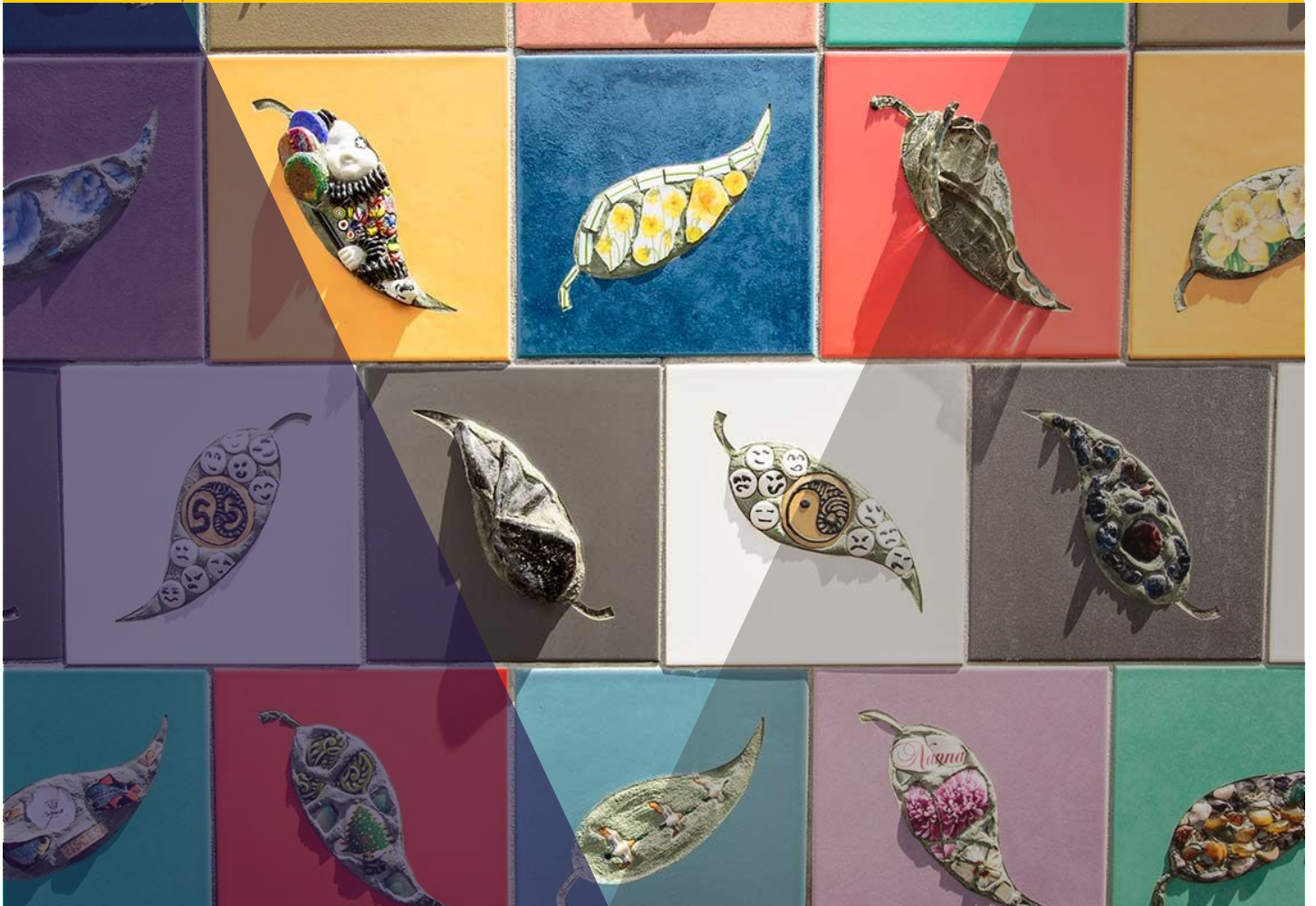


2009 Bushfires Commemoration and Community Development Grants Scheme

Program Guidelines



© The State of Victoria Department of Environment, Land, Water and Planning 2018



This work is licensed under a Creative Commons Attribution 4.0 International licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria as author. The licence does not apply to any images, photographs or branding, including the Victorian Coat of Arms, the Victorian Government logo and the

Department of Environment, Land, Water and Planning (DELWP) logo. To view a copy of this licence, visit <http://creativecommons.org/licenses/by/4.0/>

Disclaimer

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

Accessibility

If you would like to receive this publication in an alternative format, please telephone the Grants Information Line on 1300 366 356 or email grantsinfo@delwp.vic.gov.au, or via the National Relay Service on 133 677 www.relayservice.com.au. This document is also available on the internet at www.delwp.vic.gov.au.

Contents

1.	What is the 2009 Victorian Bushfires Commemoration and Community Development Grants Scheme?	2
2.	Who can apply?	2
3.	Who cannot apply?	2
4.	What might be funded?.....	2
5.	What will not be funded?	2
6.	What are the funding details?	3
7.	What are the assessment criteria?	3
8.	What are the funding conditions?	3
9.	What is the application process?	4
10.	Additional information	4
11.	What is the notification process?	4
12.	Key dates.....	4
13.	Checklist.....	4
14.	Contacts and further information	5

1. What is the 2009 Victorian Bushfires Commemoration and Community Development Grants Scheme?

The *2009 Victorian Bushfires Commemoration and Community Development Grants Scheme* will provide funding for community-based activities and events which support communities to conduct commemoration or community development activities associated with the 10-year anniversary of the 2009 Victorian bushfires.

Communities and councils across Victoria can apply for grants under the 2009 Victorian Bushfires Commemoration and Community Development Grants Scheme for two key purposes:

- **Commemorative activities** - supporting local commemorative events and memorials for the 2009 Victorian Bushfires and
- **Community development activities** - supporting activities or initiatives that strengthen local communities.

2. Who can apply?

Funding for **commemoration events** or activities will be available to communities and councils across Victoria.

Community development funding is available for new or existing community groups in affected communities within the 21 local government areas directly impacted by the 2009 Victorian bushfires, to run activities or events that contribute to a shared sense of community. These events or activities may be general community development activities in nature and do not require a direct connection to the 10-year anniversary. Applications from outside the impacted 21 local government areas that have strong merit will be considered in exceptional circumstances.

The 21 impacted local government areas are as follows:

1. Alpine Shire Council
2. Baw Baw Shire Council
3. Cardinia Shire Council
4. City of Casey
5. Corangamite Shire
6. City of Greater Bendigo
7. Hepburn Shire Council
8. Horsham Rural City Council
9. Indigo Shire Council
10. Latrobe City Council

11. Macedon Ranges Shire Council
12. Mitchell Shire Council
13. Mount Alexander Shire Council
14. Murrindindi Shire Council
15. Nillumbik Shire Council
16. Shire of South Gippsland
17. Southern Grampians Shire Council
18. Rural City of Wangaratta
19. Wellington Shire Council
20. Whittlesea Council
21. Yarra Ranges Council

3. Who cannot apply?

The following organisations and individuals cannot apply for funding:

- Individuals or sole traders;
- For-profit companies;
- Government entities.

4. What might be funded?

Grants of up to \$5,000 (GST-free) will be available for:

- commemorative events organised by community groups or councils
- restoration or rejuvenation of existing memorials to the 2009 bushfire events
- community development activities, initiatives or events that:
 - improve community connectedness, social wellbeing and collaboration
 - build, promote and strengthen a sense of community identity
 - promote community health and wellbeing.

5. What will not be funded?

The *2009 Victorian Bushfires Commemoration and Community Development Grants Scheme* will not fund the following activities:

- activities or events which do not have the primary objective of either community development or commemorating or supporting the 2009 bushfire events anniversary
- activities located outside the State of Victoria
- activities that do not specifically target residents from your local government area
- activities which are of an individual, private, political or commercial nature

- activities that are the core service and/or responsibility of government
- activities that have already occurred*
- activities with unacceptable levels of risk
- fundraising campaigns, overseas or domestic appeals or sponsorship
- overseas or domestic travel
- funds for investment or organisational reserves
- routine or ongoing maintenance activities and recurrent or general operating expenses.

* Note: future activities where costs have already been incurred as part of the planning (such as deposits paid) may be eligible for funding

6. What are the funding details?

The total funding available is \$710,000, consisting of \$500,000 for commemorative events and activities, and \$210,000 for community development activities.

Grants of up to \$5,000 (GST-free) are available for activities and events. Applicants are not required to make a co-contribution toward the cost of the activity or event.

Funding is to be fully expended and acquitted by 31 May 2019.

7. What are the assessment criteria?

Applications will be checked for eligibility. Eligible applications will then be assessed using the criteria listed below.

- For **commemorative activities** – extent to which the activity will assist the community with its recovery from the 2009 bushfires
- For **community development** activities – extent to which the activity will strengthen local community

8. What are the funding conditions?

Funding agreements

Successful council applicants must enter into a funding agreement with DELWP. The Victorian Common Funding Agreement is used for funding agreements with Local Government Authorities. It is recommended that applicants review the terms and conditions before applying. Information about the Victorian Common Funding Agreement is available on <https://providers.dhhs.vic.gov.au/victorian-common-funding-agreement>

Community groups will be required to enter into a funding agreement with their council. Please contact your council for further information.

Legislative and regulatory requirements

In delivering the activity grant recipients are required to comply with all relevant Commonwealth and state/territory legislations and regulations, including but not limited to:

- *The Privacy Act 1988 (Commonwealth)*
- *The Freedom of Information Act 1982 (Vic)*
- *Occupational Health and Safety Act 2004*

Tax implications

Applicants should consult the Australian Taxation Office or seek professional advice on any taxation implications that may arise from this grant funding.

Successful applicants without an ABN will need to provide a completed Australian Taxation Office form 'Statement by a Supplier' so that no withholding tax is required from the grant payment.

Grants funded under the *2009 Victorian Bushfires Commemoration and Community Development Grants Scheme* are considered to be GST-free. Community groups are encouraged to include all costs (including GST) as the total project cost.

Payments

Payments will be made to councils after the funding agreement has been signed by both parties. Councils will then distribute funds to successful applicants in accordance with standard council practices. Please contact your council if you require further information.

Monitoring

Grant recipient councils are required to comply with project monitoring and reporting requirements as outlined in the funding agreement. This may include progress reports, completion reports and acquittal documentation. Grant recipients must comply with the requirements outlined in the funding agreement with their council. Please contact your council if you require further information.

Privacy

Any personal information about you or a third party in your application will be collected by the department for the purposes of administering grants and informing Members of Parliament of successful applications. Personal information may also be disclosed to external experts, such as members of

assessment panels, or other Government Departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

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* and other applicable laws.

DELWP is committed to protecting the privacy of personal information. You can find the DELWP Privacy Policy online at www.delwp.vic.gov.au/privacy.

Requests for access to information about you held by DELWP should be sent to the Manager Privacy, P.O. Box 500 East Melbourne 8002 or contact by phone on 9637 8697.

Caretaker Conventions

As the Victorian State election will be held on Saturday 24 November 2018, the Victorian Government will assume a caretaker role from 6:00 pm on 30 October 2018 until such time that either it becomes clear that the incumbent government will be returned, or when a new government is commissioned.

Applicants should be aware that, should grants not be awarded or funding agreements not fully executed by this time, the incoming government may decide to not proceed with this grant process. In line with the caretaker conventions, the incoming government will determine whether to proceed with this grant process and award grants or enter into contracts after the caretaker period.

9. What is the application process?

Community groups should submit funding applications to their councils using the application form provided by council. Councils will be required to check the eligibility of applications and then apply to LGV for funding on behalf of their communities. Councils will be provided with a link to the Grants Online portal for the submission of applications.

The availability of the 2009 Victorian Bushfires Commemoration and Community Development Grants Scheme will be communicated through Victorian Government channels and to all councils.

Community groups will be able to lodge funding applications through their local council from 10 September 2018 to **8 October 2018**.

Council submissions to LGV will close on 15 October 2018.

10. Additional information

Additional information is available at the program web page www.vic.gov.au/2009-bushfires

11. What is the notification process?

Councils will be notified if their applications have been successful by 24 October 2018.

Councils will notify applicants if their application has been successful no later than 10 November 2018.

12. Key dates

Applications to councils open	10 September 2018
Applications to councils close	8 October 2018
Council applications to DELWP close	15 October 2018
Councils notified	by 24 October 2018
Applicants notified	by 10 November 2018
Funds distributed to councils	from 10 November 2018
Activities commence	from 10 November 2018
Activities completed and acquittal reports submitted	31 May 2019

13. Checklist

Read these guidelines and contact your local councils before completing the following checklist.

Have you:

- read these guidelines carefully?
- checked if you are, or your organisation is, eligible for this grant funding?
- checked if your activity is eligible for this grant funding?
- checked that you would be able to comply with all relevant laws and regulations in delivery of your activity?
- prepared the appropriate supporting documents?

14. Contacts and further information

Further information regarding the program can be found via your local council.

To discuss the program in more detail please contact Local Government Victoria:

Ph: 03 9208 3333

Email: local.government@delwp.vic.gov.au