

# Mount Alexander Shire Council

## Community Grants Program

### Frequently Asked Questions



#### What is Council's Community Grants Program?

Mount Alexander Council allocates funds each year to support new and innovative community projects that align with the strategic objectives in the Council Plan 2017-2021.

The Community Grants Program comprises of two funding streams:

- Small Grants up to \$3,000 per application.
- Partnership Grants up to \$10,000 per application.

Two funding rounds of \$50,000 are open each year:

- January
- July

#### Which funding stream should I apply for?

To gain a better understanding of the right funding stream for your project, read the Community Grants Program Guidelines.

The guidelines are available at the Civic Centre and on Council's website at: [www.mountalexander.vic.gov.au/CommunityGrants](http://www.mountalexander.vic.gov.au/CommunityGrants)

#### How does a Partnership Grant work?

A Partnership Grant requires a minimum of three partnering groups/organisations.

Partnership Grant applications require:

- One partner to be nominated as the 'lead' partner.
- The lead partner to be either a not for profit incorporated group or a registered charity.
- The lead partner to submit the application, as they will be responsible for managing the funds, funding agreement and project delivery.
- Each partner to have a meaningful role.
- A project plan detailing how the project will be delivered including the role and responsibility of each partner.
- A budget plan detailing how the funding will be spent, including quotes for any equipment purchases associated with project.

#### What is likely to be funded?

- Projects that are based in Mount Alexander Shire and directly benefit its local community.
- Projects that align with Mount Alexander Shire Council's Council Plan 2017-2021, community plans and other plans and strategies.
- Applications that provide financial or in-kind support to the project.
- Projects that address climate change, social inclusion and gender equity.

#### What is an Auspicing Agent?

- An Auspicing Agent is another organisation that is a legal entity with an ABN.
- The Auspicing Agent agrees to hold the legal and financial responsibilities of the funded project.

- Individuals or unincorporated applicants are responsible for finding an auspice before start the application process.
- Auspiced applications must have a signed auspice agreement. An [auspice agreement template](#) is available on Council's website (for Small grants only).

Applicants will not be eligible for funding, even under auspice, if they are:

- Political parties
- Seeking funding for political or religious activities
- For-profit enterprises.

Applicants will need to supply the following eligibility information:

- An ABN or incorporation number
- Evidence of membership with their parent organisation
- Auspicing Agents can be from outside of Mount Alexander Shire.
- Please note that some Auspicing Agents may retain a fee for their service.

### **Do I need Insurance?**

It is your responsibility as the applicant to obtain and maintain adequate insurance (incl. public liability), in relation to project activities, to guard against any claims for loss or damage to property and injury or death to persons.

### **Do I need a permit?**

It is your responsibility as the applicant to apply for and obtain all required permits for the project (incl. planning, building or local laws permits).

Applying for a permit can cost between \$100 and \$1,500 and should be included in the budget, if required, as permit fees will not be waived by Council for projects funded through the Community Grants Program. Funding through our Community Grants Program does not constitute approval of required permits. For more information about permits refer to [Council's website](#).

### **How do I complete an application?**

All applications need to be completed online via <https://mountalexander.smartygrants.com.au/>.

Before you start the application process, you must speak with a member of the Community Partnerships Team to confirm that you and your project are eligible to apply.

To start the application, either click on the **Register** button (new applicants) or login with your Smartygrants username and password (previous applicants).

Once you've registered, click on the **Start new Submission** for Community Grants 2021- Round 1 and select the funding stream you wish to apply for: Small Grant or Partnership Grant then complete the:

- Eligibility and Auspice Information (if applicable)
- Project Summary
- Project Budget
- Declaration form

Once complete, review your application before submitting to complete the application process.

### **Do I have to answer every question?**

All questions that require an answer have a red asterisk (\*) to show a response is required.

If you try to submit an application that has unanswered mandatory questions a red message will appear at the section that is incomplete. You will need to answer the question to complete the application process.

### **Can I submit more than one application?**

Yes, you can submit more than one application for each funding stream. However, eligible applicants may only receive ONE grant per funding stream each year.

### **When do I need to apply by?**

Applications for the 2021 Community Grants Program will be open:

- 25 January 2021 - 15 February 2021
- 19 July 2021 - 9 August 2021

### **What if I don't submit my application before the closing date?**

All applications need to be submitted by the closing date and time. Late or incomplete applications will NOT be considered.

### **Do you accept hard copy application forms or support documents?**

All applications must be completed online. Hard copy applications will not be accepted. Please contact a member of the Community Partnerships Team if you require assistance with completing the form online.

### **Where can I get help?**

If you have any further questions or would like to know more about the Community Grants Program, email the Community Partnerships Team on [grants@mountalexander.vic.gov.au](mailto:grants@mountalexander.vic.gov.au) or call (03) 5471 1700.

