

# COLAC OTWAY SHIRE – Funding Guidelines COMMUNITY FUNDING PROGRAM 2017/18

*Recreation Facilities / Community Projects / Small Equipment & Training*



Applications open 27 February 2017 and close 10 April 2017

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## **Grant Funding Available**

**Small Equipment & Training Category** – Council contribution of up to \$1,000

Provides funding assistance for equipment purchases to enhance facilities or training for the development of specialist skills for volunteer community members.

**Recreation Facilities Category** – Council contribution of up to \$5,000

Provides funding assistance to Recreation Reserve Committees of Management and organisations responsible for community facilities including public halls and recreation reserves, for minor facility refurbishments and purchases that assist with delivery of the service.

**Community Projects Category** – Council contribution of up to \$5,000

Provides assistance to Community Groups for a broad range of community development programs, services, activities or new initiatives.

## **FORWARD COMPLETED APPLICATION FORMS TO:**

**COMMUNITY FUNDING PROGRAM 2017/18**

**Colac Otway Shire Council**

**PO BOX 283**

**COLAC 3250**

**EMAIL: [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au)**

## **Need Any Help or Advice?**

Applicants are encouraged to discuss their project/application prior to submission with Council's Recreation & Open Space Unit on 5232 9400.

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## 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 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.

## Who Can Apply?

- Incorporated (or those deemed by Council to hold a similar legal status) not-for-profit community groups 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 which the funds were provided.
- To be considered for receiving any further funds from Council, please ensure you have completed and acquitted any outstanding projects and have returned the required "Reporting Form" prior to 1 May 2017.

## 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 should 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.

## 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/Community-Funding-Program>
- A PDF writable version of the application form is available.
- Email the application as an attachment to [ing@colacotway.vic.gov.au](mailto:ing@colacotway.vic.gov.au) with **Community Funding Program 2017/18** in the subject line. All applications must be received by the closing date, **4.00pm Monday 10 April 2017**.

## When Can You Apply?

<b>Applications open</b>	<b>Monday 27 February 2017</b>
<b>Applications close</b>	<b>Monday 10 April 2017</b>
Submission evaluated	April – May 2017
Notification of funding	July 2017

**The closing date for applications is 4.00pm Monday 10 April 2017**

## Information Sessions

Two Information Sessions will be held to discuss Council's Community Funding Program, proposed projects and answer any specific questions. These sessions will be held on:

- Monday 6 March 2017, 7.00 pm - 8.30 pm COPACC Meeting Room 1, Cnr Rae and Gellibrand Streets, Colac.
- Wednesday 8 March 2017, 7.00 pm - 8:30 pm Marrar Woorn Meeting Room 4, 6 Pengilley Ave Apollo Bay.

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## What Projects Are Considered For Funding under Council's Community Funding Program?

- Projects that demonstrate broad benefit to the Colac Otway community.
- Initiatives which align with Council priorities set out in the Council Plan and/or other Council strategic documents.
- Initiatives that demonstrate multiple benefits, which may 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.
- 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 funding through cash and their own means. Documentation to support the organisation's contribution must be included.
- In-kind support as part of the applicant's contribution should be costed at \$25 per hour when estimating voluntary labour costs.
- A copy of the applicant's recent bank statement or audited financial statement must be submitted with the application.

### **Small Equipment & Training Category:**

Projects that demonstrate broad benefit to the Colac Otway community with a total project cost up to \$2,000 will be considered under this program category.

- Equipment purchases which are facility enhancing (designed to remain as part of the facility) or which provide general benefit to groups through community projects.
- Training for the development of specialist skills for volunteer community members.
- **Grants are awarded for amounts up to \$1,000 based on a dollar for dollar basis. The total project cost must not exceed \$2,000.**

### **Recreation Facilities Category:**

The Recreation Facilities category funds Recreation Reserve Committees of Management and organisations responsible for community facilities including public halls and recreation facilities for the benefit of the citizens of the Colac Otway Shire. It will fund:

- High priority items of cyclical maintenance.
- Minor capital improvements.
- Club/organisation and/or reserve/facility planning projects such as master plans.
- Purchase of equipment items, which are facility enhancing and designed to remain as part of the facility (above a total project cost of \$2,000) such as new furniture or appliances that would assist with the operation of the group/organisation.

The Recreation Facilities category funds projects that demonstrate broad benefit to the Colac Otway community with a total project cost not exceeding \$15,000.

- **Funding is provided on a dollar for dollar basis up to a maximum Council grant amount of \$5,000.** Matching contributions can be cash and/or in-kind. For example, based on an \$8,000 total project cost, the maximum allocation from Council could be \$4,000.
- Total project costs exceeding \$10,000 up to a maximum of \$15,000 may be considered on a case by case basis. The maximum Council grant amount remains at \$5,000 on a dollar for dollar basis. For example, based on a \$12,000 total project cost, the maximum allocation from Council could be \$5,000.
- Funding under the program is limited. There may be external sources of funding available from State or Federal Government which may form project partners or offer greater levels of funding. Applicants with proposals valued in excess of \$15,000 should contact Council's Recreation and Open Space Unit.

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## **Community Projects Category:**

Projects that demonstrate broad benefit to the Colac Otway community with a total project cost not exceeding \$15,000 will be considered under the program. The Community Projects category is the broadest of categories within this funding program.

- **Funding is provided on a dollar for dollar basis up to a maximum Council grant amount of \$5,000.** (Matching contributions can be cash and/or in-kind). For example, based on an \$8,000 total project cost, the maximum allocation from Council could be \$4,000.
- Total project costs exceeding \$10,000 up to a maximum of \$15,000 may be considered on a case by case basis. Maximum Council grant amount of \$5,000 still remains. For example, based on a \$12,000 total project cost, the maximum allocation from Council could be \$5,000.
- Funding under this program is limited. There may be external sources of funding available from State or Federal Government which may form project partners or offer greater levels of funding. Applicants with proposals valued in excess of \$15,000 should contact Council's Recreation and Open Space Unit.

## **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.

## **Please Note The Following**

- Ensure that the activity that you are applying for is not associated with the normal operational or day-to-day running of your organisation (including staff salaries) and/or could commit Council funds on an ongoing basis.
- Ensure that your project has not commenced or has been held prior to the grant application being submitted to Council. Requests for retrospective funding will **NOT** be considered.
- 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.
- This funding program does not support fundraising activities or projects.
- Applicants are required to provide details of **ALL** previous grants provided by Council in the past 3 years.
- Projects which have already received funding under the Colac Otway Shire Small Town Improvement Program will not be considered for funding.
- Schools are only eligible for funding assistance through the COPACC Hire Assistance Category as part of this funding program.

## **Public Liability Insurance**

Public Liability Insurance is required for all projects other than equipment purchases. **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.

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## 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 evaluation period to provide further details if required.

## 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 their project.**
- The Project “Reporting Form” must be returned to Council by 1 May 2018 at the latest. This 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.
- Please note the following: Colac Otway Shire must be acknowledged in any promotional material in relation to your project, such as media, photos, openings and signage. Council asks organisations to document this acknowledgement in the Reporting Form.

## Compliance considerations

- All clubs and community organisations are reminded that any community project that involves construction, extensions, renovations, refurbishments and/or upgrading of venues and facilities requires compliance consideration. It is important that groups always consider the following checklist prior to commencing, to ensure all relevant requirements are met, including but not limited to:

COMPLIANCE ISSUE	COUNCIL DEPARTMENT	CONTACT PHONE NUMBER
<ul style="list-style-type: none"> <li>• Permission from the landowner and manager, approving your project to proceed.</li> <li>• Consent for works which may occur on a road or roadside area. Council is required to give consent for local roads. VicRoads are responsible for issuing consent for works on arterial roads.</li> </ul>	<b>COS Infrastructure</b>  <i>Other, for example:</i> DELWP - Crown Land, Foreshore Committee, Trustees, etc	5232 9400
<ul style="list-style-type: none"> <li>• Determine if the site is subject to the Aboriginal Heritage Regulations.</li> <li>• Planning Scheme Provisions, including requests for vegetation removal.</li> <li>• Planning Permit/s.</li> </ul>	<b>COS Planning Department</b> Community Groups are required to provide written evidence that the land manager (Crown/Council land) has given consent when a planning application is lodged.	5232 9400  <a href="http://www.aav.nrms.net.au/aavQuestion1.aspx">http://www.aav.nrms.net.au/aavQuestion1.aspx</a>
<ul style="list-style-type: none"> <li>• Building Permits. <i>Factor in time and fees to process, plus costs for professional plans/designs to relevant Australian Standards</i></li> </ul>	<b>COS Building Department</b>	5232 9443
<ul style="list-style-type: none"> <li>• Occupational Health and Safety requirements</li> </ul>	<b>COS Risk Management</b>	5232 9400
<ul style="list-style-type: none"> <li>• Food Safety Standards, Food and Tobacco Legislation.</li> <li>• Approval of food premises design.</li> <li>• Registration of Premises and/or Temporary Food Premises Permit</li> </ul>	<b>COS Health</b>	5232 9429
<ul style="list-style-type: none"> <li>• Waste Management requirements</li> </ul>	<b>COS Waste</b>	5232 9556
<ul style="list-style-type: none"> <li>• Permission from utility providers / other agencies</li> </ul>	Examples: Barwon Water, CCMA	Barwon Water: 1300 656 007 CCMA: 5232 9100
<ul style="list-style-type: none"> <li>• Guidance on planting lists for revegetation works and environmental and noxious weeds.</li> <li>• Guidance on sustainability principles such as energy efficiency and water reuse and conservation.</li> </ul>	<b>COS Environment Department</b>	5232 9400
<ul style="list-style-type: none"> <li>• Potential for other funding</li> </ul>	<b>COS Economic Development</b> Consistency with Small Town Master plans. Grants availability, etc.	5232 9444