



# Colac Otway Shire Grants Program Guidelines 2021-2022

# Contents



## Program Description and Objectives

1. **What is the Colac Otway Shire Grants Program?**
2. **Who can apply?**
3. **What types of activities might be funded?**
  - 3.1 What will not be funded?
4. **What are the funding details?**
5. **What is the application process?**
6. **How will applications be assessed?**
  - 6.1 Information you will need to provide as part of your application
  - 6.2 What are the assessment criteria?
    - Budget
7. **Conditions that apply to applications and funding**
  - 7.1 Funding agreements
  - 7.2 Acknowledging Council's support and promoting success
  - 7.3 Privacy
8. **Resources and additional information**
9. **Information Sessions**

## KEY INFORMATION

**Category 1 – Community Grants Program**

**Category 2 – Community Events & Support Program**

**Category 3 – Small Grants Program**

**Category 4 – Building Façade Improvement Program**

**Category 5 – Small Business Environmental Sustainability 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, programs and events that contribute to community strengthening and bring a wide range of social and economic returns across 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 funding pool of \$311,500 is available for the Colac Otway Shire Grants Program (subject to budget approval).

All applications require a matching contribution from the applicant on a \$1 for \$1 basis. *Key Information* for each category will detail if the contribution required is cash or cash/in-kind.

### Key Information for each category

Refer to the **Program Category Key Information** (pages 13-18) in these guidelines for specific details of each funding Category.

### The Grants Program has five funding categories.

Category	Program Name	Amount	Program outline
1	Community Grants Program	\$2,001 up to \$10,000	Assist community groups provide a broad range of community development programs, services, activities or new initiatives.
2	Community Events & Support Program	Max. \$5,000 Max. \$2,000 50% standard room hire, Max. \$5,000	Established events One-off or start-up events COPACC Hire Assistance
2a	Major Community Organised Events Program	Max. \$10,000	Regional significant Event <i>*Specific eligibility applies, contact grants officer.</i>
3	Small Grants Program	\$200 - \$2,000 Max	Small equipment purchases, community initiatives, environmental or arts projects
4	Building Façade Improvement Program	Max \$3,000	Upgrade or improve the retail shop/business façade for businesses in Commercial retail areas across the Shire.
5	Small Business Environmental Sustainability Program	Max \$5,000	Environmental projects including energy efficiency or water saving initiatives for small businesses.

## 2. Who can apply?

Applicant organisation must be located within the Colac Otway Shire. An exception applies to Category 2 Commercial Event Organisers

Canvassing or lobbying of Councillors, Council employees or members of the Assessment Panel is strictly prohibited.

Colac Otway Shire reserves the right to reject any application that does not meet the eligibility criteria.

## Community

### Category 1 and Category 3

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 Acquittal reporting requirements on any previous grants received from Colac Otway Shire.
- meet the definition of a community group. A community group is defined as a group or organisation which works for the public benefit. Voluntary and Community Groups have the following characteristics:

**Organised.** A Voluntary and Community Group has a structure with rules about how the group is organised and run. This is called a 'governing document' or 'constitution'.

**Self-governing and independent** from any other organisation. Voluntary and Community groups are independent and are free to appoint their own management committee.

**Not for Profit.** No one from within the group will profit from the group. For example, committee members should not be paid for their work and any profits generated should be reinvested in the group

**Voluntary.** Voluntary and Community groups are governed by a voluntary management committee and rely on the support of volunteers to carry out their activities.

**Public/community benefit.** The group will carry out activities which benefit a particular group of people within the community.

## Events

### Category 2 and Category 2a

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

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

Groups and Associations affiliated with schools can apply for eligible events or projects that provide a benefit to the broader community (Note: events or equipment/infrastructure that are held or installed on school grounds which only benefit the school community are not eligible. Activities or equipment that should be funded by the State Government are ineligible).

## Business

### Category 4

All businesses located in the commercial retail area of towns within the Colac Otway Shire that have street frontage will be eligible to apply for Category 4.

### Category 5

Small businesses located in the Colac Otway Shire with an annual aggregated turnover of less than \$10 million will be eligible to apply for Category 5.

## Ineligible to apply

Elected members (Councillors) and employees (staff):

- are not permitted to apply to the Colac Otway Shire Grants Program.
- must not be named in an application for the grant
- must not initial or sign an application form or funding agreement for the grant programs
- must declare any conflict of interest with a grant application, and must remove themselves from any role in the assessment and approval process
- must not profit in any way from the grant programs or the activities that they are funding.
- any Council officer that assists with an application must be declared in the application. Note that guidance and advice for grant applicants is available through the Grants Officer.

For Categories 1 and 3, applications will not be accepted from or on behalf of individuals.

## 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.
- Projects that promote gender equity
- 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 retail building façade improvements.
- Environmental sustainability initiatives including energy efficiency and water saving upgrades.

Refer to the **Program Category Key Information** (pages 13-18) in these guidelines for specific details of each Category.

### 3.1 What will not be funded?

- Applications will not be received after the closing date/time.
- 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.
- Applicants cannot receive a grant in any grant program in future years if they have not completed a satisfactory acquittal report for a previous grant (contact the Grants Officer to discuss).
- Requests for retrospective funding are not eligible for funding. The project activity cannot commence or equipment be purchased prior to signing the funding agreement.
- Funding is not available for ongoing operational expenses including recurrent operating costs and salary subsidies eg: rent, utility costs, staff wages etc.
- Public Liability or other Insurance
- Capital expenditure projects over \$20,000
- Administrative costs
- Project or Event Management costs
- Projects considered the responsibility of other agencies.
- Monetary prizes
- Council will not enter into funding arrangements deemed inappropriate which are associated with or promote (including but not limited to):

- any illegal activity
- any activity not in accordance with relevant legislation; permitting; regulations etc
- tobacco
- offensive or sexually explicit material
- discrimination on the grounds of race, gender or religion
- activities violating human rights
- political parties
- gambling

- Grants to recipients (or Auspice) not registered for GST will have payments made inclusive of GST.
- For grants above \$5,000, payments will be made in two instalments:
  - 90% paid upfront on signing the Agreement or when conditions have been met.
  - 10% paid upon satisfactory completion of the acquittal report.
- Conditions included in the Funding Agreement (if applicable) must be met prior to the release of the grant payment.

#### 4. What are the funding details?

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

- The grant recipient (or the Auspice organisation who will manage the funds) must enter into a funding agreement with Colac Otway Shire Council which sets out the conditions, payment details 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 and prioritised through the assessment phase.
- Applicants are highly encouraged to use local trades and suppliers located in the Colac Otway Shire and will be prioritised in the assessment phase.
- Grant recipients (or Auspice) 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.

#### 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
2021-2022 Round 1	<b>9 March 2021</b>	<b>9 April 2021</b>
Round 2	If remaining funds are available following Round 1, Council may consider opening a Round 2.	

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.

Category 2a – Major ‘Community Organised’ Events applicants must contact the Grants Officer to check eligibility prior to applying.

It is recommended applicants contact the Grants Officer to discuss the prospective application and for any assistance applying online.

Grants Officer  
 Colac Otway Shire  
 2-6 Rae Street Colac  
 Ph: (03) 5232 9400  
 Email: [grants@colacotway.vic.gov.au](mailto:grants@colacotway.vic.gov.au)

## Step 2: To apply

Guidelines and the link **TO APPLY** is available through Council's website:

[www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au)

Apply for a Grant

Colac Otway Shire Grants Program 2021-2022

Grant information, applications, correspondence, reporting and financial acquittals will be managed through Smartygrants, an online web based system.

Applicants will be required to register on Smartygrants before the application can be commenced.

Please ensure that emails delivered from '[noreply@smartygrants.com.au](mailto:noreply@smartygrants.com.au)' are not blocked or directed to your junk email inbox. You will receive an email to acknowledge that you have submitted your application. A help guide for applicants is available:

<https://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/>

Late or incomplete applications will not be considered.

Prepare for your application by making sure you have the information you need on hand including required documents e.g. recent quote(s), land owners consent, public liability insurance, letters of support, financial statements etc. Please allow sufficient time to lodge your application before the closing date.

### Attach 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 must be submitted online and close 5.00pm on 9 April 2021.**

## 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.

## 6. 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.

Eligibility does not guarantee success. It is a competitive program and often more applications are received than the funding available.

Please note that the assessment process may take up to two (2) 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.

Applications for **Major 'Community Organised' Events** must meet specific Assessment Criteria and scoring, refer to 6.3. Applicants must contact the Grants Officer prior to applying for this Category.

### 6.1 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(s) 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 will 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.

If your application has appointed an Auspice, your project or event must be noted on the Auspice organisation's insurance policy.

## 6.2 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 assessment criteria using the weighting indicated in the application form and in these guidelines. The application form asks questions and provides tips that relate to the assessment criteria to assist you with your response.

An unsuccessful application does not necessarily mean that the project or activity is unworthy of support. An application could be rejected because of limited funding 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

## 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. Each question has handy tips to guide your response.

## Categories 1, 2 and 3 Assessment Criteria:

*(Excluding Category 2A Major 'Community Organised' events)*

### 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? (Weighting 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.
- Will the project address gender inequity?



**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?
- Events that include environmental waste initiatives to address waste reduction will receive a higher assessment score weighting.
- 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.
- Demonstrated experience of the Applicant organisation to deliver and acquit the project within timeframes.
- Events – describe what environmental waste initiatives will be implemented at the event to address waste reduction.

**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?
- Are suppliers based in the Colac Otway Shire? Priority will be given to the use of local trades and suppliers.
- 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?

<b>Assessment Criteria</b>	<b>Weighting</b>
<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%
<i>Involvement of stakeholders, partners, volunteers</i>	15%

**6.3 Major ‘Community Organised’ Events Assessment Criteria**

Applications for up to \$10,000 must address and satisfactorily meet specific criteria outlined below. If the application does not fulfil the criteria for major events, it will be considered against the ordinary Category 2 events assessment criteria above.

**Assessment Criteria 1 - Community Economic development opportunities** (Weighting 40%)

Describe how the project will stimulate the economy including:

- Boosting off peak visitation, overnight stays and expenditure;
- The amount of visitation/tourism from people attending from outside Colac Otway Shire and the length of stay during the event;
- Events with approximate 3,000 - 5,000 attendees or above;
- The level of pre training or visitation that the event will generate in the lead up to the event;
- The level of expenditure these visitors will generate (or have generated historically);
- The opportunities where Colac Otway Shire or the host township can be promoted, the nature of this promotion and the marketing reach;
- The level of involvement of local businesses in the event both pre (supply chain expenditure in event set up) or during (stall holders);
- The ability of the event to trigger repeat visitation to Colac Otway Shire;

- Reinforce and/or strengthen the desired 'brand' of the host township or Colac Otway Shire in a positive way.

### **Assessment Criteria 2 - Social opportunities** (Weighting 20%)

Detail the community benefits provided by the event – short and long term including:

- How the event will create social gathering opportunities;
- The level to which people of diverse groups and ages are brought together;
- Evidence of how the event will positively impact the host community;
- Identify if the social opportunities are short (event specific) or long term (ongoing spin offs) in nature;
- Level of involvement by local volunteer (No. of people and hours);
- How the event caters for needs of all abilities (accessibility etc.).

### **Assessment Criteria 3** (Weighting 20%)

#### **Cultural opportunities**

Describe how the event contributes towards:

- The development of arts & culture in the host township or greater Colac Otway Shire;
- Arts and cultural networks in Colac Otway Shire;
- Other arts and cultural programs and/or projects taking place;
- Linking attendees to culturally significant aspects of the host community through the event.

### **Assessment Criteria 4** (Weighting 20%)

#### **Environmental sustainability**

Does the event plan for and contribute to:

- Positive environmental sustainable outcomes in the short (event specific) or longer term;
- Provide an element of environmental education or awareness for attendees;

- A level of excellence in event management from an environmental aspect (includes rubbish removal, waste, recycling, techniques that minimise the carbon footprint of the event);
- Minimisation of single use of plastic bottles, plastic bags and plastic straws.

### **Budget**

A 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 income which will be used to deliver the project/event) and expenditure (list all costs involved in the project/event). Indicate the expenses that the grant funds will be spent on by marking 'x' against the item(s).

#### **Copies of quote(s) must be included with your application.**

The budget must include the matching contribution required for your project/event including cash and in-kind contributions.

Any other source of funding provided by Colac Otway Shire towards your project or event cannot be used as a matching contribution.

#### **The income and expenditure columns must be equal = balance.**

#### **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**

An in-kind contribution means support, other than cash, provided by your organisation towards your project. This can include voluntary labour or donated goods and services.

In-kind contributions should be calculated from activities that directly contribute to the delivery of the project or event.

Activities undertaken prior to the project or event are not eligible.

Eligible for in-kind will include:

- Project administration (Cat 1 & 3)
- Project management (Cat 1 & 3)
- Event management (Cat 2 and 2a)-non commercial event organisers
- General maintenance directly related to the project (eg: replacement of roof, painting, floor resurfacing, repair roof to enable solar installation)

Ineligible for In-kind contribution:

- Research, planning and application writing (undertaken prior to the commencement of the project/event).
- Official opening
- Fundraising activities for a project or event. These should be completed prior to the application.
- Applicant's core operational maintenance (eg: Recreation Reserve or Public Hall grounds maintenance)

Use of equipment purchased is not considered as in-kind.

Eligible in-kind contribution may be considered where the equipment purchase is part of a program or an element of a larger project.

The in-kind value must reflect the actual volunteer hours contributed to the project, and calculated with the provisional hourly rates in the Guidelines.

### In-kind contribution calculations

If you have in-kind contributions towards your organisation's matching funding contribution for an event or project activity, you will:

- Record the value in the Budget table under Income and Expenses.
- List the 'In-kind' labour, donated goods and services in the In-kind table.

### In-kind contributions received

You will need to submit written records of in-kind contributions received for your project/event. 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 how to calculate your in-kind contribution

Goods/ service to be provided	Organisation or Supplier	No. 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
	<b>Total</b>			<b>\$4,700</b>

## 7. Funding Conditions

### 7.1 Funding agreements

Successful applicants will 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.

Conditions may vary for each grant category and recipients, depending on the requirements of the project or the event. These specific conditions will be outlined in the Funding Agreement and can be discussed with the successful applicant prior to finalising the agreement.

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.

For Category 2A Major Community Organised Events, Public Liability Insurance is increased to at least \$20 million. A Certificate of Currency must be submitted with your application.

## Category 2 – Community Events & Support Program

Event organisers holding events on Council owned or managed land are required to apply for an Event in a Public Place permit and complete 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.

### Acquittal Report Process

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

- A summary of the project including feedback on the things that went well and also lessons 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.

An applicant which fails to submit a satisfactory 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 satisfactory.

### 7.2 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 larger 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.

### 7.3 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](http://www.colacotway.vic.gov.au) enter Search - Privacy Statement.

Council uses an online grant application program called Smartygrants. [Click Here](#) to view Smartygrants Privacy Policy <https://www.ourcommunity.com.au/privacy>

## **8. Resources and additional information**

For queries relating to the grants program, your proposal or online applications, contact the Grants Officer at Colac Otway Shire Council on (03) 5232 9400 between 9.00am and 5.00pm Monday to Friday or [grants@colacotway.vic.gov.au](mailto:grants@colacotway.vic.gov.au)

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

## **9. Information sessions**

Information sessions will be scheduled in Colac and Apollo Bay (as Covid19 restrictions permit). The grants officer is also available to discuss the grants program, your proposal and assist with the online application process via an online meeting, phone, email and by appointment (if covid19 restrictions allow).

# Key Information for each category

## Category 1: Community Grants Program

Grants from \$2,001 up to \$10,000 are available.

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

In-kind contributions should be calculated from activities that directly contribute to the delivery of the project.

### 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.

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, including energy efficiency, water saving or public health initiatives
- 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 greater than \$2,000
- 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.

### What is not funded

Consumable items (eg: sports balls, uniforms) that do not provide long term asset improvements are not supported. Membership fees should provide for consumable items.

The grants program objective is to support long term infrastructure improvements and equipment purchases.

An application may be considered if a club is under severe financial hardship, requesting one-off funding.

## Category 2: Community Events & Support Program

This category provides:

- Grants up to \$5,000 to provide support for 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 2A Major Community Organised Events

- Grants up to \$10,000 to provide support for major 'community organised' events of regional significance.\* Specific eligibility applies, contact grants officer before applying

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

In-kind contributions should be calculated from activities that directly contribute to the delivery of the event.

### 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)
- Major 'Community Organised' Events  
\*Specific conditions apply. Contact Grants Officer.
- New events (seed funding)
- One off events
- Not-for-profit events
- Commercial events (subject to substantial community return)

- COPACC Hire assistance
- Workshops, training or programs for the development of specialist skills for general public
- Education or coaching courses for officials, administrators or relevant community members

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
- Hire costs (e.g: performers, PA equipment, staging, portable toilets etc)

- Equipment Hire
- Events that include environmental waste initiatives to address waste reduction will increase the assessment score weighting.

**A permit may be required for your Event.**

Event organisers may apply to fund only one element of an Event/Festival, however the Applicant must provide information on the full Event/Festival programme. The full programme will be required to meet the Grants Program Guidelines.

The grant payment will be made once any specific funding conditions have been met and permits (if required) have been issued.

**Major ‘Community Organised’ Event** is one that may occur annually, biennially or a one-off event, is regional, State or nationally recognised. The primary evaluation is the generated economic return to Colac Otway Shire. Marketing and branding opportunities for Colac Otway Shire and its townships at a regional scale (or beyond) must also be displayed. The event must show growth elements from previous years.

A regionally significant event would attract a minimum of 3,000 – 5,000 attendees preferably more, with the aim to increase visitation from outside of the local area in off peak periods.

New Major ‘Community Organised’ Events must demonstrate the event is at a suitably planned and accepted stage prior to submitting an application. This includes planning approval, approvals from key bodies such as (but not limited to) Police, VicRoads, CFA, landowners.

Specific assessment criteria apply for Major ‘Community Organised’ Events. Refer to 6.3

**All applicants should discuss their event with Council’s Event Officer** on (03) 5232 9400 between 9.00am – 4.00pm, Monday to Friday or [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au)

**What will not be funded?**

- Events conducted completely outside of the Colac Otway Shire boundary.
- Events which 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.
- A second or subsequent element of an Event or Festival will not be funded where the main Event or Festival is to receive funding.
- General ongoing administration costs.
- Request total funding of the festival or event.
- Retrospective funding of a festival or event.
- Public Liability or other Insurance for the event.
- Project or Event management costs

**COPACC Hire Assistance**

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).

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



### Category 3: Small Grants Program

Grants from \$200 up to \$2,000 are available.

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

In-kind contributions should be calculated from activities that directly contribute to the delivery of the project.

Equipment purchases require \$1 for \$1 matching cash contribution. Use of the equipment is not considered as in-kind.

Eligible in-Kind contribution may be considered where the equipment purchase is part of a program or an element of a larger project.

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
  - Workshops, training or programs for volunteers
  - First Aid and CPR Training for staff and volunteers
- Community projects
- Environmental community projects
- Environmental projects including energy efficiency, water saving or public health initiatives.
- 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

Examples of projects that might be funded:

- Install watering system to automatically water communal garden beds
- Purchase a defibrillator unit
- Installation of energy efficiency and/or water saving equipment and appliances
- Water related public health initiatives
- 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.

#### What is not funded

Consumable items (eg: sports balls, uniforms) that do not provide long term asset improvements are not supported. Membership fees should provide for consumable items.

An application may be considered if a club is under severe financial hardship, requesting one-off funding.

The grants program objective is to support long term infrastructure improvements and equipment purchases.

## Category 4: Building Façade Improvement Program

Grants up to \$ 3,000 are available.

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

### What type of activities might be funded?

- Exterior painting of retail 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. Please contact the Grants Officer to check if permits are 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.

## Category 5: Small Business Environmental Sustainability Program

Grants up to \$5,000 are available.

Grants are provided on a matching dollar for dollar cash basis

### Eligibility

Business must be located in the Colac Otway Shire and have an annual aggregated turnover of less than \$10 million.

### What type of activities might be funded?

- Energy efficiency upgrades eg: lighting
- Water saving initiatives
- Upgrades to energy efficient equipment
- Water related public health initiatives
- Use of local suppliers and contractors is strongly encouraged

### What will not be funded?

- Projects which receive subsidies from other agencies or the State or Federal Government will not be funded eg: Solar panels and batteries.
- 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 to undertake the works (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.

**Please note:** A planning permit, a building permit or other permits related to your proposal may be required. Please contact the Grants Officer to check if permits are 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 equipment purchase or works to be completed as part of the application form.
- Payback period and estimated annual savings on the proposed energy efficient equipment or works.
- A quote for the proposed equipment or works is mandatory.
- Calculate the percentage of works &/or equipment to be procured locally.
- Details of local suppliers/trades to be used to demonstrate the benefit to the local economy.
- 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.
- 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.

### Acquittal at completion

- Keep evidence of payments to suppliers and contractors for the acquittal report.
- Use of local suppliers and contractors is strongly encouraged.
- Photographs of new equipment or completed works will need to be provided following the completion of the project, if the application is successful.