



2023

# Community Plan Support Fund *Guidelines*



Mildura Rural City Council

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## Introduction

Council acknowledges the community planning process is important in building community capacity and enhancing the sustainability of the region's communities. Developing and implementing Community Plans can improve economic, social, health and wellbeing factors across the region.

Council provides financial assistance to communities, through the Community Plan Support Fund, to develop and implement projects identified in endorsed Community Plans.

## Who can apply?

To be eligible for Community Plan Support Funding you must:

- Have a project that is supported by a local Community Plan
- Be a not-for-profit organisation/group and Incorporated Body (or be auspiced by one)
- Have Public Liability Insurance to the minimum of \$10 million
- Be based within the Mildura Rural City Council Local Government Area and/or demonstrate a connection to a Community Plan within this boundary.

Note: Schools can apply for funding for projects that are considered separate to the normal school curriculum. The project must have a direct link to an action in a Community Plan and positively impact the wider community.

## What will be funded?

Council provides two streams of Community Plan Support Funding:

- **Part A** - Planning Funding, supports communities to develop engineering plans, business plans/cases, feasibility studies, strategic plans and other similar documents
- **Part B** - Implementation Funding, supports communities to deliver projects identified in Community Plans and can only be accessed when the appropriate research and planning for the project has been undertaken. Funding can be used as leverage to pursue further funding opportunities or to complete the implementation of projects (where the funding from the CPSF is sufficient)

## Potential Projects

Suitable projects include those that:

- Are identified through the community planning process
- Support people to feel part of and participate fully in their community
- Build community capacity and enhance the sustainability of townships
- Improve the economic, social, health and wellbeing factors of their community

## What will not be funded?

You cannot apply for Community Plan Support Funding if:

- The project requires re-current or ongoing funding from Council
- The project could be fully funded from other sources (eg. user fees, fundraising, other funding bodies, business or other sponsorship)
- The applicant organisation has significant infrastructure and resources – unless the project is unique, not your core business and provides an additional service with demonstrated high community need
- The project is the responsibility of another level of government or been abandoned by state or federal government (cost shifting)
- The project has received funding through another Council Grant program
- A clear statement of the organisation's financial position can't be provided on request
- Funds are to be used for management or administrative support, contributions to salary costs or ongoing operational costs such as annual rent or power
- Labour cost not directly associated with your project
- Funds are to be used for computer products for administration use that does not contribute directly to the grant project
- Funds are to be used for the replacement of consumable items and/or equipment
- The purpose of the project is political in nature
- Funds are to be used for a religious group or purpose – unless the project is non-denominational and demonstrates a broader community benefit
- Funds are to be used to assist an individual person
- The applicant organisation is a commercial enterprise or Government entity
- The project intends to manufacture products that create a direct commercial return that do not demonstrate a broader community benefit
- Funds are to be used for general fundraising campaigns, activities and appeals
- The applicant organisation supports, or the intended purpose of the project promotes, gambling or alcohol, drugs or tobacco use
- Funds are to be used for travel, study, or conferences
- The applicant organisation has not satisfactorily acquitted a previous Council grant
- The project replicates a service or program that already exists within the community (projects that complement or expand the capability of existing programs will be considered)
- The project has commenced or will commence before the grant funding is announced (we do not fund in retrospect)
- Funds are to be used for costs associated with preparing a grant application and/or sourcing of quotes

## How much can I apply for?

Council allocates a set amount of funding annually for supporting Community Plans and while there is not a monetary limit on applications, priority will be given to funding applications for planning purposes (Part A), over those seeking implementation funding (Part B).

Applications for more than \$50,000 may be required to demonstrate broad community support through a standalone engagement process.

Applications for more than \$50,000 under Part B, Implementation Funding, will be assessed for project management/delivery by Council.

## How do I apply?

Before starting an application, you must discuss your idea with Council's Community Development Team. To discuss your application please contact Council's Community Development Team on 03 5018 8100.

All applications should be submitted for assessment with accompanying documentation through the Community Development Team.

## Important milestones

Applications for the Community Plan Support Fund are always open and can be submitted at any time.

Funding will be provided when:

1. The application has been assessed
2. The application has been presented to Councillors and approved
3. Two copies of the funding agreement have been signed and returned
4. An appropriate invoice has been supplied
5. Any funding conditions have been met including part payment requirements

***This process will take a minimum of eight weeks from when an application has been submitted.***

## How will my application be assessed?

The Community Plan Support Fund Assessment Panel, comprising General Manager Healthy Communities, Community Portfolio Councillor and Manager Community Partnerships, will be responsible for assessing the application and making recommendations and/or conditions on a successful applicant receiving the funding. The following assessment criteria applies to all CPSF applications.

**Project description:**

- Provide organisation details and contact information
- Identify if the project requires Part A or Part B funding including how it fits the criteria
- Provide a detailed project description
- Show a link between the project and the Community Plan
  - Note: Applications for more than \$50,000 may need to demonstrate broad community support through a standalone engagement process
- Identify achievable outcomes
- Outline if any other funding has been explored (where appropriate)
- Show a link between the project and the Mildura Rural City Council Community Vision and Council Plan, and Social Indicators Report 2012

**Project delivery:**

- Provide details on the community involvement in the project
- Provide an overview of the community consultation and engagement undertaken
- Provide an overview of any future community consultation/engagement
- Show how the project will be managed now and into the future
  - Note: Applications for more than \$50,000 under Part B, Implementation Funding, will be assessed for project management/delivery by Council
- Clearly set out key tasks, timelines and roles and responsibilities of the project delivery
- Provide examples of previous experience with similar projects (if applicable)
- Provide financial details that includes a breakdown of the project costs and income, including any in-kind and/or voluntary labour
- All appropriate documents to support the application have been provided eg. permits, land managers consent, letters of support and quotes etc.

**Project evaluation:**

Provide details on how the project will be evaluated and that the project outcomes have been met.

## Application conditions

Your application must include:

- A copy of your current Public Liability Insurance Certificate (minimum \$10 million)
- One quote for any individual budget items between \$2,000 and \$4,999
- Two quotes for any individual budget items between \$5,000 and \$24,999. Additional quotes must be submitted upon request
- Any amounts over \$25,000 will need to be discussed with Council's Community Engagement Officer on 03 5018 8100
- Any in-kind contribution, in support of your program/project/service, must be detailed

## General conditions

By applying, it is understood that the project group will accept the following conditions:

- Funding allocated can only be used for that purpose outlined in the application unless Council has agreed in writing to changes
- The project group will sign a funding agreement before receiving the funds. Any variations to the funding agreement must be requested in writing for approval
- An evaluation report will be submitted at the end of the project (within four weeks of completing the project)
- If a report is not submitted the group or organisation may not be able to apply for funding in the future
- All funds must be spent within 12 months
- An audited financial report is required as part of the final report that has been signed off as true and correct by a person within the group who has the authority to do so, such as, the Treasurer, Chair or President etc. Receipts must be provided on request
- Funding from Council must be accounted for separately within the organisation's financial accounting and recording systems
- Any funds that are not spent are to be returned to Council unless keeping the funds has been negotiated with Council and agreed to in writing
- Any individual items, purchased for the project, up to \$4,999, will require one quote to be attached to the application
- Any individual items, purchased for the project, between \$5,000 and \$24,999, will require at least two quotes to be attached to the application
- Any individual items, purchased for the project, over \$25,000, may be required to go through a separate procurement process. Please discuss this requirement with Council's Community Engagement Officer on 03 5018 8100
- In the case of a community group not being incorporated, funds can be held and distributed by Council
- Due to the wide variety of applications that are submitted, Council can negotiate further conditions before providing funding
- Formal approval, from owner/s of any land on which projects will be delivered, should be confirmed before submitting an application. This includes projects proposed on Council land
- All necessary permits, such as planning or building permits must be sourced before commencing the project