

Mount Alexander Shire Council Community Grants Program



Program Guidelines 2017

Each year Mount Alexander Shire Council allocates funds to support local community initiated projects.

Through the Community Grants Program, Council seeks to develop partnerships with and within the community that help to strengthen our community and target initiatives that are consistent with the [Council Plan 2013 – 2017](#).

Who can apply?

The Community Grants Program is open to incorporated community groups or not-for-profit organisations that are locally based and/or are applying for a program or activity that is of benefit to the Mount Alexander Shire community.

You can check your incorporation status on [Consumer Affairs Victoria's website](#).

You can check your not-for-profit status on the [Australian Charities and Not-For-Profits Commission website](#).

Groups that are not incorporated or registered not-for-profits may apply under the auspice of an incorporated group or not-for-profit on the condition that an auspice agreement is signed by both parties. An auspice agreement template is available on Council's website.

How much is available?

Grants of up to \$3000 are available for projects across all funding priorities.

Applicants are expected to contribute to the project financially or through in-kind support, such as volunteer hours.

What might be funded?

Projects and activities that demonstrate collaborative partnerships are strongly encouraged.

Applications are expected to meet one or more of the following 9 Council funding priorities:

1. Promote the health and wellbeing of our community, including increasing participation in sport and preventing violence against women;
2. Promote an age-friendly community;
3. Promote better access and inclusion for people with a disability;
4. Encourage community groups to acknowledge and celebrate their local heritage, including our local indigenous history;
5. Celebrate and promote arts activity within the Shire;
6. Support community and cultural events to innovate and improve their viability;
7. Support priorities identified in township community plans;
8. Protect natural environmental assets (*Note: work on land owned or managed by state or federal governments is not eligible*);

9. Support the implementation of renewable energy alternatives or improve energy efficiency (*Note: works to council owned and managed buildings are not eligible*).

Below are some examples of projects that have received funding in the past:

- Castlemaine and District Festival of Gardens Committee to host the 25th anniversary Festival of Gardens;
- Castlemaine Goldfields Football Club to promote the participation of women and girls in sport;
- Chewton Landcare Group for the purchase of weed control equipment;
- Harcourt Football Netball Club for the purchase of new equipment;
- Maldon Vintage Machinery Museum to establish a local history tour of Maldon;
- Muckleford Forrest Friends Group to help the communities of Newstead and Maldon better understand their fire risk;
- Castlemaine Life Drawing Incorporated to establish the Castlemaine Life Drawing Group.

What won't be funded?

The Community Grant Program will not consider applications for:

- Capital works, with the exception of sustainability initiatives;
- Maintenance or capital works to council owned or managed buildings, including sustainability initiatives;
- For-profit groups, programs or activities;
- Ongoing operational costs such as insurance, utilities, rent or salaries;
- Activities which are religious or political in nature, or support a religious or political cause;
- Activities which are asking for donations or fundraising on behalf of a third party;
- Activities or works which are the responsibility of the State or Federal Government.

Applications will not be considered if:

- The application is received after the closing date;
- The application is incomplete;
- The project or activity has not been discussed with a Council officer;
- The applicant has an outstanding grant acquittal or debt to Council;
- The applicant already receives funding from Council for the activity;
- The project has already commenced or been completed and the funds are to be applied retroactively.

What should I include with my application?

Applicants MUST contact a Council officer to discuss their project before making an application.

All applicants must provide a current financial statement of the organisation or group, or a current bank statement. The bank statement must be in the name of the organisation applying, or the name of the auspice. A screenshot from a web browser or smartphone will not be accepted.

Where relevant, applicants will be required to provide:

- Letters of support from participants and partner organisations;

- Quotes supporting the application budget;
- Contributing funds or equivalent in-kind support;
- All necessary permits and approvals required to deliver the project;
- A Certificate of Currency of Public Liability Insurance.

Who should I contact about my project?

Project Focus	Contact person	Contact details
Arts and Culture	Tegan Lang	5471 1793 arts@mountalexander.vic.gov.au
Community	Rebecca Smith	5471 1744 grants@mountalexander.vic.gov.au
Economic Development	Eva Parkin	5471 1805 e.parkin@mountalexander.vic.gov.au
Environmental Sustainability	Melanie Marshall	5471 1828 m.marshall@mountalexander.vic.gov.au
Events	Claire Baker	5471 1727 c.baker@mountalexander.vic.gov.au
Health and Wellbeing	Julie Flynn	5471 1880 j.flynn@mountalexander.vic.gov.au
Natural Environment	Melanie Marshall	5471 1828 m.marshall@mountalexander.vic.gov.au
Recreation	Tamara Fawcett	5471 1741 recreation@mountalexander.vic.gov.au
Young people	Melissa Fowler	5471 1826 m.fowler@mountalexander.vic.gov.au
General enquiries about the grant program	Rebecca Smith	5471 1744 grants@mountalexander.vic.gov.au

How do I apply?

Applications can be made online: <https://mountalexander.smartygrants.com.au/>

A Microsoft word version of the application form is available if you are unable to complete the application online. Please contact 5471 1744 or grants@mountalexander.vic.gov.au for a copy of the form.

Applications open on 16 January 2017 and close at 4.00 pm on 17 February 2017. Late or incomplete applications will not be considered.

How will my application be assessed?

Eligible applications are assessed by a panel of Council officers, before recommendations for funding are presented to Council for consideration and final approval.

In deciding to recommend a project for funding, officers will consider:

Assessment criterion	Weighting	What we consider
Strategic Alignment	25%	<ul style="list-style-type: none">• How well does the project align with Council's plans and strategies?• Does the application articulate that alignment?• Does the project address the funding priorities in a dynamic and innovative way?
Benefit to the community	50%	<ul style="list-style-type: none">• Has the benefit been clearly articulated?• Does the application clearly articulate how the benefit will be measured?• Does the project address a community need?• Is the need already being met?• Are members of the community actively involved in the project?• How many people will the project benefit and to what extent?• Is there evidence of partnerships with the community and other organisations?
Project delivery	25%	<ul style="list-style-type: none">• Are the timelines realistic and achievable?• Is the project plan complete, with the key milestones clearly stated?• Is the budget detailed and supported by evidence, such as quotes?• Is the applicant making a contribution, either cash or in-kind?• Have all the appropriate permits and approvals been considered?• Has the health and safety of participants been considered?• Is there evidence of contingency planning in case something goes wrong?• Is there a plan for how the project might be sustainable and continue without reliance on grant funding?

Preference will be given to groups not funded in the previous round, except where groups acted as an auspice. Groups or organisations submitting more than one application will be required to indicate their priorities for funding.

Do I need Insurance?

It is the applicant's responsibility to obtain and maintain adequate insurance (including public liability) with a reputable insurer, in relation to activities carried out by the applicant for the project, to guard against any claims for loss or damage to property and injury or death to persons.

Applicants must provide a Certificate of Currency demonstrating appropriate insurance cover as part of their application.

What happens if my application is successful?

Successful applicants will be sent a Funding Agreement specifying the terms and conditions of the funding being provided by Council.

Funding Agreements must be returned by the due date, along with an invoice of the grant amount, or funding will not be provided.

If your organisation is planning to apply for funding again in 2018, you will need to have completed the project and the acquittal by 31 January 2018. Successful applicants will not be eligible for further funding from Council until the project has been acquitted.

What happens if my application is unsuccessful?

Unsuccessful applicants will be notified in writing of the outcome of their application and given written feedback on why their application wasn't successful and what could have been done to improve it.

Unsuccessful applicants also have the opportunity to speak to a Council Officer about their application if they would like further feedback.

Key dates

16 Jan 2017	Community Grants Program OPENS
17 Feb 2017	Community Grants Program CLOSSES at 4.00 pm
Mar 2017	Applications are assessed
Apr 2017	Councillors consider funding recommendations
May 2017	Applicants will be notified of the outcome of their application via email A list of successful applications will be published on Council's website and in local media following the Council Meeting Funding agreements will be posted to successful applicants
June 2017	Funding agreements due Funds paid to successful applicants
Jan 2018	Acquittals due