



# Small Town Improvement Program -GUIDELINES

June 2015

## Objective

The Small Town Improvement Program (STIP) aims to assist in improving infrastructure on public land in the small towns of the Colac Otway Shire. Small towns are defined as any town other than Colac.

Council currently allocates \$100,000 per year towards this Program.

Proposals for projects are sought annually from Small Town Community Groups/ Associations/ Organisations/ community representatives to assist in implementing this program. This program does not allocate funding directly to community groups. The successful projects will be managed by Council.

## Groups eligible to apply for consideration of allocation of this fund

Groups eligible to apply for consideration of allocation of this fund are Action Groups, Advancement Associations, Community Groups/ Progress Associations or community groups/ representatives, where no formal Progress Association/Action Group/Advancement Association exists (who can demonstrate a high level of community support) within the small towns of the Colac Otway Shire. These groups are community based, not for profit organisations who wish to assist Council in implementing capital works infrastructure projects. These projects must be identified in a strategic document, eg: Township Master Plan / Infrastructure Plan, a structure plan or neighbourhood character study or equivalent demonstrated high level of community support and be considered a priority to the community.

## Criteria of what will be considered for allocation

Capital works projects **must** result from the recommendations of a **Small Town Master Plan / Infrastructure Plan** or similar strategic document, such as a **Structure Plan** or **Neighbourhood Character Study** or have **equivalent community support**. Council recognises that the development of these plans has involved the broader community and has prioritised capital works projects according to community preference. However, in determining allocations of the Small Town Improvement Program the following factors will also be taken into account:

- That the proposed project has broad community support
- The community benefits (short and long term) provided by the project
- Whether the proposed project provides new or increased opportunities for residents of the Colac Otway community
- The amount of funding the town has received in the past from Local, State & Federal Governments
- Whether the proposed project has the ability to attract additional external funding
- The track record of the group in the past in assisting and supporting community infrastructure projects and planning
- The provision of sufficient documentation on the proposal including letters of support and the proposal is included in the relevant strategic document(s)
- Whether the proposed project is able to be completed for the amount requested to be allocated
- The priority rating for funding compared to other suitable applications



### **Criteria for what will not be considered for allocation -**

- Requests for project proposals which do not fit within the recommendations of the relevant Strategic Document/s
- Requests for project proposals for general ongoing administration and project management costs
- Project proposals which are on privately owned land
- Project proposals which have already received funding under the Council's Community Funding Program
- Incomplete applications will not be considered.

### **Amounts**

Once approved, funding allocations will not be paid to the applicant as the project will be allocated in Council's budget. The project will be managed by Council.

Project Proposals up to \$25,000 (Council contribution) will be considered and preference will be given to projects where a contribution is available from the community.

Should more than \$25,000 unexpectedly be required to complete a project (after commencement), a letter should be written to the Chief Executive Officer requesting special consideration.

Should a project not proceed, the funds shall be returned to the STIP budget and the community can apply for STIP allocations in subsequent years.

### **How to Apply**

Community Groups are welcome to submit proposals for more than one (1) project for consideration, however only one (1) proposal from each township may be funded. Unfunded proposals are eligible to be resubmitted the following year by the Community group. Further information may be requested if the project is funded.

**Applicants should note that the submission of an application does not guarantee funding of the proposal.**

Project proposals may be submitted on the Application form and emailed to [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au) or

Hard copy applications should be sent to:

**STIP Applications  
Economic Development Unit  
Colac Otway Shire  
PO Box 283  
COLAC VIC 3250**

Application forms are available on Colac Otway Shire's website [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au) – from the masthead select 'Forms', Small Towns Improvement Program Application and Guidelines.

**Applications close on the last Friday in March annually.**

For further information regarding the Small Town Improvement Program or assistance completing this form, please contact Katrina Kehoe, Economic Development Officer on 5232 9444.

1 Apollo Bay Chamber of Commerce & Tourism , Barwon Downs Community Group, Beeac District Progress Association, Beech Forest and District Progress Association, Birregurra Community Group, Carlisle River Community Group, Cressy and District Action Group, Forrest and District Community Group, Kennett River Association Inc., Lavers Hill Progress Association, Skenes Creek Advancement Association Inc., Swan Marsh Community & Neighbourhood Association, Wye River & Separation Creek Progress Association, Red Rock Progress Association