maximum seed funding amount to be no more than \$10,000.

### When can Community Coordinators apply for Seed Funding?

- Once all seed funds have been spent on priority projects outlined in the previous Community Plan and an acquittal outlining spend from the previous Community Plan has been accepted by Council.
- Completion of the planning phase within the community planning program and final plan are completed and supported by your community and Council
- An Auspicing Body is required to administer the seed funding for the community group

### What will receive Funding?

Seed Funding of up to \$10,000 can be made available to priority projects that meet the following criteria:

- Project funding administered through an Auspicing Body with a signed agreement (a template can be found within the tools under Planning phase.)
- Projects outlined and identified on your Community Plan.
- All projects that are carried out within the shire and benefit your community including projects relating to the Golden Plains Shire Community Vision 2040. There is clear and demonstrated evidence that wider community consultation has occurred, and community have endorsed or supported the Community Plan. The projects you are applying for are outlined in the community plan
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### What will not receive funding?

- A project that is not outlined in the Community Plan and does not clearly demonstrate direct benefit to community.
- Operational costs (Ongoing costs that incur and will exist beyond the life of the project)
- Wages (Consultants fees may be considered on advocacy-based projects)
- Community Planning Groups who have received Seed Funding in the past and have not completed and acquitted these projects.
- Recurrent funding for projects completed on previous plans unless clearly identified in planning processes as a staged project. Seed Funding may be available for different stages of the same project if there is a clear project plan and timeline.

### How will your project be assessed?

- All applicants will apply for the seed funding grant through Smarty-Grants (a link will be provided to each Community Planning Group individually)
- Applications will be internally assessed by Council Officers in conjunction with this program funding guidelines to ensure they meet eligibility requirements.
- You may be contacted by Council Officers to provide additional evidence to support your application or clarify any information for assessment.

### What are the conditions of Seed Funding?

- Seed Funding is allocated specifically for the projects approved through the application process and cannot be used for any other purpose without prior formal written agreement from Council
- Applicants must have a completed Auspice Agreement Form
- Auspicing Body is required to meet relevant government legislative requirements (e.g. Occupational Health & Safety Issues, Equal Opportunity, Workcover, planning and building permits as needed).
- Community Planning Groups are required to ensure volunteers are adequately covered by insurance.
- An annual review of Seed Funding projects takes place with Council Officers and an annual report must be submitted by Community Planning Groups.

## How will you be notified about the results of the Seed Funding application?

- All applicants will receive an acknowledgement of receipt of their application from Smarty-Grants
- All applicants will be notified of the outcome of their application in writing within 28 days from the application.
- Council will pay Seed funding to the community group or Auspicing Body bank account after a funding agreement has been fully executed and an invoice has been received.
- Auspicing bodies engaged by Community Coordinators will receive one payment in full of up to a **maximum of \$10,000**

## What is an annual review?

Seed Funding process requires an annual review to:

- Capture projects completed to date
- Assist communities to track outcomes or allow discussion for variations to Seed Funding
- Assist with planning for the next 12 month cycle
- Provide an opportunity for Community Coordinators to track projects over the duration of the four- year cycle
- Facilitates and encourages Community Coordinators to share progress on the Community Plan with their community
- It is an opportunity to upload quotes, insurances, permits and receipts, through the Smarty-Grants system to assist in your final acquittal.

## Can staff from Council assist with the application?

- Council Staff will facilitate and guide Community Coordinators through the Annual Review processes and capturing reporting requirements in Smarty-Grants for your final acquittal at the end of the 4 year planning cycle.

Please contact on Ph: 52207111

[communityplanning@gplains.vic.gov.au](mailto:communityplanning@gplains.vic.gov.au)