

## Community Grants – Frequently Asked Questions

- **Do I have to apply on-line?**

Yes – all applications must be on-line – we are using a new SmartyGrants form for 2025 application form. We can assist you to do this at Customer Service – just make an appointment with the Grants Team by calling 53829777.

- **Why is there 4 grants streams this year?**

A review of our grants program, including comparison with other similar Councils highlighted areas that we could improve our grants program and make it more flexible for our community groups. i.e. separate events funding rounds – 2 per year, quick response grants for small emergency needs.

- **When will we be able to apply for community event funding?**

There will now be 2 separate funding rounds for community events. The first will open in May, with funds available from July 1. The second in November if there are any funds remaining.

- **Why do we require Public Liability Insurance to apply for a Community Grant?**

Club/Group liability insurance is really important— safeguarding your group against claims for personal injury or property damage. Council may request to see your Certificate of Insurance where there is a potential public liability risk created by your project.

- **Where can my club get Public Liability Insurance and how much will it cost?**

There are many companies that provide this type of insurance for small not-for-profit groups. Suggest that the club “google searches” for this or approach a local insurance broker for advice.

MAV also provides information about Local Community Insurance Services at <https://www.mav.asn.au/what-we-do/insurance/community-group-insurance>

- **Why do I need an auspice if my group is not incorporated?**

An incorporated group is required to be responsible for your project. This reduces both the risk to your small group and to Council as the project proceeds. This is a standard requirement across most local government grants programs. You will need to get the Auspice Agreement signed and attach to the application.

- **What happens if I don't have an ABN?**

If you or your auspice organization do not have an ABN, you must complete a “Statement of Supplier form” for the Australian Tax Office and attach to the application. This is a taxation requirement and Council must withhold 46.5% of your grant allocation if this is not supplied.

- **Does our project specifically support the inclusion of people that experience barriers to participation?**

Council is only seeking responses to this question for projects that specifically address barriers i.e. installation of ramps or disabled toilet, sensory room, hearing loops. Do not respond if your project is not specific i.e. “anyone is welcome to use our facility”.

- **Landowner consent**

If your project involves internal/external building works or maintenance to land and buildings you **do not own**, you will need to provide evidence of Land Owner consent.

For Crown Land managed directly by DEECA, please contact them to discuss your project (54508301) and request a letter confirming land owner consent to attach to your application.

For projects on Council property or Crown land managed by Council, you will need to complete a Landowner Consent form (provided as a link in the application form and also on the website). This form must be attached to your application and will provide Council with the information needed to give consent.

Note: Landowner consent is not needed for the purchase of equipment or removable fittings i.e. laptop, portable projector, curtains, carpet.

- **Why do I need an Endorsement form signed by other user groups?**

If your project will impact on other regular users of a facility for space, you must get an Endorsement form signed by each group, so that Council know that all major users are happy to proceed with the project.

Note: this is not required for adhoc casual users.

- **Should I include GST in the project budget**

If your organization (or auspice organization) is not registered for GST, then your budget should include GST on your planned expenditure in the project budget section.

If your organization (or auspice organization) is registered for GST, then your budget should not include the GST on your planned expenditure in the project budget section.

- **The application must be signed by the Chairperson, President, Secretary or Treasurer**

This assures Council that the application is being submitted with the authorization of the club or organization.