Community Grant Program

Guidelines 2023-24

Mildura Rural City Council

Guidelines

The Mildura Rural City Council Community Grant Program provides opportunities for not for profit community groups to deliver innovative local projects and programs that support Council's vision of making this "the most liveable, people-friendly community in Australia".

The Community Grant Program aims to

- Facilitate and support initiatives that strengthen the community through opportunities for participation, development, arts, inclusion, the environment and sustainability.

- Support a range of interest areas, including health and wellbeing, community support, community spirit, arts, history and culture, the environment, and access and equity.

- Assist council to deliver identified objectives, priorities and strategies and align with the Council Plan.

Applicants are encouraged to refer to these documents before considering an application:

[Mildura Rural City Council Plan 2021-2025](#)

What the Guidelines Cover

- Funding levels

- Program priorities

- Who can apply

- What will NOT be funded

- The application process

- Reporting and acquittals

- Assessment

- The funding conditions

- Auspice Application

- Potential Projects

- Additional Information

- Who to contact for further information and assistance

Funding Levels

The Community Grant Program has three funding levels to facilitate the various eligible projects and programs.

Name	Maximum amount per application	Length of funding agreement	Rounds	Funding ratio
Large	$6,001 to $10,000	12 months	One per year	1:2
Small	Up to $6,000	12 months	One per year	Nil
Quick Response	Up to $2,000	12 months	Sep-June	Nil

Large Grants

These grants are intended to provide support for the delivery of significant community projects and initiatives.

Applicants are required to contribute to the cost of their project in the ratio of $1 for every $2 received from Council. This must be a cash contribution.

Potential projects: Solar installation on community buildings, partnership projects that address social inclusion, an awareness campaign for climate change, a heritage conservation project, art projects or production.

Small Grants

These grants are intended to provide support for the delivery of community projects and engagement programs.

Applicants are not required to provide a co-contribution.

Potential Projects: Installation of a hearing loop, barbecue trailers and cooking equipment for community groups, a heritage or environmental trail, projects that improve community facilities, projects that encourage community participation and volunteerism, online education resources and training, governance workshops, revegetation activities, installation of reusable/permanent Christmas decorations.

Quick Response

These grants are openSeptember – June , assessed within 14 days, and intended to provide support to meet an immediate need in the community.

Applicants are not required to provide a co-contribution.

Potential Projects: Community functions such as a workshop, small revegetation project, marketing and promotion of a community project, emergency response and relief.

Council may reprioritise this grant program during emergency situations to support community response, relief and recovery.

Program Priorities

- Promote health and wellbeing, increase volunteer participation and help people feel safe in our community.

- Support people from different cultures to participate fully in community life.

- Support children and young people to reach their full potential.

- Support older people and people with a disability to have access to quality services.

- Increase community education and awareness of environmental issues including climate change.

- Support revegetation projects or manage pest plants and animals.

- Reduce energy and water use or use renewable energy or recycled water.

- Reduce waste production or increase recycling.

- Increase access to a diverse range of arts and cultural experiences.

- Values and embraces our diverse cultural heritage and recognises the significance of our region's Indigenous culture.

- Support the establishment of new arts groups, education, workshops or mentoring opportunities.

- Encourage community festivities/spirit including community decorations.

- Support community relief and recovery projects.

Who Can Apply?

Applications will be considered from

- A legal entity, not for profit, incorporated community group.

- A registered charity, public benevolent institution or have a DGR status.

- A state government entity seeking funding for activities beyond those considered the responsibility of State or Federal Government; including schools on a non-infrastructure basis and is separate to the normal school curriculum.

- Unincorporated not-for-profit community groups being auspiced by an eligible incorporated organisation.

- Individual artists or arts-related businesses operating under an active sole-trader ABN.

What will NOT be funded

- Projects that require re-current or ongoing funding from Council.

- Reoccuring programs, events or activities.

- Projects that could be fully funded from other sources (e.g. 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 service or project is the responsibility of another level of government or services abandoned by state or federal government (cost shifting).

- Projects that have received funding through another Council Grant program.

- Funding of 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.

- Funding of computer products for administration use that does not contribute directly to the grant project.

- Funding for the replacement of consumable items and/or equipment.

Funding of equipment that is not relevant to the implementation or delivery of the project.

- The purpose of the project is political in nature.

- Funding for a religious group or purpose – unless the project is non-denominational and demonstrates a broader community benefit.

- Funding 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.

- Funding of 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.

- Funding of travel, study, or conferences (including feasibility studies).

- The applicant organisation has not satisfactorily acquitted a previous Council grant.

- The project replicates or may compete with 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).

- Funding of costs associated with preparing a grant application and/or sourcing of quotes.

The Application Process

- Applicants are encouraged to submit their application and supporting materials using the online grants form at www.smartygrants.com.au. A preview form will be accessible on the MRCC website.

- Applicants are encouraged to discuss their grant application with a Council Officer prior to submitting. Please contact the Community Development Coordinator on 5018 8100 to discuss your project. Council can also offer support with the submission of applications. Handwritten, emailed or faxed applications will not be accepted without prior approval.

- Applications and all supporting material must be submitted by the due date. Any additional information or materials will **NOT** be accepted after this time.

Once you have submitted your application you will receive an email acknowledging receipt. A PDF copy of your application will be attached for your records.

Community Grants Program Key Dates	
Grant Information Session	early-July
Grants Open	early-July
Grants Close	mid-August
Application Assessment	Aug-Sept
Grant Applicants Notified	October

Refer to page 3. For Quick Response timeline

Reporting and Acquittals

On the completion of the project applicants are required to:

- Complete an acquittal form. Links to the acquittal forms are listed under each application in the "My submissions" area of SmartyGrants.

- Return any unspent funds to Council at the end of the grant period.

Assessment

Applications must address the following mandatory criteria. If the application does not address the mandatory criteria, it will not be eligible for assessment:

- Provide details of all monetary and in-kind contributions (this must be in line with the requirements of the funding level, i.e. Large Grants 1:2).
- Provide a plan for consultation/engagement.
- Identify where the project aligns to the objectives and/or 4 year priorities of the Council Plan 2021-2025.

Applications will be scored and assessed according to the following assessment criteria:

No.	Criteria	Weighting
1 & 2	Clearly describe the project and how it addresses one or more of the program priority areas stated in the Community Grant Guidelines. *Applications that address more than one priority area are encouraged.*	30%
3	Provide clear evidence of a need for the project within the community.	20%
4 & 5	Clearly state what outcome/s your project will achieve and Outline the measures that will be used to show if your project has been successful in achieving the stated outcome/s.	15%
7	Demonstrate consideration for: - Inclusiveness and accessibility *Being 'inclusive' and 'accessible' means welcoming everyone - regardless of age, gender, race and ability and that all people involved have an equal opportunity to participate at a level they choose.*	10%
8	Demonstrate consideration for: - Social and environmental sustainability *Includes supporting local businesses, employment of indigenous people or people with disabilities, promotion of environmentally friendly practices, purchase/use of products that consume minimal energy, water or other resources.*	10%
9	Project Timeline: Provide an achievable plan for the delivery of the project, including timeline and consideration of risk.	15%
	Total	100%

All questions in the application form must be answered, and any requested attachments provided.

The Funding Conditions

- The project must take place between 1 July – 30 July 2023.
- The project must be undertaken within the Mildura Rural City Council Local Government Area.
- Applicants must apply for a permit/land managers consent to undertake activities on Council land and must factor this cost into their application.
- Applicants must seek consent from Council for any variations to the original project. All requests will be considered and the applicant will be notified of Council's decision. Approval must be received for all variations.
- The applicant must have public liability insurance with a suitable level of coverage relevant to the nature of the project. A copy of your current Public Liability Insurance Certificate (minimum $10 million) must be submitted as part of your application.
- The applicant must supply a financial statement (less than 3 months old) if requested.
- Two quotes (less than 3 months old) must be submitted as part of the application for any individual budget items over $1000. Additional quotes must be submitted upon request.
- A successful applicant must enter into a Funding Agreement with Council and adhere to all conditions outlined in the agreement.

Auspice Application

Not-for-profit community groups that meet all other eligibility criteria but are unincorporated can have their application supported by an auspicor, an eligible incorporated organisation.

The following conditions apply:

- The auspicor must be incorporated and have an ABN.
- The auspicor accept legal and financial responsibility for the grant if successful.
- Applications can be submitted directly by group being auspiced. However, the funding agreement for successful grants will be made between the auspicor and Council, and grant money will be paid directly to the auspicor.
- The auspicor must provide information for the application including contact details and ABN.

Additional Information

Multiple applications - Applications from the same club, group or organisation in multiple grant categories for different projects will be considered and assessed on their individual merit.

Information sessions – Are scheduled every grant round for applicants seeking further information. Interpreters can be arranged.

Aboriginal consultation – Council recognises The First People of the Millewa-Mallee Aboriginal Corporation including traditional owner groups Latji Latji, Nyeri Nyeri, Ngintait (Nintay) and Wergaia and Barengi Gadjin Land Council including traditional owner groups, Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagulk peoples, collectively known as the Wotjobaluk peoples as the Traditional Owners of the lands within the municipality. Consultation and cultural requests such as cultural awareness training, Welcome to Country ceremonies or smoking ceremonies and cultural heritage management should be directed to the appropriate traditional owner organisation.

Child Safe Standards - Victorian organisations that provide services or facilities for children (anyone under 18 years old) are required by law to implement Child Safe Standards to protect children from harm. If your project/program engages children as either participants or audience members you will be required to demonstrate that you are complying with the Child Safe Standards by uploading a supporting document of your organisation's Child Safe Policy or Statement of Commitment to Child Safety.

For further information on the Child Safe Standards see: https://ccyp.vic.gov.au/child-safety/resources/

Who to contact for further information and assistance

Speak to a Council Officer 5018 8100

A Council Officer is available to help applicants with preparing their application. We can help in person with completing your application form to submit it online. This needs to be **by appointment** (to make sure we are available). Interpreters can be arranged.

If you are having trouble accessing your SmartyGrants user account, please contact SmartyGrants directly on 03 9320 6888 or via service@smartygrants.com.au.

Definitions

DGR status A Deductible Gift Recipient (DGR) is an entity or fund that can receive tax deductible gifts.

ABN The Australian Business Number (ABN) is a unique 11- digit identifier that makes it easier for businesses and all levels of government to interact.

https://abr.business.gov.au

Acquittal The process by which a funding recipient demonstrates in writing to the funding body that it has expended all funds per the terms and conditions of the funding agreement on completion of the project.

Auspicor An incorporated organisation that accept legal and financial responsibility for an unincorporated applicant.

GST Goods and services tax often referred to as GST is a broad-based tax of 10% on most goods, services and other items sold or consumed in Australia. All Council grants are exclusive of GST.

Http://www.consumer.vic.gov.au/clubs-and-fundrasing

Incorporated Association An incorporated organisation separates individual members from the entity. Incorporation makes a group of people, a single legal entity with certain rights and legal protections.

In-Kind Contribution A non-financial contribution (volunteer time, free venue, donated goods) from the organisation or community group that goes towards the project or program to make it happen.

Capital Infrastucture This refers to; upgrades or modifications to facilities or buildings, structural alternations/improvements or the installation of fixed built items, any addition that will add to the capital value.

Land Managers Consent Grant applications seeking funds relating to capital infrastructure on Council land, or to a Council owned facility, require a land managers consent form to be submitted to Council for processing and approval at the time of the grant application.

Consent is also required from Land Owners other than Council i.e. Department of Environment Land Water and Planning (DELWP) and approval (or proof of application) from the relevant Land Owner must be submitted to Council at the time of the grant application.