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GOLDEN PLAINS SHIRE

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COVID-19 QUICK RESPONSE COMMUNITY GRANTS
Application Guidelines 2021

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...where **opportunities** grow...

About the Grants

This is a quick-response grant program designed to fund activities that will help our community adapt to, and recover from, the changes caused by the coronavirus pandemic (COVID-19).

There is a total grant pool of $35,000 with individual grants being offered of up to $4,000 per application.

The grant is divided into two categories and aims to help eligible community organisations activate community spaces and deliver new or existing community programs that comply with COVID-19 restrictions.

* If you wish to apply for both categories you must submit a separate application for each category.

Requirements

- Successful projects must commence within two months of receiving funds. However, applicants are encouraged to start their projects as soon as possible.
- Reporting Requirements
- All activities must comply with the latest health advice and government restrictions, as detailed on the following websites:
  www.dhhs.vic.gov.au/coronavirus
  www.vic.gov.au/coronavirus-covid-19-restrictions-victoria

What can you apply for?

1. **Operating in COVID Environment Grant**
   This grant helps community organisations and groups to build their capacity to operate in a COVID environment, assisting with expenses that help community groups deliver their existing and new services and programs in line with COVID-19 restrictions.

   This category's maximum funding per application is up to $1000.

   In this category, we are seeking proposals that will help eligible community organisations to recommence delivering projects, programs or activities that comply with COVID-19 restrictions.

   Grant funds could be expended on:
   - increased cleaning expense including supplies
   - personal protection equipment for volunteers and community members
   - new or improved signage
   - visitor registration facilities
   - Digital Software/ Application Subscription (e.g. video Conferencing service, volunteer management, survey administration)
   - Communication mediums that assist in notifying or surveying members of what programs, activities and supports are available (e.g. newsletters printed or electronic, information boards etc.)
   - online upskilling
   - teleconference equipment

2. **Community Engage, Connect and Recover Initiatives**

This is to support community organisations to deliver new or existing community projects, programs and activities that will help the communities in Golden Plains Shire Council to recover from COVID-19 restrictions.

This category's maximum funding per application is up to $4000.

We are seeking proposals from community organisations interested in developing new and responsive ways of working with the community that comply with COVID-19 restrictions.

Grant funds could be expended on proposals that:
- strengthen community relationships, reduce isolation and encourage active participation in community life
- provide creative and innovative approaches to community capacity building
- will improve access to programs for people with all abilities
- increase community knowledge and capacity to use and embrace digital technologies

What won't be funded?

The following will not be funded through this grants program:

- staff salaries and wages, although we will consider funding if the costs are related to the specific proposed project – such as costs to engage an external facilitator, consultant or contractor – if they can supply an ABN and written quote
- requests for retrospective purchases or projects
- fundraising events, prizes, gifts, awards or sponsorship costs, such as trophies, medals, money, vouchers and so on
- activities aimed at promoting political views
- projects or activities that occur outside the Golden Plains Shire municipality capital works, such as building works, major repairs or major maintenance

Who can apply?

APPLICANT TYPE	YES	NO
Not-for-profit, incorporated bodies, co-operatives or associations	✔	
Registered charitable organisations – refer to: Australian Charities and Not-for-profits Commission	✔	
Unincorporated bodies with an auspice	✔	
Eligible applicants, as listed above, who hold an Australian Business Number (ABN) or provide a Statement by a Supplier Form, available from the Australian Tax Office.	✔	
Community Committees (including schools, kindergartens, local branches of larger organisations like CFA and SES etc.)	✔	

Government organisations or agencies		✖
Profit-making organisations, commercial entities, businesses, individuals and sole traders		✖
Organisations with outstanding debts or arrears to the Golden Plains Shire Council		✖
Organisations that have not provided a satisfactory evaluation/acquittal form for any previous funding received from the Golden Plains Shire – this includes organisations that have acted as an auspice for an unincorporated group		✖

Key Dates

Applications will be accepted between the opening and closing dates or until all funds are allocated

	Opening	Closing
Round 1	12 January 2021	1 February 2021 or until all funds are allocated

Contact Details

To discuss your project or request help with the application process, please contact Sophie Brown on (03) 5220 7109 or email communitygrants@gplains.vic.gov.au

Application Process

How to Apply

Applications for this grant must be made via our SmartyGrants online system.

You can access the online form directly by selecting this link of COVID-19 Quick Response Community Grants category you wish to apply for; and creating an account or logging in to SmartyGrants with your existing account.

Operating in COVID Environment Grant
Access Online Application: https://goldenplains.smartygrants.com.au/COVIDENVIRONMENT

Community Engage, Connect and Recover Initiatives
Access Online Application: https://goldenplains.smartygrants.com.au/COVIDCONNECT

Application Assessment

All applications received will go through the following assessment process:
- Pre-eligibility checks: applications are checked against the eligibility criteria
- Internal panel assessment: 3 Council officers make an initial assessment against the funding criteria.
- Executive review and endorsement: An Executive will review the panel's recommendation and determine the final outcome. Final endorsement will be given by the CEO.

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Important: meeting the criteria does not guarantee an application's success, budget constraints will limit the projects that can be funded in a financial year. If no applications are received or the applications do not demonstrate satisfactory Council can elect not to fund any application Applications will be assessed against a weighted average scoring system, as shown in the tables below:

Key Criteria – Weighting	What we look for when assessing a project grant application
Well-Planned Project (20%)	- *Clearly demonstrated ability to manage and implement the project* - *Timelines are accurate and achievable* - *Applicant has the skills and experience to carry out the project, or has the right personnel in place to carry out the project* - *Applicant has, or has access to, the building or equipment it requires to carry out the project* - *Relevant insurances have been provided where professional or volunteer labour is being used*
Community Impact (40%)	- *Strengthen the capacity of an organisation or group to deliver existing programs and services for the community.* - *Strengthen the social and economic capacity of community members and volunteer groups.*
Clear Objectives with Demonstrated Need (30%)	- *The goals of the project are clearly identified* - *They are realistic and achievable* - *Clear reasons why the goods or services being purchased are needed, and how they will be used to help comply with COVID-19 restrictions.* - *An explanation of how the proposed project will assist the community to recover from, and comply with, COVID-19 restrictions.* - *A clear description of where the proposed project will be located, and who will participate.*
Budget (10%)	- *Itemised budget* - *Two itemised quotes received* - *Quotes provided are by a qualified / relevant professional*

Assessment Outcome

If successful, you will be sent a funding agreement explaining the terms and conditions of the funding offer. Once you sign and return the agreement, we will send your funding within 30 working days.

All funds must be acquitted by 31/12/2021.

If unsuccessful applicants will be notified in writing. If you would like further feedback on why your application was unsuccessful, please contact Sophie Brown on (03) 5220 7109 or email communitygrants@gplains.vic.gov.au

If you have been unsuccessful in the first grant round, you may choose to reapply while funds remain. While unsuccessful applicants are eligible to reapply, we recommend revising the application to make sure it fits the assessment criteria before doing so.

General Guidelines

Permits and Approvals

Some community events will require a permit to proceed. If you are organising a community event, please refer to our Events Planning Guide for further information.

Funding Agreements

Successful grant applicants will be required to enter into a funding agreement that will establish:

    a. the terms and conditions of funding;

    b. the details of the activity (note: you must arrange public liability insurance as required);

    c. the deliverables;

    d. acquittal, evaluation and reporting requirements; and

    e. schedule of payments

    f. Allocated funds must be expended by 30/06/2021

    g. All funds must be acquitted by 30/06/2021

Auspice Information

Your application will require an auspice if your not-for-profit organisation is either:

- not incorporated or
- Is not one of the other types of legal entities listed in the individual grant guidelines (see who can apply?)

An auspice is an organisation that meets our eligibility criteria and agrees to support your application. If you are successful, the grant funds will be paid directly to the auspice, who must then pass it on to you. If you are planning on using an auspice, you must:

- Obtain approval from your proposed auspice before you submit your application.
- Keep the auspice fully informed of the details of the application and all project aspects and progress.

Your auspice may also provide public liability insurance for your project. If this is your intention, you must obtain a Public Liability Insurance Certificate of Currency from the auspice and include it with this application. Please note that a policy statement or receipt is not acceptable.