



**Horsham Rural City
Council** urban rural balance



Community Development Grants Program 2021/22

FUNDING GUIDELINES



Building our community

Horsham Rural City Council (HRCC) Community Development Grants Program helps not-for-profit groups in the municipality to improve 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 and groups every year.

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

Projects which have a cash and/or inkind contribution by the applicant organisation are encouraged.

Grant funding is for the 2021-2022 financial year.

Applications close on 1 March 2021 for projects that are to commence after 1 July 2021 and be completed by 30 June 2022.

For more information, please contact Council's Community Grants Team on 5382 9777 or visit hrcc.vic.gov.au

GRANT PRIORITIES

The funding priorities of the Community Development Grants Program are linked to the outcomes and priorities of key Council strategies including the Council Plan (2020-2024) and Council's Health and Wellbeing Plan (2017-2021).

Community groups must identify which priorities are relevant to their proposed project in the grant application form (more than one priority area might apply).

For further detail about these priorities, refer to the following Council webpages:

[HRCC Council Plan](#)

[HRCC Health and Wellbeing Plan 2017-21](#)

[Community Inclusion Plan](#)

[Youth Strategy](#)

[Age Friendly Communities Implementation Plan](#)

Handy tip:
identify as many
grant priorities as
possible in your
application



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 environments

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

HEALTH AND WELLBEING 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 year's outcomes

OTHER PRIORITIES

Community inclusion

Age friendly

Youth

Other

You may have a project that has a community focus but doesn't fit the areas mentioned above. Council will consider all projects that have a clear benefit to the community.

**Handy tip:
have a chat to
the community
grants team before
submitting your
application**



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 and all other user groups
- ✓ 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

ALL APPLICATIONS SHOULD INCLUDE:

- Details of what the grant funds will be spent on (Question 3)
- An indication of other funds that will be put towards the project (Question 3)
- An estimate of volunteer in-kind support for the project (Question 3) (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 who will use or benefit from the project, including any auspice group

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 grant allocation from a previous financial year
- ✗ You have already commenced and spent money on the project. Projects are to commence after 1 July 2021 and be completed by 30 June 2022
- ✗ 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
- ✗ Your project is seeking funding for religious assets
- ✗ Projects that are a clear duplication of an existing service

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

Handy tip:
if you are asking for a single expenditure item over \$1,000, make sure to get a quote



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
- The spread of grants across community, cultural and sporting areas (including geographic spread)
- How well the project supports Council's priorities
- Value for money – considering membership and number of users to benefit from the project

**Handy tip:
try to include a
cash and/or in-kind
contribution to your
project**

NOTIFICATION OF OUTCOME

Applicants will be notified of the outcome of their application in May 2021.

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 2021 to 30 June 2022**.

REPORTING BACK

Successful applicants are required to complete a Community Grants Project Report upon completion of the project. The Project Report can be completed on line at <http://bit.ly/HRCCcommunitygrants>

Submitting an Application

The application form can be completed online at:
<http://bit.ly/HRCCcommunitygrants>
(preferred method)

A paper or WORD copy of the application form can be obtained:

- by email council@hrcc.vic.gov.au
- at Council Reception
- by calling the Community Grants Team on 5382 9777

Paper copies should be scanned and:

- emailed to council@hrcc.vic.gov.au
- or posted to
**Community Development Grants Program Horsham
Rural City Council, PO Box 511, Horsham, 3402**
- or hand delivered to the Civic Centre (marked
Community Development Grants Program)

WANT TO KNOW MORE?

For more information, please contact the Community Grants Team on 5382 9777