



**Horsham Rural City
Council** urban rural balance



Community Development Grants Program 2023/24

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 2023-2024 financial year.

Applications close on 1 March 2023 for projects that are to commence after 1 July 2023 and be completed by 30 June 2024.

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

GRANT PRIORITIES

The Community Development Grants Program aligns with key priorities of the current Council Plan, Youth Strategy, Community Inclusion Plan, Innovate Reconciliation Action Plan and Age Friendly Communities Implementation Plan.

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](#)

[Community Inclusion Plan](#)

[Innovate Reconciliation Action Plan](#)

[Youth Strategy](#)

[Age Friendly Communities Implementation Plan](#)

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



KEY FUNDING PRIORITIES

Successful applications should support one or more of the following key funding priorities:

- Values and respects the culture of our First Nations peoples
- Improves First Nations health and wellbeing
- Provision of accessible, inclusive, safe and welcoming spaces
- Supports tourism and events
- Addresses family violence, alcohol and other drugs, tobacco and gambling harm
- Supports gender equality
- Improves mental health and social connection
- Encourages participation and diversity in sports, events, arts and culture
- Child and youth initiatives
- Supports social inclusion and positive ageing for older people
- Encourages innovation and new technologies in our community
- Supports adaptation to climate change and reduce emissions
- Supports protection and conservation of our natural environment
- Other (provide details)

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

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
- Projects that involve building or external works on Crown Land must include a letter of approval from the Crown Land Manager and DEWLP.

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 2023 and be completed by 30 June 2024
- ✗ 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
- Crown Land approval must be obtained for relevant projects



Handy tip:
make sure
you check if you
need Crown Land
Manager and
DEWLP approval



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
- How well the project supports Council's priorities
- Value for money – considering membership and number of users to benefit from the project
- How well the project specifically supports diversity and inclusion

**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 2023.

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 2023 to 30 June 2024**.

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 <https://www.hrcc.vic.gov.au/communitygrants>

Submitting an Application

The application form can be completed online at:
<https://www.hrcc.vic.gov.au/communitygrants>
(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