Community Development
Grants Program
2024/2025
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.

PLEASE NOTE: THIS DOES NOT INCLUDE APPLICATIONS FOR EVENT FUNDING. A separate funding round for Events support will open in May 2024.

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 most successful applications range between $500 and $5,000.

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

Applications close on Monday 4 March 2024.

Successful projects must commence after 1 July 2024 and be completed by 30 June 2025. Grant funding is for the 2024-2025 financial year.

For more information, please contact Council's Community Grants Team on 5382 9777 or visit Council's website.

GRANT PRIORITIES

The Community Development Grants Program aligns with key priorities of the current Council Plan, Youth Strategy, Disability Access and 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
Disability Access and 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 the health and well-being of First Nations peoples.

- 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 reduced emissions.

- Supports protection and conservation of our natural environment.

- Other (provide details).

Handy tip:
Check if you need Crown Land approval before submitting your application

Handy tip:
If you include a single expense over $1000 in your budget, make sure you attach a quote

Details of the program

WHO CAN APPLY?

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

- ✓ Be a not-for-profit group.
- ✓ The project has the endorsement of the applicant organisation and all other user groups.
- ✓ Be incorporated, have an ABN, or have an auspice body.
- ✓ 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 a commercial business.
- × Funds are required for organisational operating costs, e.g. wages and utilities.
- × You are a group who has not 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 2024 and be completed by 30 June 2025.
- × Projects that require ongoing funding from HRCC.
- × 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.

ALL APPLICATIONS SHOULD INCLUDE:

- 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 (use a rate of $30 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 applicant organisation shows a cash contribution 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.

OTHER KEY ISSUES

- All planning, building permits and any other authorisations including public liability insurance and land owner consent 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 HRCC does not mean any ongoing funding commitment or obligation by HRCC.
- HRCC assistance should be acknowledged on any promotional material or media coverage relating to the project.
- HRCC may only allocate part funding for the project.

ASSESSMENT CRITERIA

Applications will be assessed by HRCC using the following criteria:

- The level of contribution to the project by the applicant.
- The extent of previous assistance provided by HRCC.
- How well the project supports HRCC's priorities.
- Value for money – considering the number of users to benefit from the project.
- How well the project specifically supports diversity and inclusion.

Submitting an Application

The application form must be completed online.

If you require assistance to complete the on-line form, our Community Grants Team can help, please contact Customer Service to make an appointment by calling 53829777.

NOTIFICATION OF OUTCOME

Applicants will be notified of the outcome of their application in May 2024.

Grant payment and reporting back

Payment of grants will be made after 1 July 2024 upon completion of projects. Organisations must:

- Lodge an online Completion Report
- Attach invoices or evidence of project payments
- Attach invoice from your organisation to Council requesting grant payment
- Attach a photographs of the completed project.

WANT TO KNOW MORE?

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

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

Handy tip:
Chat to the community grants team before submitting your application