

Community Project Grant Guidelines 2020



Mildura Rural City Council

Priority for projects that consider COVID-19 impacts

This guidance is provided to applicants applying for a Community Project Grants in August 2020. This document is to be considered in conjunction with the following Community Project Grant Guidelines.

In these unprecedented times for our community with the outbreak of coronavirus across the world, Mildura Rural City Council is acting to prioritise Community Project Grants that consider relief and recovery from the impacts of COVID-19.

The Community Project Grants program in August 2020 will focus on assisting community groups to adapt to the current situation through supporting Community projects that respond to the impacts of COVID-19.

You are encouraged to read this document with the Community Project Grant Guidelines and discuss your project idea with us before starting an application.

For more information or to discuss your application please contact us on 03 5018 8100 or email Connie.demaria@mildura.vic.gov.au

COVID-19 Priority Assessment Criteria

In addition to the eligibility and assessment criteria detailed in the Community Project Grant Guidelines, applications will be assessed on how the project considers the impacts of COVID-19.

The following question in the online application must be addressed and will be assessed:

- How has COVID-19 impacted your group and how will this project address the impact?

Project Ideas

Assistance to remodel existing, or development of new programs and services to meet immediate community needs and issues i.e.

- Technological connection - Web design and redevelopment, video conferencing subscription, virtual experiences, hosting webinars.
 - Professional development - online learning and webinars, training.
 - Implementation of immediate health and safety requirements.

Funding for community initiatives addressing:

- Building community resilience
- Bridging isolation and building connections (social support)
- Online events, placemaking, story-telling and creative expression
- Celebrating and connecting when the time is right.

Adaptation of community programs and activities, especially targeting:

- Food security
- Housing support
- Family violence support
- Mental health
- Social isolation

Other emerging pandemic needs in line with funding priorities.

Introduction

The Community Project grant program supports local, non-profit organisations and community groups by providing funding for innovative local projects and programs that intend to provide inclusive and innovative programs. Projects and programs that will improve the health and wellbeing of our whole community as well as being a means to enable Mildura Rural City Council to achieve the goals of the current Council Plan.

Who can apply?

To be eligible to apply for a Community Project Grant you must:

- Have a project taking place between - **1 January 2021 – 30 Dec 2021.**
- 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, relevant to the nature of your project.
- Be based within the Mildura Rural City Council Local Government Area and/or provide services and activities within these boundaries (or propose to).
- Schools can only apply for grants that benefit the school on a non-infrastructure basis and demonstrate that they are separate to the normal school curriculum e.g. a program that introduces behavioural change.
- Have no outstanding debts or grant acquittals with Mildura Rural city Council

What will be funded?

Community Project Grants are made available to support the goals in the Mildura Rural City Council Plan 2017-21. To achieve this we want to fund programs or services that support the following goals:

- People feel and are safe in our community.
- Facilities, services and activities are accessible to everyone.
- Everyone feels part of the community and can participate in community life.
- Everyone has opportunities to help shape their community.
- Everyone has access to education opportunities.
- There are high levels of community health and wellbeing.

- Young people have opportunities for the best start in life and youth are supported to reach their full potential.
- Older people and people with a disability have access to quality services.

Priority will be given to programs/services catering for a demonstrated community need.

Potential Projects

Examples of projects that may be eligible for funding include:

- Programs and activities promoting health and wellbeing.
- Purchase of equipment to run a service or program.
- A project to support people from different cultures to participate fully in community life.
- Initiatives to increase volunteer participation.
- A project that will help support children and young people to reach their full potential.
- A program to help people feel safer in our community.

What will not be funded?

You cannot apply for a Community Project grant if:

- Re-current or ongoing funding from Council is needed.
- You could fully fund the program/service from other sources (e.g. user fees, fundraising, other funding bodies, business or other sponsorship).
- Your 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 program/service is the responsibility of another level of government or services abandoned by state or federal government (cost shifting).
- You received funding for this project through a previous Project grant round or another Council grant program.
- A clear statement of your organisation's financial position can't be provided on request.
- You wish to fund management or administrative support, contributions to salary costs or ongoing operational costs such as annual rent, power or labour costs not directly associated with your program or service.

- You wish to fund computer products for administration use that does not contribute directly to the program/service.
- You wish to fund the replacement of consumable items and/or equipment.
- The purpose of your program/service is of a political nature.
- The purpose of your grant is for a religious group or purpose - unless the project is non-denominational and demonstrates a broader community benefit.
- You wish to fund assistance to an individual person.
- You are a commercial enterprise or Government entity.
- Your program/service intends to manufacture products that create a direct commercial return that do not demonstrate a broader community benefit.
- You want to fund general fundraising campaigns, activities and appeals.
- Your organisation supports or the intended purpose of your program or service promotes gambling or alcohol, drugs or tobacco use.
- You wish to fund travel for the purpose of attending training, study or a conference (including feasibility studies).
- Your organisation has not satisfactorily acquitted a previous grant.
- Your program/service replicates one that already exists within the community (projects that compliment or expand the capability of existing programs will be considered).
- Your program/service has commenced or will commence before the grant funding is announced (we do not fund in retrospect).
- You wish to fund the costs associated with preparing a grant application and/or the sourcing of quotes.

How much can be applied for?

Funding of up to \$6,000 (GST ex)

How do I apply?

Please contact us on 5018 8100 or email Connie.demaria@mildura.vic.gov.au to discuss your project idea before starting an application, and to receive your access code to our online grants portal.

Applications must be submitted online via our grants portal www.mrcc.smartygrants.com.au.

Important Milestones

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|--------------------------------------|--------------------------------|
| 1. Grant round opens | 8am, Monday 24 August 2020 |
| 2. Submit your application | by 4pm , Monday 5 October 2020 |
| 3. Applications assessed | 30 October 2020 |
| 4. Council Meeting (decision) | 25 November 2020 |
| 5. Applicants notified | December 2020 |

Assessment, evaluation and acquittal

Assessment of applications

Applications for Community Project Grants will be assessed by independent assessors according to the following weighted criteria and will be presented to council for consideration following the closure of the funding round.

Project Idea (55%)

- An overall description of the objectives and aims of the project.
- How has COVID-19 impacted your group and how will this project address the impact
- Clearly defined community consultation and engagement process.
- Targeted to areas deemed by Council through social research to have high needs. (Refer to Mildura Social Indicators Report).
- There will be a clear benefit from assisting the targeted group with high needs
- Demonstrate how the project will develop and benefit the community.
- Has a focus on community development.
- Contribute to the achievement of Council Plan objectives.
- The project is primarily a self-help project.
- Demonstrate how the project will have long term benefit and become self-reliant into the future.

Project Delivery (25%)

- Demonstrate ability to achieve and outcomes.
- A demonstrated proven track record of delivering accredited projects in partnership with the community.
- Partnerships have been explored with other local agencies to deliver the project as part of a wider community project.
- Clearly defined accountability and governance structures and delegations.
- Clearly outlines project management team who will deliver project.

Timeline (10%)

- A timeline that estimates when key objectives and tasks will be undertaken and completed by.

Budget (10%)

- A detailed budget that articulates all monetary and in-kind support (including quotes)
- Ensure all other potential funding sources have been explored.
- If applicable, a plan for on-going alternative funding.
- Social and environmental considerations associated with any procurement of goods and services.

Information for successful applicants

All applicants will be notified in writing of Council's decision following the Council Meeting.

Successful applicants will be presented with a certificate of acknowledgement.

There may be additional requirements to ensure the project is COVID-19 safe and compliant with Chief Health Officer Directives prior to the commencement of the funded activities.

Project evaluation and financial acquittal

All successfully funded projects will be required on the completion of the project to:

- Acknowledge Council's funding This can be done as part of a speech at the event, in writing, in the media and/or promotional material for the event per funding agreement guidelines

- Spend the grant funds as outlined in the approved grant application and in accordance with the terms of the funding agreement.
- Complete the funded project within 12 months of approval.
- Return any unspent funds to Council at the end of the grant period.
- Seek consent from Council for any modifications required that alter the original approval to the funds being spent. All requests will be considered and the applicant will be notified of Council's decision. Approval must be received before alterations can proceed.
- Complete and submit an online Mildura Rural City Council Community Project Grant Acquittal form, with required financial evidence (e.g. receipts) as well as other forms of evidence, video, media marketing material, photographs etc. to accompany the project evaluation, which details specifically how the funding was spent to achieve the funded project objective/s. (refer to acquittal guide for further information)

Application Conditions

Your application

- A copy of your current Public Liability Insurance Certificate, relevant to the nature of your intended project (minimum \$10 million) must be submitted as part of your application.
- Two quotes need to be submitted as part of your application for any individual budget items over \$1,000. Additional quotes must be submitted upon request.
- Any in-kind contribution in support of your project must be detailed in your application form.

General Conditions

- Late applications will not be accepted.
- Council approval (including necessary permits) must be gained for any projects being undertaken on Council owned or managed land.
- A copy of your organisations most recent Bank Statement (less than 3 months old) and/or financial statement must be provided upon request.
- To receive grant funds, successful applicants must enter into a Funding Agreement with Council and adhere to all conditions outlined in the agreement.
- Written confirmation from the supplier for any in-kind contribution detailed in your application must be provided to Council upon request.

Definitions

- **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 in accordance with the terms and conditions of the funding agreement on completion of the project
- *(refer to Community Project Grant Acquittal document on Council website, for further information)*
- **Auspice** Means to lend support, in the context of a grant application, an unincorporated organization will require an Auspice organisation that is an incorporated entity. Grant
- **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. GST is paid in addition to the grant amount to applicants who are registered with the ATO for GST. <https://www.business.gov.au/Registrations/Register-for-taxes/Register-for-Goods-and-Services-Tax-GST>
- **Incorporated Association** An incorporated organization separates individual members from the entity. Incorporation makes a group of people, a single legal entity with certain rights and legal protections. <https://www.consumer.vic.gov.au/clubs-and-fundraising>
- **In-Kind Contribution** A contribution is an investment which be either non-financial (volunteer time, free venue donated goods) or financial from the organization or the community group, that goes towards the project or program to make it happen
- **Capital Works** This refers to; upgrades or modifications to facilities or buildings, structural alterations/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 Works on Council land, or to a Council owned facility, requires 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. DELWP and approval (or proof of application) from the relevant Land Owner must be submitted to council at the time of the grant application
- **Grant A** Grant is a payment made by Council to an eligible applicant for a specific purpose or project that demonstrates community benefit and assists people living in the Mildura Rural City Council Municipality to achieve its strategic goals and objectives. Grants are subject to an application process and are awarded following Council endorsement.

Notes: