



Mount Alexander Shire Council Community Grants Program Guidelines

2020



Our Community Grants program

Mount Alexander Shire Council allocates funds each year to support **new and innovative** community projects that align with the strategic objectives in the [Council Plan 2017-2021](#).

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

Our funding streams

Small grants

- Up to \$3,000 available per application
- Applicants must be a not-for-profit, incorporated association, registered charity or an auspiced individual or group.
- 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 links.

Partnership grants

- Up to \$10,000 available per application
- Funding for projects of up to three years in length involving min. 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 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.

All applications must be for projects that are:

- **based in Mount Alexander Shire; and**
 - **benefit the Mount Alexander Shire community.**
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Our strategic objectives

- Socially connected, safe and inclusive communities
- Local services that support the needs of our community
- Improved health and wellbeing
- A welcoming place for all
- Well managed assets for now and into the future
- A clean and green community
- Well planned for growth
- A creative and innovative economy
- Great opportunities for education and technology
- An innovative and sustainable organisation

To reflect Council's recent Climate Change Declaration and the new Victorian Gender Equality Act 2020, projects that address **climate change** and **gender equity** will be highly valued.

Projects that address the impacts of COVID-19 on your organisation are also encouraged.

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.

Mount Alexander Shire Council

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Who can apply?

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

- A not-for-profit, incorporated association, registered charity or an auspiced individual/group.
- 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 a unauspiced individual/group.
- Private, profit making organisations or businesses.
- Applicants or auspices with an overdue acquittal for a Mount Alexander Shire Council Community Grants Program.
- Applicants already receiving funding from Mount Alexander Shire Council for the same project or where an existing agreement precludes receipt of additional Council funding.
- Special Committees of Council (Section 86 committees)

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;
 - support a religious or political cause;
 - of a discriminatory nature in terms of race, disability, 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 underway, 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.

How will my application be assessed?

Eligible applications will be assessed by Council officers against the following weighting and criteria:

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| 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 |

Recommendations for funding will be presented to Councillors for consideration and final approval. Please note; Councillor decisions are final, and will not be reviewed.

How will I know the outcome of my application?

Successful applicants will be notified by email then 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 in writing of their unsuccessful application and provided with feedback. Applicants may also request to speak with a council officer about their unsuccessful application if they would like 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.

Applications must include a Certificate of Currency demonstrating appropriate insurance cover, if required.

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](#).

Key dates and timelines for 2020

Round 1		Round 2	
28 January	Community Grants Program OPENS.	20 July	Community Grants Program OPENS.
18 February (at 4:00pm)	Community Grants Program CLOSES. Late or incomplete applications will not be considered.	10 August (at 4:00pm)	Community Grants Program CLOSES. Late or incomplete applications will not be considered.
March	Applications assessed.	September	Applications assessed.
April / May	Councillors consider and approve funding recommendations. Applicants notified of the outcome of their application. Successful applicants are provided with a funding agreement to sign and return. A list of successful applications will be published on council's website.	October / November	Councillors consider and approve funding recommendations. Applicants notified of the outcome of their application. Successful applicants are provided with a funding agreement to sign and return. A list of successful applications will be published on council's website.
June	Signed funding agreements & invoices due. Funds paid to successful applicants.	December	Signed funding agreements & invoices due. Funds paid to successful applicants