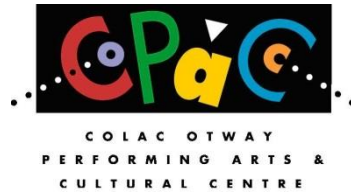


COLAC OTWAY SHIRE – Funding Guidelines COMMUNITY FUNDING PROGRAM 2017/18 COPACC Hire Assistance



Applications are open from Monday 27 February to Monday 10 April 2017

FORWARD COMPLETED APPLICATION FORM TO:

**COMMUNITY FUNDING PROGRAM 2017/18
COPACC Hire Assistance Fund
Colac Otway Shire Council
PO BOX 283
COLAC 3250
EMAIL: inq@colacotway.vic.gov.au**

Need Any Help or Advice?

Please contact COPACC on 5232 9418 and staff will provide you with assistance and further information about your application and this program.

What Is The Community Funding Program?

- The Community Funding Program is offered to assist not-for-profit community organisations in providing opportunities that benefit the wider Colac Otway Shire community and help in achieving goals and outcomes consistent with Council's objectives.
- The COPACC Assistance Fund operates to benefit citizens of Colac Otway Shire by providing financial assistance towards the hire of COPACC for the provision of performing arts and cultural activities during the 2017/18 financial year.
- Applicants may apply for **up to 50% of the cost of room hire at COPACC**. The grant does not apply to costs related to: cleaning, box office fees, security, catering, piano tunes and labour charges. Room hires for the Auditorium and Civic Hall include standard lighting.
- Applicants must obtain a quote from COPACC outlining anticipated dates of hire and resources required – for example: rooms, audio-visual support, labour and technical staff. It is essential applicants obtain a quote **at least 10 days prior to the application closing date**.
- Funding under this scheme is limited. There may be external sources of funding available from State or Federal Government departments and philanthropic organisations. Applicants are also encouraged to research alternative/additional funding sources relative to the type of activity being planned.

Who Can Apply?

- Incorporated (or those deemed by Council to hold a similar legal status) not-for-profit community groups, schools and organisations operating within the Colac Otway Shire are eligible to apply under this program.
- If you have received funds from Council previously, please ensure that you have spent the funds in accordance with the guidelines. You will need to have acquitted previous projects and returned a Reporting Form to ensure that you are eligible for future grants.

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Role of Auspice

- If your group is not incorporated or a similar legal entity, you may wish to appoint an incorporated body to auspice (manage) your application on your behalf.
- The auspice's role includes managing the funds on behalf of the group that is not incorporated and is responsible to manage those funds.
- Auspice organisations must provide a letter of consent to the group stating that it is willing to take financial and legal responsibility for the grant. **This letter must be provided with the application.**
- Contact Council Officers if you are unsure if you need to appoint an auspice or require any further clarification.

What Projects Are Considered For Funding?

Projects that demonstrate broad benefit to the Colac Otway community.

The COPACC Assistance category will fund:

- Initiatives which align with Council priorities set out in the Council Plan
- Initiatives that demonstrate multiple benefits, which should include cultural, environmental, heritage, health and wellbeing, social support and community participation outcomes.
- Initiatives which demonstrate community inclusiveness and do not discriminate against people on the basis of any characteristic covered by the Victorian Equal Opportunity Act 2010.
- Applications which clearly demonstrate the capacity of the applicant to deliver the project.
- Applications which demonstrate an in-kind, cash or voluntary contribution by the applicant.

Please Note The Following

- Your project must not have commenced or been held prior to the grant application being submitted and assessed Council.
- Check that you have chosen the correct grant program for your project. Council offers a variety of funding programs aimed at assisting the community with specific activities. Examples of these programs are: the Festival and Events Support Scheme, Council's Community Funding Program; Small Equipment & Training (up to \$2,000), Recreation Facilities and Community Projects categories.
- This funding program does not support fundraising activities or projects.
- Schools are only eligible for funding assistance with COPACC venue hire.
- Applicants are required to provide details of **ALL** previous grants provided by Council in the past 3 years.

How Do You Apply?

- Electronic versions of guidelines and application forms are available on Council's web site: <http://www.colacotway.vic.gov.au/Community-services/Apply-for-a-grant/COPACC-Assistance-Grants>
- A writable PDF version of the application form is available. Email this application as an attachment to inq@colacotway.vic.gov.au with **2017/18 Community Funding Program** in the subject line. All applications must be received by the closing date, **4.00pm Monday 10 April 2017**.

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When Can You Apply?

Applications open	Monday 27 February 2017
Applications close	Monday 10 April 2017
Submissions evaluated	April - May 2017
Notification of funding	July 2017 onwards

The closing date for applications is 4:00pm Monday 10 April 2017.

Information Sessions

Two Information Sessions will be held to discuss the Grants Program, proposed projects and answer any specific questions relating to the program. Information sessions will also include details about the Colac Otway Shire Festival and Events Support Scheme. These sessions will be held on:

- Monday 6 March 2017, 7.00 pm - 8.30 pm at COPACC Meeting Room 1, Cnr Rae and Gellibrand Streets, Colac.
- Wednesday 8 March 2017, 7.00 pm – 8.30 pm Marrar Woom Meeting Room 4, 6 Pengilley Ave, Apollo Bay.

Public Liability Insurance

Public Liability Insurance is required for all projects and is not funded by the COPACC Assistance Grant. A Certificate of Currency must be submitted with your application.

Privacy Information

The personal information on the Community Funding Application Form is collected by Council for the primary purpose of processing your grant application.

Risk Management

Risk Management analysis of your proposed project is part of the assessment criteria. A template is included for completion and must be submitted with the funding application.

Allocation of Funds

Allocations will be based on up to a 50% subsidy of the cost of room hire at COPACC. Generally the maximum contribution made by Council will not exceed \$4,000. Preference will be given to organisations that have demonstrated a “self-help” attitude through inclusion of in-kind resources, and/or a desire to contribute financially. Documentation to support the organisation’s 50% matching contribution must be included.

Evaluation of Projects

It is essential the contact person/s nominated in the application form have a full understanding of the project, and are available during the April-May 2017 evaluation process to provide further detail is required.

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Funding Requirements for Successful Applications

- Organisations successful in receiving a grant will be expected to complete a brief Reporting Form within a month of the completion of the project.
- The project completion and reporting form must be returned to Council by 1 May 2018. The form will be available on allocation of funds and will require detail on the success of the project and how Council's funds were expended in relation to the project. Inclusion of visual evidence such as photographs and press clippings assists Council in assessing the success of the project and should be included.
- Organisations are required to acknowledge Council and COPACC's contribution to the completed project in a manner deemed appropriate by Council, such as signage, verbal or written acknowledgement etc. and to document this acknowledgement. Council and COPACC logos should appear in all materials promoting the event.

Compliance considerations

It is important that groups always consider the following checklist to ensure all relevant requirements are met, including but not limited to:

COMPLIANCE ISSUE	COUNCIL DEPARTMENT	CONTACT PHONE
<ul style="list-style-type: none"> • Occupational Health and Safety requirements 	Risk Management	5232 9400
<ul style="list-style-type: none"> • Food Safety Standards, Food and Tobacco Legislation • Approval of food premises design. • Registration of Premises and/or Temporary Food Premises Permit 	Health	5232 9429
<ul style="list-style-type: none"> • Waste Management for COPACC 	COPACC – Nick O'Connor	5232 9531
<ul style="list-style-type: none"> • Economic Development Potential for other funding 	COS Business Development Officer	5232 9444

Future Planning

- Council supports the development of community groups to become self-sustaining through Strategic Planning, Action Plans, Business Plans and Master Plans that identify opportunities for growth and development. Evidence of planning must be provided as part of this application. Please note that Council provides support and resources to assist community organisations to undertake such planning through the categories, Recreation Facilities and Community Projects of the Community Funding Program .