

## 1. PURPOSE

Horsham Rural City Council (HRCC) Community Grants Program helps groups in the Horsham and district community to improve community facilities and work together for more engaged and healthy communities.

This policy provides the framework for the delivery of Council's four community grants streams. This policy should be read in conjunction with the guidelines for each stream:

1. Community Development
2. Community Events
3. Youth
4. Urgent Need Small Grants

## 2. INTRODUCTION

The HRCC Community Grants Program allocates grants to local not-for-profit organisations each year, across four streams.

This policy outlines the funding priorities, eligibility, application requirements, assessment criteria, grant approval and payment processes, timelines and reporting process, and general information relating to the four funding streams.

## 3. SCOPE

This policy is applicable to grant applications from community not-for-profit groups who operate in or provide activities for the benefit of the residents of Horsham Rural City Council.

## 4. PRINCIPLES

The HRCC Community Grants program is allocated as part of Council's yearly budget process to not-for-profit community organisations. The amount allocated for each stream is determined as part of the yearly budget process and may vary from year to year.

### 4.1 Funding Priorities

#### 4.1.1 *Community Development Grants and Community Events Grants*

The funding priorities for the Community Development Grants and Community Events Grants streams align with the key priorities of the current Council Plan, Youth Strategy, Reconciliation Action Plan, Disability Access and Inclusion Plan and Age Friendly Plan.

Applicants are asked to indicate which priorities their applications support on the application form.

The maximum allocation per organisation is \$10,000 although most 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.

## 4.1.2 Youth Grants

Youth grants aim to support activities and projects that benefit young people who live, work or study in our municipality.

Minimum grant request is \$200

Maximum grant request is \$2,500.

The funding priorities for the Youth Grants stream align with Council's Youth Strategy.

Applications must identify project priorities relevant to Council's [Youth Strategy](#) (more than one priority area might apply).

## 4.1.3 Urgent Need Small Grants

The Urgent Need Small Grants stream aims to support urgent and short-term requests for funding support from not-for-profit groups within our community.

Applicants should first consider if they can apply within the timelines of other grant programs (refer Section 4.7). If these timelines are restrictive, applicants may apply for an Urgent Need Small Grant.

Minimum grant request is \$200

Maximum grant request \$1,000

Applications must support priorities in the current Council Plan and detail the urgent nature of the grant request.

## 4.2 Eligibility

The funding guidelines for each stream provide full details of eligibility and what will and won't be funded for each stream.

### 4.2.1 Community Development Grants, Community Events Grants and Urgent Need Small grants streams

All not-for-profit organisations, groups and associations based within Horsham Rural City Council may apply for these Grants.

The project must be delivered within the Horsham municipality and include direct benefits for residents of the municipality.

### 4.2.2 Youth Grants stream

Applicants must be between 10 and 24 years of age or the application must be for the sole benefit of young people between 10 and 24 years of age that live, work, or study in the Horsham municipality.

The applicant must be auspiced by an incorporated not-for-profit community organisation.

## 4.3 Incorporation and Public Liability Insurance

All applicants or auspice organisations must be incorporated as a not-for-profit organisation and have public liability insurance that covers the proposed project.

Council wants to ensure that all projects can be delivered safely and that community groups are protected from potential compensation claims if something goes wrong. Applicant organisations have

a legal responsibility to provide a safe environment for participants and the general public in any activity, event or service being delivered by the proposed project. Public Liability Insurance financially protects not-for-profit organisations against claims of third-party property damage or injury.

As part of the application process, applicants (or auspice) will be asked to confirm that they are an incorporated not-for-profit organisation that has public liability insurance. During the assessment process, applicants may be required to provide evidence of incorporation and public liability insurance, depending on the nature of the project and perceived risk.

### 4.4 Application Process

Applications to all four funding streams are to be lodged on-line. The Guidelines and on-line application forms can be found at <https://www.hrcc.vic.gov.au/Community-Services/Grant-Information/Community-Development-Grants-Program>.

Council's Customer Service Team and Community Grants Team can provide assistance to community organisations to lodge an application on-line if required.

#### All applications must include:

- Completed details of what the grant funds will be spent on
- An indication of other funds that will be put towards the project
- An estimate of volunteer in-kind support for the project
- A quote for all goods and services over \$1,000 (if applicable)
- A copy of the organisation's most recent audited financial statements where the application shows a cash contribution from the organisation of >\$5,000 (Community Development and Community Events streams only)
- A copy of any permits required for the project i.e. planning/building
- Land owner consent for all building works and activities on land not owned by the project applicant, including private and Crown Land
- Endorsement of all groups/organisations who will use or benefit from the project.

Stream Guidelines provide details of specific requirements for each stream.

#### 4.4.1 Urgent Need Small Grants

The application process and form is simpler for this stream.

To receive an urgent need grant, applicants must:

- a. Discuss the project with the Community Grants Team (contact Customer Service on 53829777)
- b. Complete the short version application form and lodge on-line.

### 4.5 Assessment Criteria

The assessment criteria are different for the four Community Grants streams and are detailed in the relevant Guidelines for each stream.

### 4.6 Assessment Process

- All applications are received online and saved electronically.
- The Community Grants Team prepares a grants summary by funding stream and provides administration support for the assessment panels.

- All applications relating to building works and activities on Crown Land or Council Owned Land are reviewed by the Coordinator Property Management, the Coordinator Recreation and Open Space Planning and the Coordinator Facilities Management. This will include assessment of project risk and requirement for applicant to provide additional documentation such as proof of public liability insurance.

#### 4.6.1 *Community Development Grants Assessment*

- Initial assessment panel consisting of:
  - One representative from Corporate Services – Chief Financial Officer (or delegate).
  - Two representatives from Infrastructure – Coordinator Projects Office and Manager Operations (or delegate).
  - Three representatives from Communities and Place – Managers Investment Attraction and Growth, Community Services and Safety, and Arts Culture and Recreation (or delegates).
- The initial assessment panel makes recommendations to the Executive Management Team who endorse the final grants list.
- Final approval by Council.

#### 4.6.2 *Community Event Grants Assessment*

- Initial assessment panel consisting of:
  - Two representatives of the Investment and Business Development Team
  - Coordinator Community Relations and Advocacy
- Recommendations approved by the Executive Management Team
- Final approval by Council.

#### 4.6.3 *Youth Grants Assessment*

- Initial assessment panel consisting of:
  - Youth Services Planning & Engagement Officer
  - Coordinator Community Relations and Advocacy
- Recommendations approved by the Executive Management Team
- Final approval by the Chief Executive Officer.

#### 4.6.4 *Urgent Need Small Grants Assessment*

- The application will be assessed by the Community Grants Team.
- The grant allocation will be approved by the Chief Executive Officer.

For all funding streams:

- Council may only allocate part funding for a project rather than the full amount requested in the application.
- A grant allocation 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 successful project.

#### 4.7 Timelines

Funding Stream	Funding cycle	Open dates	Grant allocation
Community Development	Annual	February	From July 1
Community Events	Six monthly	May November (if funds not exhausted in May round)	From approval date
Youth	Ongoing	Until funding exhausted	From approval date
Urgent Need	Ongoing	Until funding exhausted	From approval date

#### 4.8 Grant Payment

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 as detailed in the four stream guidelines.

#### 4.9 Grant Reporting

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

The Completion Report template can be downloaded from the HRCC website:

<https://www.hrcc.vic.gov.au/files/assets/public/v/2/document-resources/services/community-grants/completion-report-template.pdf>

### 5. COMMUNICATION

The Community Grants program has a dedicated area on the HRCC website at: <https://www.hrcc.vic.gov.au/Community-Services/Grant-Information/Community-Development-Grants-Program>.

The annual Community Development Grants Program is promoted during February each year across all Council media platforms. Community information sessions are coordinated by the Community Grants Team in February each year.

Other grant streams are promoted regularly throughout the year across all Council media platforms.

### 6. RESPONSIBILITY

**Policy Owner:** Coordinator Community Relations and Advocacy

This Policy will be reviewed annually or as required by changed circumstances including changes to legislation and plans, strategies or policies of HRCC.

### 8. DEFINITIONS

NIL

### 9. SUPPORTING DOCUMENTS

Document	Location
HRCC Community Grants Program – Funding Guidelines	Internet
HRCC Community Grants Program – Application template	Internet
HRCC Community Donations Policy (C04/025)	Internet

## 10. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	3 March 2014	Council	New Policy	
02	February 2017	Council	<ul style="list-style-type: none"> <li>Disability Access Criteria</li> <li>Revised notification month</li> <li>Inclusion of project ranking</li> <li>Inclusion of Grants Information Session</li> </ul>	
03	19 March 2017	Council	Changes to funding categories	
04	N/A	N/A	Change in Departmental titles only	
05	16 Dec 2019	Council	<ul style="list-style-type: none"> <li>Addition of Youth category</li> <li>References to new strategies and plans</li> <li>Removal of S86 reference</li> <li>Copy of any permits required for project</li> <li>Projects that require ongoing funding from Council</li> <li>Projects seeking funding for religious assets</li> </ul>	
06	14 December 2020	Council	<ul style="list-style-type: none"> <li>Several minor changes to reflect organisational changes</li> <li>Assessment criteria – extent of previous assistance, shortened to be more readable</li> </ul>	December 2021
07	24 January 2022	Council	<ul style="list-style-type: none"> <li>Assessment Criteria – changes to reflect the new Council Plan</li> <li>Project Assessment Team</li> <li>Crown Land Assessment Requirements</li> </ul>	December 2023
08	Nov 2022	N/A	<ul style="list-style-type: none"> <li>Minor administrative changes only</li> </ul>	31 December 2023
8.1	March 2023	N/A	<ul style="list-style-type: none"> <li>New logo</li> </ul>	31 December 2023
09		Council	<ul style="list-style-type: none"> <li>Major re-write for inclusion of new streams</li> </ul>	31 December 2023
10	28 January 2025	Council	<ul style="list-style-type: none"> <li>Change of title of Quick Response Grants to Urgent Need Grants</li> <li>Youth Grants (maximum grant \$2,500) to be approved by CEO rather than Council</li> <li>November round of Community Event grants only open if funds not exhausted in May</li> <li>Urgent Need Small Grants required to support Council priorities (identification of specific priorities not required)</li> </ul>	31 December 2025