



Horsham Rural City Council

urban rural balance



Funding Guidelines **2018/19**

COMMUNITY DEVELOPMENT GRANTS PROGRAM



Building our community

Horsham Rural City Council (HRCC)

Community Development Grants Program helps groups in the Horsham & district community to improve community facilities and work together for more engaged and healthy communities.



FUNDING GUIDELINES

General Information:

The HRCC Community Development Grants Program allocates funding to local not-for-profit organisations, groups and associations every year.

The maximum allocation per organisation is \$10,000 although the majority of successful applications range between \$500 and \$5,000.

Council may consider a larger staged project over a number of years for an application in excess of \$10,000.

Projects which have a significant cash and/or in-kind contribution by the applicant organisation are encouraged.

Grant funding is for the 2018-2019 financial year.

Applications close on 28 February, 2018 for projects that are to commence after 1 July, 2018 and be completed by 30 June, 2019.

For more information, please contact Council's Grants Officer on 5382 9776 or visit our website – <http://hrcc.vic.gov.au/community/community-grants>

GRANT PRIORITIES

The Community Development Grants Program links to the outcomes and priorities of the Council Plan (2017-2021) and Council's Health and Wellbeing Plan (2017-2021). The program provides funding to support projects, activities and programs that support Council Plan and Health & Wellbeing Plan priorities for our community (summarized below).

Community groups must identify which priority is relevant to their proposed project in their application (more than one priority area might apply).

For further detail about these categories, refer to the following Council's webpages:

- HRCC Council Plan
http://www.hrcc.vic.gov.au/images/Council_Plan_2017-2021.pdf
- HRCC Health & Wellbeing Plan 2017-2021 on
<http://www.hrcc.vic.gov.au/public-health/public-health-and-wellbeing-plan>

Council Plan Priorities

Goal 1 - Community and cultural development

Projects that develop Horsham and the municipality as a diverse, inclusive and vibrant community

Goal 2 – Sustaining the economy

Projects that promote and develop sustainable economic development e.g. new tourism events

Goal 3 – Asset management

Projects that maintain or upgrade community infrastructure

Goal 4 – Governance and business excellence

Projects that support good communication, governance and use of community resources

Goal 5 – Natural and built environment

Projects that address the impacts of climate change and encourage sustainable practices

Health & Well Being Key Priorities

Priority 1 - Increasing healthy eating and active living

Projects that support and promote healthy eating, social inclusion and physical activity e.g. Healthy eating events, physical activity programs and improvement to sporting infrastructure.

Priority 2 - Reducing harmful alcohol and drug use

E.g. Education programs targeting alcohol or drug abuse

Priority 3- Improving mental health

E.g. Education programs supporting improved community mental health outcomes

Priority 4 - Strengthening education and economic development

Projects that support community groups in providing education, economic development and tourism opportunities e.g. support of Farmers Markets

Priority 5 - Preventing family violence

Community initiatives that promote gender equity and provide education on preventing family violence

Priority 6 - Improving family and reproductive health

Projects that support improvements in family and reproductive health

Priority 7 - Improving early years outcomes

Community initiatives and activities that help improve early years outcomes

Other

You may have a project that has a community focus but doesn't fit the areas mentioned above.

Details of the Program

Who can apply?

The following criteria need to be met to be eligible for a community development grant:

- Be a not-for-profit group
- The project has the endorsement of the applicant organisation, other user groups and the DELWP Crown Land Committee of Management (if applicable)
- Be incorporated or have an auspicing body if the application is for a grant of >\$1000
- Include direct benefits to residents of HRCC.
- Be a group based within HRCC with the project being delivered within the municipality.

Who cannot apply?

- You are an individual or seeking funding for the operation of a commercial business
- Funds are required for organisational operating costs, e.g. wages and utilities
- You are a group who has not expended or reported back on a previous grant allocation
- You have already commenced and spent money on the project. Projects are to commence after 1 July, 2018 and be completed by 30 June, 2019
- Projects that require ongoing funding from Council
- Your application is received after the closing date
- Your project is the responsibility of other sector/s of government
- Projects that are a clear duplication of an existing service

All applications should include

- Details of what the grant funds will be spent on (Question 4)
- An indication of other funds that will be put towards the project (Question 4)
- An estimate of volunteer in-kind support for the project (Question 4) (use a rate of \$25 per hour to work out this budget figure)
- A quote for all goods and services over \$1,000
- A copy of the organisation's most recent audited financial statements where the application shows a cash contribution from the organisation of >\$5,000
- Endorsement of all groups/organisations who will use or benefit from the project, including the over-arching body who auspices the group or the Section 86 Committee (if applicable)

Other key issues

- All planning, building permits and any other authorisations including public liability insurance remain the responsibility of the applicant organisation and must be received by the relevant authorities prior to starting the project
- An offer of a grant by Council does not mean any ongoing funding commitment or obligation by Council
- HRCC assistance should be acknowledged on any promotional material or media coverage relating to the project
- Council may only allocate part funding for the project
- Applications seeking sponsorship for a local event to fund marketing and promotion outside the municipality should refer to Council's TEFFA (Tourism Events & Festival Funding application) Guidelines at www.visithorsham.com.au

Assessment Criteria

Applications will be assessed by Council using the following criteria:

- The level of contribution to the project by the applicant
- The extent of previous assistance provided by Council. Submissions from a previously unfunded group will be given a higher priority in the assessment process
- The spread of grants across community, cultural and sporting areas (including geographic spread)
- How well the project supports Council's priorities in terms of the Health & Well-being Plan and Council Plan
- Value for money – considering membership and number of users to benefit from the project
- Council may determine that one or more significant projects may have preference over several smaller projects
- Sport & Recreation projects are referred to Council's Sport & Recreation Advisory Committee for prioritisation before final approvals are made.

Notification of outcome

Applicants will be notified of the outcome of their application in April 2018.

Payment of Grant Funding

In general grants will be paid in October of each year, but the payment date may be varied in justifiable circumstances, upon written request to Council

Payment of grants will be made upon receipt of invoices or evidence of project payments by the organisation. These invoices and payments must coincide with the grant period **from 1 July, 2018 to 30 June, 2019.**

Reporting Back or Acquittal

Successful applicants are required to complete a Community Grants Project Report upon completion of the project.

The template for the Project Report can be downloaded at <http://www.hrcc.vic.gov.au/community-grants>

An electronic application form can be downloaded at:

<http://hrcc.vic.gov.au/community/community-grants>

Submit an Application by 28 February 2018 to:

Email applications

council@hrcc.vic.gov.au

Send completed applications to

*Community Development Grants Program
Horsham Rural City Council
PO Box 511
Horsham, 3402*

Or hand deliver (marked Community Development Grants Program)

*Reception
Horsham Rural City Council
Roberts Avenue
Horsham, 3400*

Want to know more?

For more information, please contact Susan SurrIDGE, HRCC Grants Officer on 5382 9776 or susan.surrIDGE@hrcc.vic.gov.au



Horsham Rural City Council

urban rural balance

