

**Please note: At the time of publishing, Government restrictions are in place in response to the COVID-19 pandemic. Council recommends that in the preparation of applications and delivery of grant projects individuals/groups are aware of and adhere to the most recent advice provided at visit <https://www.australia.gov.au/>**

### **Healthy Active Living Grants Guidelines**

#### **Contacts:**

To discuss your application for a Healthy Active Living Grant prior to submitting please contact:

For recreation/sport projects: Kathryn Schneider 5220 7142  
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For health and wellbeing projects: Monika Stevanja 5220 7284  
[monika.stevanja@gplains.vic.gov.au](mailto:monika.stevanja@gplains.vic.gov.au)

For general application enquiries; Shannon Fielder 5220 7220  
[communitygrants@gplains.vic.gov.au](mailto:communitygrants@gplains.vic.gov.au)

#### **General Overview**

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.

The priority areas are:

1. Healthy Eating
2. Active Living - Increasing physical activity, sport and active recreation opportunities for residents
3. Connected Communities – Social connectedness, Activated spaces
4. Mental Health
5. Gender Equity and the prevention of violence against women
6. Increased access to health and community services

#### **What are we looking for?**

Council will consider applications from incorporated community groups, organisations and individuals to undertake projects with activities within Golden Plains Shire relating to the following outcomes:

- Increased opportunities for residents to participate in physical activity opportunities including structured sport, unstructured or incidental active recreation or exercise.
- Activating spaces – activities or programs that utilize and increase usage of existing recreation facilities or open spaces within the Shire, community gatherings that focus on exercise
- Increases in healthy eating particularly increasing resident's intake of fruit and vegetables
- Increase opportunities for women to participate in all levels/aspects of sport and recreation clubs, facilities and events
- Projects that consider mental health and encourage positive mental health for residents
- Projects which increase access to health and community services

- Small infrastructure or maintenance projects will only be considered if they are contained within the Sport and Active Recreation Strategy, facilities masterplan, community plans or where the result will have a significant increase in participation in an existing or new sport and active recreation initiative.

### **What won't be funded?:**

Council will not provide funding for the following:

- An applicant whose project has received Golden Plains Shire funding for the same activity through another grant stream of funding (you can't be funded twice)
- An applicant that has overdue debts to Golden Plains Shire Council
- An applicant that has failed to provide satisfactory acquittal reporting from any previous Golden Plains Shire Council funding
- Projects that only provide direct financial benefit to a commercial business or individual with no significant community outcome
- Projects outside of Golden Plains Shire or that cannot demonstrate significant benefit/outcomes to Golden Plains Shire residents.
- Works that have already commenced prior to receiving grant funding agreement (you won't be funded retrospectively)
- Projects that will have a detrimental environmental impact
- The purchase of land
- Projects for which the funding is the responsibility of other levels of government
- An organisations recurring operational costs such as salaries, rent and utilities or administrative project costs, such as salaries, rent and insurance
- Duplicates existing services/activities unless it can be demonstrated that it meets an unmet community need
- Are solely curriculum based (primary or secondary school). Only applications that demonstrate a broader community partnership approach will be considered
- Applications that rely solely on Golden Plains Shire Council funding (i.e. applicants cannot apply for 100% of project costs)
- Funding for individuals to attend conferences, training or workshops, as well as funding for prizes, donations, awards, scholarships or gifts
- Any project, program or event which does not fit the eligibility, focus area or funding objectives of these guidelines
- Payments for contracted players
- Deficit funding (to repay cash shortfalls)
- Payment of coaches, officials or specialists except where it is considered outside of the normal organization responsibilities

### **Eligibility criteria**

1. Community groups and organisations must be incorporated and not for profit (or have an auspicing group)
2. Groups may submit multiple applications per round but they must be for different projects and cannot be the same application over multiple streams.
3. Government organisations and agencies are not eligible to apply, however, kindergartens, Committees of Management, other community committees and local branches of larger organisations (like CFA and SES) are eligible where significant community benefit can be demonstrated
4. Primary and Secondary schools are eligible to apply for project which are completed fully within Golden Plains Shire Council as long as the project is not solely curriculum

based and can strongly demonstrate a partnership with another community organization or have a joint use agreement in place guaranteeing community access.

5. Applicants must match the requested funding through either cash or in-kind (volunteer labour) contributions
6. The number of times an applicant has previously received funding through the Healthy Active Living Grant program will be considered during the assessment process. Council may choose not to fund a project by applicants who have previously received funding should the program be oversubscribed.

## **Funding Criteria (Weighted, out of 100)**

All applications will be assessed against the following criteria:

1. Clear objectives that align with the grant focus areas
  - The objectives of the project are clearly identified - 10%
  - The project and intended target group aligns with the grant focus areas - 30%
2. Direct benefit to the Golden Plains Shire community
  - The project delivers clear and measureable outcomes and benefits to the target group - 20%
  - There is potential for the project to have a lasting community impact - 20%
3. Capacity of the organization to manage the funding and deliver the service or program
  - There is evidence of project planning for the full funding period (including achievable timelines) - 10%
  - The application contains a detailed, clear and accurate budget - 10%

## **Funding Rates**

The following rates should be used as a guide when calculating budget item expenses

- In-kind community group/individual labour - \$30 per hour
- Professional labour provided by a qualified tradesperson - \$45 per hour

## **Funding conditions**

- All applicants must acknowledge that they have read and understood the legislative requirements for volunteer health and safety
- All applicants must submit a completed application form and the appropriate finance forms to Council before the closing date to be considered for funding
- Applicants will be advised in writing of the outcome of their application by June 30 for Round 1 applications and by November 30 for Round 2 applications
- If successful, funding will be paid directly into the bank account specified in the application
- Grant approval is subject to the applicant demonstrating that they have obtained the necessary permits or approvals required to complete the project
- All projects must be completed within 12 months of receiving funding notification unless Council gives prior written permission for an extension. Extensions may be granted up to a maximum of 6 months
- Applicants are required to submit a final project report at the completion of the project. This will also be done through SmartyGrants
- Council will audit a minimum of 10% of projects annually and applicants must allow property access for Council Officers to conduct these audits. Applicants must also submit information regarding project expenses upon Council's request
- Council accepts no responsibility for budget over-runs
- Council accepts no responsibility for the ongoing maintenance of projects unless otherwise agreed to in writing.

## **Assessment process**

Projects will be assessed via a competitive process whereby a panel of 3 Council officers relevant to the specific stream of funding make an initial assessment against the funding criteria. Final endorsement will be given by the CEO. All applicants will be informed on the outcome of their application in writing

Applicants may appeal decisions made in writing, to the CEO, as outlined in Council's Community Grants Policy.

Important: Meeting all the criteria does not guarantee that an application will be successful. Budget constraints will ultimately limit the projects that can be funded in any given financial year

## **What happens after the assessment process?**

Unsuccessful applicants will be advised by post or email in July 2020 for round 1 and November 2020 for round 2

Successful applicants will be contacted and required to enter into a contractual agreement with Golden Plains Shire Council in accordance with the Funding conditions.

## **Features of a strong funding application:**

There are ways to make your funding application more competitive:

- Clearly outline what is proposed, why it is needed, how it will be achieved, who is involved and where it will take place
- Provide relevant support material – preference will be given to projects which can demonstrate clear, defined partnerships with other community organisations. Provide letters of support from partner organisations/groups
- Where appropriate provide quotes
- Where applicable, projects included in your town's community plan will be given higher priority within that town/district – for more information on your towns community plan contact:

Shannon Fielder, Community Partnerships Officer [communitygrants@GPLAINS.vic.gov.au](mailto:communitygrants@GPLAINS.vic.gov.au)  
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