



Mount Alexander Shire Council Community Grants Program Guidelines

2022



Our Community Grants program

Program Objective:

Mount Alexander Shire Council allocates funds each year to support **new and innovative** community projects that align with the pillars and strategic objectives in the [Council Plan 2021-2025](#).

Two funding rounds of \$50,000 are open each year (January and July).

All applications must be for projects that are:

- based in Mount Alexander Shire and
- benefit the Mount Alexander Shire community.

Our pillars and strategic objectives:

Our pillars		
A healthy, connected and inclusive community	An environment for people and nature	A resilient and growing local economy
Our objectives		
Services in our community are accessible and coordinated	We are working locally to address the climate emergency	Our local economy is diverse and resilient
Our community is inclusive and connected	We are maintaining, improving and celebrating our places and spaces	We are supporting continuous learning and personal growth
Our community feels safe, regardless of identity or circumstance	Our community is growing in harmony with nature	We are helping businesses make their work simpler and more sustainable
Our community is physically and mentally healthy	We are focused on the housing affordability challenge in our community	We are attracting and building investment in our cultural and creative community
	We are facilitating managed growth of our towns while protecting natural assets	

Our funding streams:

Small grants

- Up to \$3,000 available per application.
- Applicants must be a not-for-profit, incorporated association, registered charity or have an auspice.
- Application process: Online application including budget.
- Reporting requirements: Completion report with a summary of the benefits and challenges of the project and photo evidence of the project and/or media.

Partnership grants

- Up to \$10,000 available per application.
- Funding for projects of up to three years in length involving a minimum of three partners.
- Applicants and all partners must be a not-for-profit, incorporated association or a registered charity. Auspice arrangements are not applicable.
- Application process: Online application including an itemised budget, project plan and evidence of partnership.
- Reporting requirements: Completion report with a summary of the benefits and challenges of the project, a financial statement of income and expenditure, and photo evidence of the project and/or media links.

To find out more information about our program or to discuss your project idea contact the Community Partnerships team:

- 5471 1700
- grants@mountalexander.vic.gov.au.

- Applicants are encouraged to read our Council Plan 2021-2025 and other relevant [strategies and plans](#) available on our website prior to applying.
- Projects that reflect Council's Climate Change Declaration, the Victorian Gender Equality Act 2020, or the impacts of COVID-19 are encouraged.
- Projects that address **climate change, gender equity and social inclusion** will be highly valued.

Key dates and timelines for 2022

Round 1	Round 2	
24 January	18 July	Community Grants Program OPENS
14 February (at 4:00pm)	8 August (at 4:00pm)	Community Grants Program CLOSES . Late or incomplete applications will not be considered.
February	August	Applications assessed.
March	Early September	Councillors briefed on funding recommendations. Applicants notified of the outcome of their application. Successful applicants are provided with a funding agreement to sign and return.
April	Late September	Outcome of funding round presented at Council Meeting A list of successful applications will be published on Council's website.
April/May	October	Signed funding agreements & invoices due. Funds paid to successful applicants

How to apply:

- You are required to discuss your project idea with a member of the Community Partnerships Team on 5471 1700 or email grants@mountalexander.vic.gov.au before starting your online application, to ensure your project adheres to these guidelines.
- **Apply online** via <https://mountalexander.smartygrants.com.au/>
- Eligible applicants may only receive **ONE** grant, per funding stream, per 12 months.
For example; If you were successful in the previous round for a Small Grant you are not eligible this round to apply for another Small Grant.
- **Late or incomplete applications will NOT** be considered.

Who can apply?

To be eligible to apply for a community grant you must be:

- A not-for-profit organisation, incorporated association, registered charity or have an auspice arrangement.
- Have an Australian Business Number (ABN) or provide a Statement by a Supplier form from the Australian Taxation Office
- Auspiced applications must have a signed auspice agreement. An [auspice agreement template](#) is available on Council's website (for Small grants only).
- Partnership Grant applications must be submitted by a lead organisation and involve a minimum of three partners. All partners must be a not-for-profit, incorporated association or a registered charity. Auspice arrangements will not be considered for partnership grants.

Who can't apply?

- An unincorporated association, unregistered charity or an individual/group without an auspice.
- Private, profit making organisations or businesses.
- Applicants with an outstanding acquittal for a Mount Alexander Shire Council Community Grant.
- Applicants already receiving funding from Mount Alexander Shire Council for the same project or where an existing agreement precludes receipt of additional Council funding.
- Community Asset Committees (previously Section 86 committees).

Please Note: Eligible applicants may only receive **ONE** grant, per funding stream, per 12 months.

What will not be funded?

- Applications seeking funding to cover recurring projects or activities, ongoing operational costs (e.g. insurance, utilities, rent, salaries).
- The costs associated with establishing and running events held in Mount Alexander Shire. These may be applied for via [Events Grants](#).
- Project or activities that are:
 - religious or political in nature or support a religious or political cause;
 - of a discriminatory nature in terms of race, disability, age, sex or gender;
 - requesting donations or fundraising on behalf of a third party;
 - the responsibility of the State or Federal Government, excluding CFA brigades and SES units;
 - already commenced, recurrent or have been completed.
- Maintenance or capital works to buildings. **Capital works** is defined as *'building and engineering works that create an asset as well as constructing or installing facilities & fixtures associated with and forming an integral part'*.
- Projects that have the purpose of improving Council owned land or buildings.
- On the ground environmental works.
- Partnership grant applications for equipment only.

How will my application be assessed?

Eligible applications are assessed by a cross-organisational panel against the following weighting and criteria listed below.

Applications will be ranked from highest to lowest score and those with the highest scores will be awarded funds until the total pool is exhausted.

25% how well the project aligns with the strategic objectives of the Council Plan

50% how the project benefits and/or meets a need in the Mount Alexander Shire community

25% demonstrated ability to plan and deliver the project

How will I know the outcome of my application?

Successful applicants will be notified by email and sent a funding agreement outlining the terms and conditions of the funding being provided by Council.

Funding agreements must be signed and returned by the due date. An invoice for the grant amount must also be provided with the funding agreement to receive funding.

Unsuccessful applicants will be notified by email and provided with feedback. Applicants may also request to speak with a Council officer about their unsuccessful application for further feedback.

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, fund and obtain all required permits for the project (incl. planning, building or local laws permits).

Funding through our Community Grants Program does not constitute approval of required permits. For more information about permits refer to [Council's website](#).

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