



2018-19
Colac Otway Shire
Grants Program
Guidelines



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Program Category Key Information

Category 1 – Community Grants Program

Category 2 – Community Events & Support Program

Category 3 – Small Grants Program

Category 4 – Building Façade Improvement Program

Program description and objectives

1. What is the Grants Program?

The Colac Otway Shire Council Grants Program provides one-off financial assistance grants to assist not-for-profit, community organisations, event organisers and businesses in providing opportunities that benefit the wider community and help in achieving goals and outcomes consistent with Council's objectives.

The program supports our communities through the support of community projects, community and recreation infrastructure improvements, community activities and programs and events that contribute to community strengthening and bring a wide range of social and economic returns to the Shire.

The program aims to provide an opportunity for a wide range of groups to obtain a share of the grant funds for a varied range of projects and events within the Colac Otway Shire.

The total pool of \$310,000 is available for the Colac Otway Shire Grants Program. All categories require matching funding via cash or in-kind from the applicant on a \$1 for \$1 basis.

The program has four funding categories.

Category 1: Community Grants Program

Total category fund limit: \$160,000

Grants up to \$10,000 are available.

Category 2: Community Events and Support Program

Total category fund limit: \$100,000

This category provides:

- Grants up to \$5,000 to provide support for sponsorship of established events
- Grants up to \$2,000 to provide support for one-off or start-up events.
- COPACC Hire Assistance

Grants available for up to 50% of the cost of standard room hire at COPACC for the provision of performing arts and cultural activities.

The maximum grant available is \$5,000.

Category 3: Small Grants Program

Total category fund limit: \$30,000

Grants up to \$2,000 are available.

Category 4: Building Façade Improvement Program (Colac)

Total category fund limit: \$20,000

Grants up to \$2,000 are available.

Upgrade or improve the shop/business façade in Murray Street, Colac.

2. Who can apply?

Community organisations or organisations that are providing a direct benefit to the Colac Otway Shire may apply. Applicants must:

- be non-government, not-for-profit and registered as an incorporated body at the time of application for the project duration.

If an applicant organisation is not registered as an incorporated body, it must arrange for a legally constituted organisation to manage the grant funds. Auspice organisations must provide a letter of consent which must be included with your application.

- possess an Australian Business Number (ABN) or provide a completed Australian Tax Office form (Statement by a supplier) so that no withholding tax is required from the grant payment.
- have satisfactorily met reporting requirements on any previous grants received from Colac Otway Shire.

Category 2 - Event organisers can apply if the event is held in the Colac Otway Shire. 'Event organiser' means a commercial entity, community group or individual who undertakes the planning, control or management and/or implementation of an event.

Schools may only apply for COPACC Hire Assistance. Schools are not eligible to apply for any other category.

Category 4 - All businesses located in the commercial area of Murray Street Colac that have street frontage will be eligible to apply for Category 4.

Note: An applicant can only submit one application per year in Colac Otway Shires Grant Program.

3. What type of activities might be funded?

Eligible items may include but are not limited to:

- Community initiatives.
- Arts and culture projects.
- Environmental projects.
- Projects that encourage participation in community activities.
- Projects that revitalise community and recreation facilities.
- Equipment purchases that are facility enhancing designed to remain as part of a facility or which provide general benefit to groups.
- Training for the development of specialist skills for volunteer community members.
- Festivals and events.
- Performing arts and cultural activities/events at COPACC.
- Commercial building façade improvements.

Refer to the **Program Category Key Information** in these guidelines for specific details.

3.1 What will not be funded?

- Applications received after the closing date.
- For Categories 1 and 3, applications will not be accepted from or on behalf of individuals.
- Standard Council infrastructure is not eligible to be funded through any grant program.

For example: footpaths, bins, drainage, road construction, upgrades to Council owned buildings if compliance related or within the current lease arrangements.

- Groups cannot receive a grant in any grant program in future years if they have not completed an acquittal report for a previous grant you have received.
- Requests for retrospective funding are not eligible for funding. The project activity cannot commence or equipment purchased prior to the funding being approved.
- Funding is not available for ongoing expenses including recurrent operating costs and salary subsidies e.g: rent, utility costs, staff wages, etc.
- Public Liability Insurance.
- Capital expenditure over \$20,000.
- Administrative costs.
- Projects considered the responsibility of other agencies.

4. What are the funding details?

The following conditions will apply to activities that receive a grant:

- The grant recipient (or the Auspicing organisation who will manage the funds) must enter into a funding agreement with Colac Otway Shire Council which sets out the conditions and reporting requirements.
- The project must be completed within the financial year in which the grant is received. Any unspent funds must be returned to Colac Otway Shire Council.
- Funds must be spent on the activity as described in the application. Any proposed variation to the approved activity must be submitted in writing to Colac Otway Shire Council for approval prior to implementation.
- Applications that address gender equity are highly encouraged.

- Grant recipients (or those that managing the funds) without an Australian Business Number (ABN) must provide a completed Australian Tax Office form (Statement by a supplier) so that no withholding tax is required from the grant payment.
- Grants to recipients (or those managing the funds) not registered for GST will have payments made exclusive of GST.

5. What is the application process?

Applications will be considered in an assessment round each year as detailed in the table below:

Funding round	Applications open	Applications close
2018-2019	2 July 2018	27 July 2018

There are some important steps to consider before submitting an application.

Step 1: Check your eligibility

Check the detailed information contained in this guide to see if your organisation and your proposed activity is eligible. Other important information about this grant program and the application process can be found at:

www.colacotway.vic.gov.au, Apply for a Grant, Colac Otway Shire Grants Program

It is highly recommended applicants contact Colac Otway Shire Council to discuss your application.

Contact details are:
 Grants Officer
 Colac Otway Shire
 2-6 Rae Street Colac
 Ph: 5232 9400
 Email: grants@colacotway.vic.gov.au

Step 2: To apply

To obtain the application form, go to:
www.colacotway.vic.gov.au

Apply-for-a-grant

Colac Otway Shire Grants Program

To complete your application, make sure you have the information you need on hand including required documents if applicable (e.g: recent quotes, land owners consent, public liability insurance, letters of support etc.

Attach the application in your email and submit to inq@colacotway.vic.gov.au with *Colac Otway Shire Grants Program 2018/2019* in the subject line.

Attaching required information to your application

You can attach documents to your electronic application as long as they are in an acceptable file type (e.g. Word, Excel, PDF or JPEG) and don't exceed the maximum file size. Attached files must not be larger than 10MB in size.

Applications may be completed in hardcopy and submitted to:

Colac Otway Shire Grants Program
PO Box 283
COLAC VIC 3250

or lodged in person at:

- 2-6 Rae Street, Colac Vic 3250
- 69 Nelson Street, Apollo Bay Vic 3233 (9am – 1pm)

IMPORTANT

The Colac Otway Shire Grants Program is a competitive funding program. Applicants should note that the submission of an application does not guarantee funding of the proposal.

7. How will applications be assessed?

Eligible applications will be assessed based on responses provided in the application form. The assessment criteria are outlined in these guidelines on page 7.

Applications will be assessed against the assessment criteria in the application form.

Eligibility does not guarantee success. It is a competitive program and often more applications are received than can be funded.

Please note that the assessment process may take up to three (3) months from the closing date. Applicants will receive written notification whether the application has been successful or unsuccessful following the decision by Council at an Ordinary Council Meeting.

7.1 Information you will need to provide as part of your application

All applications must provide a quote prepared within the past three (3) months for the project or event. The quote must include:

- Details of individual items to be purchased or project activity to be undertaken.
- Total project cost of items or services to be purchased for an event.

NOTE: Applications submitted without an adequately detailed quote may not be recommended for funding.

The program will not fund items that have been purchased or projects or events that have commenced prior to the funding announcement as outlined in these guidelines.

Include the following as part of your application (if applicable):

- Letter(s) of support from organisation(s) involved in the proposed project.
- If required, include land manager or land owner's consent for the project or event to be undertaken on their land.

Public Liability Insurance is required for all projects or events and is not funded by the grant program. A Certificate of Currency must be submitted with your application.

7.2 What are the Assessment Criteria?

To be competitive, you will need to address each of the assessment criteria in your application.

Your application will be assessed against each of the four assessment criteria using the weighting indicated in the application form and in these guidelines. The application form asks questions that relate to the assessment criteria to assist you with your response.

How much information do I provide?

The amount of detail and supporting evidence you provide should be relative to the project size, complexity and grant amount. The application displays word limits as a guide as to how much information (maximum) is required to provide sufficient details to support your application.

Assessment Criteria 1 – What benefits will the project provide to your organisation and the broader community? (Weighting 50%)

In your response, please describe:

- The anticipated benefits of the project or event to the community.
- How is the project or event supporting the local community?
- Who will benefit from the project or event?
- Details of short term and long term benefits
- The expected number of people who will benefit from the project or attend the event
- The benefit for current and future generations.

Assessment Criteria 2 – Why is this project needed? (Criteria 20%)

In your response, please describe:

- How is this project or event supporting the local community?
- What demand exists that has created the idea for this project or event?
- The evidence to show why this approach will work?
- To demonstrate support from the community for your project and for **all new events** attach support letters and detail any discussions held with related groups in the area.

Assessment Criteria 3 – How will the project be delivered? (Weighting 15%)

Applications must clearly demonstrate the capacity of the applicant to deliver the project.

In your response, please describe:

- Who will manage the project?
- What planning has been undertaken to complete this project or run the event?
- Detail the stages involved in your project or event and how you propose to deliver it.
- Details if it involves knowledge and skills development.
- Will the project be an innovative and creative response to the issue?

- Will it be sustainable? Explain how you intend to fund this project or event into the future.

Assessment Criteria 4 – Who is involved? (Weighting 15%)

In your response, please describe:

- Who are the partners?
- Will there be voluntary or in-kind contributions?
- How many people from your organisation will be involved?
- Does the project actively involve a range of stakeholders?
- What size audience are you expecting?
- Who is the target market to benefit from your project or event?

Budget

A completed budget that accurately reflects your project or event must be included in your application. The budget should include details on all income (all sources of funding which will be used to deliver the project) and expenditure (all costs involved in the project).

Please provide copies of quotes with your application where applicable. The budget must include the matching contribution required for your project category including cash and in-kind contributions. It is important to detail the in-kind contributions, if any, that will be made to the project in the in-kind section in the application.

The income and expenditure columns must balance/be equal.

Assessment Criteria	Weighting
<i>Community Benefits</i>	50%
<i>Addressing a need for the project or event</i>	20%
<i>Planning and Project or event delivery</i>	15%
Involvement of stakeholders, partners, volunteers	15%

An unsuccessful application does not necessarily mean that the project or activity is unworthy of support. An application could be rejected because of limited resources or the need to balance support given to a wide range of proposals after considering the assessment criteria.

Council will work with unsuccessful applicants to identify alternate funding sources and/or provide feedback on their application for future funding rounds for the Colac Otway Shire Grants Program.

Cash contributions

Cash contributions over \$5,000 can be confirmed by providing a detailed financial statement or Treasurer’s report for the past two (2) years and a copy of a current Bank Statement.

Cash contribution under \$5,000 can be confirmed by providing a copy of a current Bank Statement.

In-kind contributions

What is an in-kind contribution?

An in-kind contribution means support, other than money, provided by your organisation towards your project. This can include voluntary labour (e.g. painting work) or donated goods and services (e.g: kitchen equipment or professional advice from an architect).

In-kind contribution calculations

If you have in-kind contributions that count towards your organisation’s matching funding contribution for an activity, you will be asked to outline in-kind contributions as part of your application:

- As part of the budget proposed in the application form (all applications)

- As a completed “In-Kind Contributions Worksheet” submitted with your application form.

To help you with evidence of in-kind contributions, download the In-Kind Contributions Worksheet.

In-kind contributions received

You need to submit written records of in-kind contributions received for your activity. It is your organisation’s responsibility to keep written records (e.g. letter of donations or receipts) of the in-kind support committed or received.

Example of how to calculate your in-kind contribution

Goods/ service to be provided	Organisation or Supplier	No. of Hours	Rate per hour	Total Value (\$)
Architectural drawings	Smith Consulting	10	\$45	\$450
Labour to paint the new community hall – 5 people	Members of XYZ community organisation	10	\$25	\$250
Donation of new kitchen equipment	Commercial Kitchens Ltd	n/a	n/a	\$4,000
	Total			\$4,700

8. Conditions that apply to the Colac Otway Shire Grants Program

8.1 Funding agreements

Successful applicants must enter into a funding agreement with the Colac Otway Shire Council. Funding agreements establish the parties commitments and obligations to each other and set out the general terms and conditions of funding.

Different terms and conditions may apply to different types of grants and grant recipients. These terms and conditions will be discussed with the successful applicant prior to finalising the agreement.

Acquittal Report Process

At the completion of the project or event, an acquittal report must be submitted to Colac Otway Shire Council. The report should include:

- A summary of the project including feedback on the things that went well and also things that you have learnt from the project.
- The success of the project or event and achievements.
- A financial statement must be completed with receipts attached to detail how the projects or events funds were expended.
- Copies of project or event promotional materials, photographs or video.
- Evidence of acknowledgement of Council’s support e.g: club newsletter, media articles, social media etc.

A group which fails to submit an appropriate project acquittal report will be ineligible to apply for funding under any future rounds of the Colac Otway Shire Grants Program until their acquittal report is completed and reviewed by Council as appropriate.

Public Liability Insurance of at least \$10 million is required for all projects and events other than equipment purchases. A Certificate of Currency must be submitted with your application.

Category 2 – Community Events & Support Program

For major events only, Public Liability Insurance is increased to \$20 million. A Certificate of Currency must be submitted with your application.

Event organisers holding events on Council owned or managed land are required to complete and sign the Colac Otway Shire Council's Indemnity Form.

Ongoing Council support should not be relied upon, as each year applications will be assessed in conjunction with other applications and will be determined on funding availability.

8.2 Acknowledging the Council's support and promoting success

Successful applicants need to acknowledge the Colac Otway Shire Council's support through the provision of a grant from *Colac Otway Shire Community Grants Program*. Promotional guidelines form part of the funding agreement and include the requirement that all activities acknowledge Colac Otway Shire Council support through logo presentation on any activity-related publications, media releases and promotional material, social media, written or verbal acknowledgement at presentations or 'openings' and/or placing a Colac Otway Shire endorsed sign at the site of infrastructure activities.

Successful applicants may be required to contribute information on activity outcomes for use in program evaluation reviews or the Council's marketing materials.

8.3 Privacy

The Colac Otway Shire Council is committed to protecting your privacy. We collect and handle any personal information about you or a third party in your application, for the purpose of administering your grant application and informing the public of successful applications. In order for us to administer your grant application effectively and efficiently, we may need to disclose your personal information with others for the purpose of assessment, consultation, and reporting. This can include Council staff or Councillors.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014 (Vic)* and other applicable laws.

The Colac Otway Shire Council's Privacy Policy can be found at www.colacotway.vic.gov.au enter Search - Privacy Statement.

9. Resources and additional information

For questions relating to the program, applications or your proposal, contact Colac Otway Shire Council on (03) 5232 9400 9.00am and 5.00pm Monday to Friday or grants@colacotway.vic.gov.au

If your query is related to the Grants program, your proposal or application, please ask for the Grants Officer.

If your query is related to an event, please ask for the Events Officer.

If your query is related to the Building Façade Improvement Program and you are enquiring about the potential need for a Planning or Building Permit, contact the Grants Officer and they can assist you with your enquiry.

10. Information Session

Two information sessions will be held to outline the Colac Otway Shire Grants Program. Community members and groups are encouraged to attend and take this opportunity to discuss proposed projects, events and applications, and seek answers to any specific questions.

Details of the sessions will be advertised on Colac Otway Shire Council website.

www.colacotway.vic.gov.au 'Apply for a grant'

Program Category Key Information

Category 1: Community Grants Program

Total category fund limit: \$160,000

Grants up to \$10,000 are available.

Grants are provided on a matching cash and/or in-kind basis.

What type of activities might be eligible?

This category provides funding to Committees of Management and organisations responsible for community facilities, including public halls and recreation reserves, to assist with minor facility refurbishments and purchases that assist with delivery of the service. The applicant must demonstrate the project provides long term community benefit.

This category provides assistance to Community Groups for a broad range of community development programs, services, activities or new initiatives. (Former Small Town Improvement Program (STIP) projects may be eligible under this category).

Strategic plans and updates of community priorities including Master Plans for recreation reserves/facilities will also be considered.

What type of activities might be funded?

Eligible items may include but are not limited to:

- Community projects and initiatives
- Community programs that encourage health and wellbeing
- Arts and culture projects
- Environmental projects
- Recreation or hall facility upgrades
- Projects that demonstrate broad benefit to the Colac Otway community.
- Initiatives that demonstrate multiple benefits, which may include cultural, environmental, heritage, health and wellbeing, social support and community participation outcomes.
- Equipment purchases including sporting and safety equipment and community programs that would assist with the operation of a community group or organisation that is not eligible under Category 3 Small Grants Program due to the cost.
- Minor repairs and works.
- Minor capital improvements of community and recreation facilities up to \$20,000. Excludes project on Council owned buildings if compliance related or within the current lease arrangements.
- Strategic Planning activities that identify opportunities for growth and development. This may include master plans, feasibility plans, action plans or business plans for Council managed Committees of Management of Council facilities.

Category 2:

Community Events & Support Program

Total category fund limit: \$100,000

This category provides:

- Grants up to \$5,000 to provide support for sponsorship for established events
- Grants up to \$2,000 to provide support for one-off or start-up events.

Grants are provided on a matching cash and/or in-kind basis.

What type of activities might be funded?

Groups and organisations can seek funds for events and programs within the Shire for:

- Established annual events (funding for development and growth of events)
- New events (seed funding)
- One off events
- Not-for-profit events
- Commercial events (subject to substantial community return)
- COPACC Hire assistance
- Training for the development of specialist skills for volunteer community members
- Education or coaching courses for officials, administrators or relevant community members
- First Aid and CPR Training for staff and volunteers

An **event** means any planned activity open to the public, where any structure (permanent or temporary), open area or road, (fenced or unfenced) will contain a number of persons greater than that normally found in that area or location at one time.

This activity may affect the location surrounding the area prior to, during or after the activity, and includes:

- Sporting activities, whether conducted in an enclosed or unenclosed ground or venue (but does not include a regular, locally focused and organised sporting competition at a venue built for that sport).
- One off or annual events such as meetings held in parks or sporting venues and promotional events.
- Live performances and concerts.
- Festivals.

Events eligible for funding must be designed to benefit Colac Otway Shire's residents and businesses, and have a strong community focus. Events should enhance the region's profile, develop community cooperation and cohesion, build local skills or in other ways have a positive impact on the local community.

Events can include but are not restricted to cultural, historical, artistic (music, theatre, visual), sporting, culinary, environmental and could include markets, festivals and exhibitions.

Eligible costs associated with events could include:

- Signage
- Promotional material
- Professional project event management
- Hire costs (e.g: performers, PA equipment, staging, portable toilets etc)
- Equipment Hire

COPACC Hire Assistance of up to 50% of the cost of room hire at COPACC. Room hires for the Auditorium and Civic Hall includes standard lighting.

A permit may be required for your event.

All applicants should discuss their event with Council's Event Officer.

Please contact the Events Officer on 5232 9400 between 9.00am – 5.00pm, Monday to Friday or inq@colacotway.vic.gov.au

Public Liability Insurance of \$20million is required for all events and is not funded under this grant program. A Certificate of Currency must be submitted with your application.

Preference is given to events that are organised co-operatively and where some profits will be distributed back into the community.

What will not be funded?

Events not supported are those that:

- Are conducted completely outside of the Colac Otway Shire boundary.
- Lack a strong community base.
- Event organisers are accepting sponsorship from companies that Council deem are not suitable or do not align with the Council Plan 2017-2021.
- General ongoing administration costs.
- Total funding of the festival or event.
- Retrospective funding of festival or event.
- Seek funding for Public Liability Insurance for the event.

COPACC Hire Assistance is not available for fund raising activities or projects.

COPACC Hire Assistance does not include:

- Cleaning
- Box office fees
- Security
- Catering
- Piano tunes
- Labour charges
- Specialised lighting

Information you will need to provide as part of your application

COPACC Hire Assistance quotes must be obtained from COPACC at least 10 days prior to the application closing date. The quote must include event dates and resources required (room, audio-visual support, labour and technical staff).

Category 3:

Small Grants Program

Total category fund limit: \$30,000

Grants up to \$2,000 are available.

Grants are provided on a matching cash and/or in-kind basis.

This category provides funding to purchase or undertake projects related to:

- Small equipment to enhance facilities and designed to remain as part of the facility
- Community programs that encourage health and wellbeing participation and show economic benefits
- Community projects
- Environmental community projects
- Community initiatives
- Cultural & Arts projects

What type of activities might be funded?

To purchase small equipment, such as:

- appliances
- furniture
- sporting equipment
- First Aid equipment
- uniforms

Examples of projects that might be funded:

- Install watering system to automatically water communal garden beds
- Purchase a defibrillator unit
- Purchase work benches, tables, cupboard, tools and safety equipment

- Community Variable Message Sign
- Outdoor equipment for playgroup sessions with an emphasis on active play
- Purchase of Sunshade
- Purchase of whitegoods
- Purchase of IT equipment that assists in the running and administration of the club or community organisation
- Purchase of tools specific to club/organisation activities

NOTE – all equipment purchases must remain as part of the facility/organisation.

Category 4:

Building Façade Improvement Program – Murray Street, Colac

Total category fund limit: \$20,000

Grants up to \$2,000 are available.

Grants are provided on a matching cash and/or in-kind basis.

What type of activities might be funded?

- Exterior painting of business building façade.
- Cleaning the existing façade.
- Removal or replacement of redundant signage, air conditioning units and hoardings.
- Minor repair, maintenance or reinstatement of missing elements.
- Minor repairs to existing façade tile or stone accents.
- Minor repairs to structural façade elements and awnings.
- New, repairs and replacements of verandahs.
- External signage.

Please note: A Planning Permit or other permits related to your proposal may be required.

Information you will need to provide as part of your application

You will need to provide the following documents as part of your application:

- Description of works to be completed as part of the application form. A quote for the proposed works.

- Where the application is proposing the painting of a building, the colour palette will need to be provided for approval by Council.
- Photographs of the buildings existing condition will need to be provided including close ups of the affected areas. Photographs will also need to be provided following the completion of the works if the application is successful.
- A Planning Permit may be required for the proposed works that need to be completed. The permit process, if required, can run concurrently with this application.
- If your building is heritage listed, you will be required to undertake research to provide Council with evidence including photographs or other documentation. Council can assist with this research or provide information on whether your business is located within a heritage building or area.
- Public Liability Insurance is required for all projects and is not funded by the grant program. A Certificate of Currency must be submitted with your application.

What will not be funded?

- Requests for retrospective funding are not eligible for funding. The project activity cannot commence or equipment purchased prior to the funding being approved.
- Ongoing or administrative costs not directly related to the project.
- Equipment purchasing (e.g: ladders, gurneys, scaffolding, and safety barriers) Hiring of equipment is permitted when related directly to the project.
- Applications will not be considered for projects that have already received funding from Council.
- Proposed works where a planning permit has been refused.