



Mildura Rural City Council

Community Plan Support Funding (CPSF) Guidelines

Contents

Introduction	3
What will be funded?.....	4
Potential Projects.....	4
What will not be funded?.....	5
How much can I apply for?.....	6
How do I apply?	6
Important Milestones.....	7
How will my application be assessed?	8
Application Conditions.....	10

Introduction

Community Plan Support Funding is available to help communities implement projects that have been identified in their Community Plans.

While the funding is a single monetary pool, there are two different streams referred to as Part A and Part B funding.

Community Plan Support Funding under Part A links directly to Community Plan priorities and can be used to develop engineering plans, business cases, strategic plans and business plans. Community Plan Support Funding under Part B supports communities to implement Community Plan projects.

Before starting an application you are encouraged to read the guidelines and discuss your idea with the Community Development Team member attached to your Community Plan.

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

Who can apply?

To be eligible to apply 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.
- Schools can only apply for funding that benefit the school on a non-infrastructure basis and demonstrate that they are separate to the normal school curriculum eg a project that has a direct link to an action in a Community Plan, positively impacts on the wider community and is not delivered as a part of the school curriculum could be considered.

What will be funded?

Community Plan Support Funding is designed to provide communities with the funds to develop and deliver actions in their Community Plans. To achieve this Council will provide funding under the following categories:

Part A - Planning Funding

Community Plan Support Funding under Part A will link directly to Community Plan priorities and will be utilised to develop engineering plans, business cases, strategic plans and business plans.

Part B - Implementation Funding

Community Plan Support Funding under Part B will support communities in implementing Community Plan projects and can only be accessed when the appropriate research and planning has been undertaken to support the project delivery. Funding allocated will allow communities to pursue further funding options, or allow works/actions related to Community Plan projects to proceed.

Potential Projects

Suitable plans and projects include those:

- Identified through the community planning process.
- Support people to feel part of and participate fully in their community.
- Building community capacity and enhances the sustainability of townships.
- Improving the economic, social, health and wellbeing factors of their community.

What will not be funded?

You cannot apply for Community Plan Support funding 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 project is the responsibility of another level of government or services abandoned by state or federal governments (cost shifting).
- You receive funding for the project through 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 project.
- You wish to fund computer products for administration use that does not contribute directly to the project outcomes.
- You wish to fund the replacement of consumable items and/or equipment.
- The purpose of your project 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 project 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 project, promotes gambling or alcohol, drugs or tobacco use.
- You wish to fund travel, study or attend conferences.
- Your organisation has not satisfactorily acquitted a previous grant or funding.
- Your projects replicates one that already exists within the community (projects that compliment or expand the capability of existing programs will be considered).

- Your project 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 I apply for?

Council allocates a set amount of funding annually for supporting Community Plans and whilst there is not a monetary limit to applications we will give priority to funding applications for planning purposes as outlined under Part A of the policy statement, over those seeking implementation funding as outlined in Part B of the policy statement.

How do I apply?

A Community Plan Support Funding application is available from www.mildura.vic.gov.au. All applications should be submitted for assessment with accompanying documentation through the Community Development Team member for your area.

For information on the Community Plan Support Funding application process contact 5018 8100 or email geoff.burr@mildura.vic.gov.au

For your application to move to the assessment stage. Council requires the following:

- You must address each of the questions in the application and supplied the appropriate documents.
- You must have thoroughly investigated other possible funding before submitting the application.
- You must have discussed the project with the Community Development staff assisting you with your project.

Important Milestones

Funding will be released 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 on the funding have been met including part payment requirements.

This process can take a minimum of eight weeks from when an application has been submitted

How will my application be assessed?

Your application will be assessed on:

1. Eligibility and priorities as outlined in the Community Plan Support Funding policy. The policy is available at www.mildura.vic.gov.au
2. Demonstrated compliance with the key selection criteria.
3. Adherence to the assessment process, which includes the use of a selection criteria and ranking responses.

The Community Plan Support Funding process is an open process and applications can be submitted throughout the year. The Community Plan Support Fund Reference Group assesses each application. The group makes recommendations and/or conditions on a successful applicant receiving the funding.

Once your application has been submitted, it will be assessed on the following criteria:

Project Description

- Provides all the required details and contact information.
- Identifies if the project required under Part A or Part B funding and shows how it fits this criteria.
- A detailed and adequate project description.
- Details on achievable outcomes.
- A link between the project and the Community Plan
- Outlines if any other funding has been explored (where appropriate).
- Shows a link between the project and the MRCC Council Plan and Social Indicators Report 2012.

Project Delivery

- Provides details on the community involvement in the project.
- Provides an overview of the community consultation and engagement undertaken.
- Shows how the project will be managed now and into the future.
- Clearly sets out tasks, roles and responsibilities connected to the project.
- Examples of successful projects delivered by the group provided (if applicable).

- All appropriate documents to support the application are provided For example permits, land owners consent, letters of support and quotes.
- Shows a structure for decision making during the project.
- Provides financial details that includes a breakdown of the project costs and income, this should including In-kind and voluntary labour.

Project Evaluation

- Demonstrates how the project will be evaluated to demonstrate that the project outcomes have been met.

Application Conditions

Your application

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

General Conditions

By submitting an application 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 Council's EQuote process. Please discuss this requirement with Council's Community Liaison Officer on 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 should be sourced before commencing the project.