

SOUTH GIPPSLAND SHIRE COUNCIL

# Emergency Grants Program

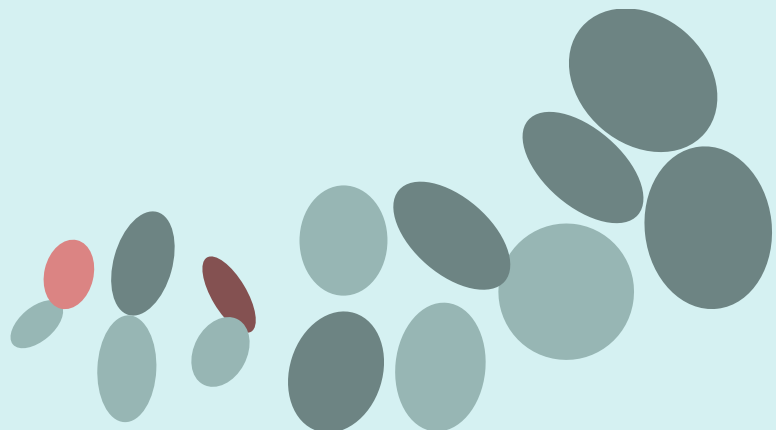
## GUIDELINES



*South Gippsland*  
Shire Council

## *Acknowledgment of Country*

*We acknowledge the Bunurong and Gunaikurnai people as the Traditional Custodians of South Gippsland and pay respect to their Elders, past, present, and future, for they hold the memories, traditions, culture, and hopes of Aboriginal and Torres Strait Islander people of Australia.*





## Introduction

Council sets the South Gippsland Shire Council Grants Program allocation each financial year when formulating the annual budget. Funds allocated through the South Gippsland Shire Grants Program need to result in beneficial projects, activities and events for the South Gippsland Region.

South Gippsland Shire Council Grants Program funding will be available under the following grant streams;

- Small Grant Program
- Emergency Grant Program
- Community Grant Program

The Community Grant Program funding is available under the following categories;

- Minor Projects & Equipment
- Planning & Development Reports
- Major Projects & Equipment
- Festivals & Events

Grant options within the South Gippsland Shire Council Grants Program are accessible only by community, volunteer and not for profit organisations. Commercial and business entities are not eligible to apply for grants under this program.

Some exemptions may apply, contact the Grants Team to discuss your organisation.

## Objectives

The objectives of the South Gippsland Shire Council Grants Program listed below, are outlined in the South Gippsland Shire Council Grants Program Policy;

- a) Grants for a range of initiatives that support the achievement of the strategic goals and outcomes of the Council Plan and enhance the quality of life, heritage, recreation and cultural opportunities of the South Gippsland community.
- b) A program that is flexible and responsive to the needs of the community.
- c) A program that minimises the burden on volunteers without undermining the principles of good governance and asset management.
- d) Provides opportunities to volunteer groups and organisations, which would otherwise have limited access to funds to expand or maintain community engagement within the community.
- e) Support Community Groups to increase self-reliance without encouraging a relationship of dependence
- f) Community Groups seeking funding should ensure their projects align with the [Council Plan](#) and/or [other Council Plans or Strategies](#) such as Council's Youth Strategy, Sport and Recreation Infrastructure Strategy or Community Strengthening Strategy. The 2020-2024 Council Plan lists the following key objectives:

- United Shire
- Economic Prosperity
- Integrated Services and Infrastructure
- Customer Focused Organisation

## Key Dates of the Emergency Grants Program

Applications Open	1 July every year
Applications Close	30 June every year
Advice	Approximately 2 weeks from submission
Grant Payment	Within 2 weeks of returning Funding Agreement and Invoice to Council
Grant Acquittal	To be completed as soon as the project has been completed, usually within 12 months

\*Failure to submit an acquittal will deem a group/organisation ineligible to apply for another Grant until the completed Acquittal report, or a satisfactory explanation, is received.

## Funding Allocation of the Emergency Grant Stream

Minimum Funding	\$1,000
Maximum Funding	\$5,000
Council Contribution	Up to 50%
Funding contribution required from the applicant	50%

# Eligibility Criteria

## Who can apply for Grants?

Applicants to the South Gippsland Shire Council Community Grants Program must be;

- A community group or organisation managed by a volunteer committee of management Organisations must be one of the following;
- A Section 86 Committee (no longer delegated after September 2020), or a Community Asset Committee of Council
- A properly incorporated body under the
- Associations Incorporation Reform Act 2012
- A Company Limited by Guarantee (Corporations Act 2005) or Social Enterprise in Victoria, directly managed by a volunteer committee / board of management, that exists to benefit the community, not owners or shareholders (as defined in organisation constitution or replaceable rules)
- Auspiced by a third body that is incorporated under
- the Associations Incorporation Reform Act 2012
- Based within the South Gippsland Shire LGA, or able to demonstrate that they service a significant number of residents within the South Gippsland Shire and proposing a project/activity that will operate within the South Gippsland Shire.
- Government funded agencies such as schools and hospitals are not eligible for the South Gippsland Shire Council Grant Program. This includes Registered Training Organisations such as TAFE. There are some exemptions to this rule such as funding for projects that are of benefit to everyone in the community and outside the scope of the usual funding of these agencies. Please speak to the community grants team for advice.
- Community Houses, Kindergartens or Preschools that are directly managed by a volunteer committee / board of management, are eligible
- to apply for projects that can demonstrate a broad community benefit. Contact with the Grants team to determine project suitability should always be made prior to submission.

- Unincorporated Organisations - must have their application auspiced by an eligible incorporated organisation. Information on the auspicing body is required in the application including their ABN details and a completed Auspice Agreement. If the applicant is successful, the auspicing body is legally responsible for the funds and grant payment is made into their bank account.

## Who can't apply for Grants and what can't be funded

The following would be considered ineligible for assessment under the South Gippsland Shire Council Grants Program:

- Projects to assist with the ordinary ongoing operation of an organisation such as insurances and utilities.
- Applications that are received after the advertised deadline
- Incomplete applications
- Applications where the applicant has not committed the required contribution as outlined
- Applicants that have not filed an approved acquittal with Council for any previous grant or in any other way not complied with the conditions of funding, until said acquittal is satisfactorily filed or such conditions of funding are met.
- Applications for projects over \$5,000 that have not discussed their application prior to submission, or provided the required 'approval to submit' with their application.
- Applications that have not supplied evidence of approval by the relevant land owner and / or lease for where the project is located on land that is not owned by the applicant.
- Applications seeking retrospective funding, i.e. funding for projects already commenced or completed and equipment/invoices that have been purchased and paid for before the application submission.

- Applications that do not adhere to the Trade Practices Act and National Competition Policy.
- That have not provided full financial disclosure
- Applications by individuals other than where the individual is authorised to apply on behalf of a community group or organisation.
- Applications for programs or initiatives where Council considers the purpose of the program or initiative, or activities within it, to advance the organisations religious beliefs or political positions, irrespective of what those beliefs or positions might be. Religious or politically affiliated groups may apply for grants for programs or initiatives that comply with this policy (e.g. demonstrate a broad South Gippsland community benefit).
- Activities that are the core business of other Government programs or duplicate other local services.
- Repair of facilities damaged by vandalism, fire or other natural disasters where the damage should be covered by insurance.
- Activities that are primarily designed to support retail or commercial activity.
- In-Kind contributions that include the time taken to plan and complete the Grant submission

## Examples of what can be funded

- Materials, equipment and other items essential to the project/activity
- Printing, advertising, translations and promotional costs
- Costs incurred in hiring a venue (excluding costs associated with business premises rental)
- Costs associated with encouraging participation
- Training, provided that it is of direct benefit to the broader community e.g. first aid training, disability awareness training.
- Defibrillators. Please note that we can assist in funding the start-up costs but we need evidence of how to maintain ongoing operation costs.
- Joint grant submissions responding to a broad community need between groups to strengthen their project with the partnership
- Catering (excluding alcohol)

## Selection Criteria

To ensure all applications are assessed fairly, all eligible applications will be assessed against the response to application questions and other information provided in the application.

Further assessment may also be made against the following criteria;

- Level of financial and other support already provided by Council for the project seeking support.
- Level of financial support previously provided by Council to the applicant.
- Level of demonstrated financial and / or in-kind contribution by the applicant.

The approval of funding allocations remains with Council. Council may however from time to time delegate this responsibility, either indefinitely or temporarily to the Chief Executive Officer or their delegate. Such delegations are subject to any terms and conditions that the Council deems appropriate.

Potential successful applications will be those that reach a ranking of 8 or higher from the assessment panel (0 lowest - 10 highest) after all criteria are considered. If the total funding cost of potential successful applications is higher than the funding available, the panel may also consider raking potential projects based on alignment with Council priorities, and/or reducing funding allocations.



Emergency Grants Assessment Criteria Weighting	Weighting
<b>Why does your Organisation need this grant?</b>	50%
<ul style="list-style-type: none"> <li>• Demonstrate why the standard community grant stream is not suitable.</li> <li>• Demonstrate why your organisation needs to access funding immediately.</li> <li>• Demonstrate why your organisation is not able to fund the emergency work from your own resources.</li> </ul>	
<b>How will your Organisation carry out the project?</b>	20%
<p>In detail describe what the project will involve, including:</p> <ul style="list-style-type: none"> <li>• How the project will be delivered</li> <li>• Project management framework</li> <li>• Evidence of funding contributions</li> <li>• In-Kind proforma</li> <li>• Risk management, safety, compliance</li> <li>• Budget detail that is supported by evidence</li> <li>• Local Suppliers where possible</li> <li>• Planning permits obtained prior to application if required</li> <li>• Evidence of compliance with Environmental Health requirements if necessary</li> </ul>	
<b>Who will be involved with the project?</b>	10%
<ul style="list-style-type: none"> <li>• Tell us about who will be involved in delivering the project and who will benefit from your project.</li> <li>• Who will be managing the project and what experience do they have?</li> <li>• What stakeholders will be involved in the project?</li> <li>• Have they supplied a letter of support for the project? Council cannot provide a letter of support for projects proposed on Council owned / managed land.</li> </ul>	
<b>What will the grant achieve for your Organisation and the community?</b>	20%
<ul style="list-style-type: none"> <li>• Will it increase participation numbers, membership, revenue, proceeds, promotion etc.? Will it assist current or encourage new volunteers? How will it assist volunteers?</li> <li>• Preference will be given to projects that encourage multi-use and do not duplicate a service and / or facility with the community.</li> <li>• Will it be more cost effective?</li> <li>• Demonstrate the extent to which the project responds to the needs of the South Gippsland community.</li> <li>• Is the specific project identified or supported by any Business Plans, Master Plans, Feasibility Study, OH&amp;S Reports, Council Reports or Strategies?</li> <li>• Is your project identified and / or supported by a Community Direction Statement / Community Plan, Council's Social / Community Infrastructure Blueprint?</li> </ul>	



## Assessment

- All applications are to be made through the Smarty Grants Program
- An assessment panel undertakes an assessment and review of applications against the selection criteria to make a draft recommendation to the Chief Executive Officer, within seven days.
- The assessment outcome approved by the CEO will be provided to Council for review. Council generally has seven days to review the assessment outcome.
- Applicants generally notified of outcome after 15 days.
- A report to Council noting the recommendations is made twice per year.

## Budget Information

- All dollar figures should be GST inclusive
- Quotes must be provided. Preference should always be given to local suppliers; however, it is acknowledged that this may not always be possible. This should be explained in the application.
- An example budget template is available on Council's website.

## What's an 'In-Kind' Contribution?

It is a non-cash contribution made by the applicant toward the completion or the conduct of the project. Commonly this will include the labour of members of the applicant organisation, or use of members equipment. A business may also supply material or services at a discount. The difference between the retail value of a project and the discounted price for the project can also be counted as an in-kind contribution.

- In-Kind cannot include the time taken to prepare the grant application
- In-Kind cannot include the time taken to use the equipment if the application is successful (i.e. the future use of a lawn mower purchased through the grants program is not an in-kind contribution.)

In-Kind contributions help to demonstrate community support and volunteer commitment to your project. A voluntary labour and in-kind support information sheet must be completed and attached with the application. This template is available on Council website.

## Supporting Attachments

Supporting documentation is what often gets applications across the line. They can be used to demonstrate that your project has broad community support or is identified as a priority by other stakeholders, for example a co-tenant is aware and supportive of the project.


## Organisation Financial Information

- Full financial disclosure is required
- Latest annual financial report and current bank statement
- Financial reports are required so Council can confirm that your organisation has the ability to meet its financial commitments to the project.
- An organisations full Balance Sheet is required, as well as the most recent Annual Profit and Loss Statement
- Statements from ALL accounts held by the organisation MUST be included with the application. This includes investment accounts and special purpose accounts held by the organisation

## Other Supporting Documentation

- Letters of support should be provided if they are relevant to the application, i.e. a group that will directly benefit from the project, or are providing funds and / or in-kind support.
- Photos and / or newspaper cuttings provide the assessment panel with a view of the project that may be hard to visualise in writing alone. Photos need to be scanned and provided on A4 sheets, or as a .jpeg file.
- Refer to the checklist at the back of the application for additional attachments that may be required to support your application.





## Conditions of Funding

- a) All applicants must provide Council with an ABN or evidence of tax-exempt status. Failure to comply with this requirement will require Council to withhold 48.5% of the grant and remit it to the ATO. All grant recipients must provide a Tax Invoice or signed 'Statement by Supplier' to obtain grant funds.
- b) Applicants must ensure that if their project requires building approvals or is required to fulfil any other statutory requirements that these obligations are met and evidence provided to the Grants Team before commencement of the project. The approval of a Community Grant does not warrant approval for these.
- c) Applicants are accountable for the grant by acknowledging and formally agreeing to the Conditions of Funding
- d) Applications granted funds for leveraging to other funding programs will not receive the allocated Community Grant until the additional funding is approved and evidence provided to the Grants Team. The applicant is to notify Council in writing as soon as possible if additional funding is not successful. Allocated funds from the Community Grants program will then be withdrawn.
- e) Council requires an acquittal within 12 months from which the funding is approved. Unless prior arrangements have been made, any funds not expended by the end of the 12-month period may be withdrawn and / or re-allocated. Failure to supply a final report will result in applicants being ineligible for funding in subsequent years until the report is provided.
- f) Applications must support the strategies and principles of the Council's most recent Disability Action Plan, Equal Opportunity Act 1995 (Vic) and Human Rights Charter.
- g) The Occupational Health and Safety Act (2004) outlines the responsibilities for employers regarding the protection of health and safety in the workplace. Even though groups may be 'not for profit' organisations and using predominantly volunteer labour it is important to note that the Act remains applicable. Therefore, as a condition of accepting this Grant, community organisations must ensure that any works undertaken are done in a manner that, as far as practical, is safe and without risk to health as well as abide by any reasonable direction made by Council's authorised officers in this regard.
- h) Council may, if it considers a project to be of high risk, request the completion of a Job Safety Analysis Sheet(s) for the project, or elements of the project. Until these are provided to the satisfaction of Council no grant monies may be paid.
- i) Council's contribution is to be appropriately acknowledged in all publicity, media releases and signage. This includes affixing a plaque provided by Council in a location appropriate to the project, and a Council representative invited to any associated project event.
- j) Council may apply any special conditions it believes appropriate in regard to the funding of a particular application.

- k) Council may appoint a Steering Committee for selected development studies. Members of the steering committee will be appointed by the CEO.
  
- l) Council reserves the right to terminate or seek repayment of any funding if it believes that the applicant has spent it on items not associated with its original application and allocated purpose or has otherwise misappropriated the funds or any other reason Council deems sufficient cause.
  
- m) The approval of funding allocations remains with Council. Council may from time to time delegate this responsibility, either indefinitely or temporarily to the Chief Executive Officer and his / her / their delegate. Such delegations are subject to any terms and conditions that the Council deems appropriate.





## Preparation Checklist

Have you discussed your project with the Community Grants Team or another relevant Council Officer?

Note down their name here:

If no, call 5662 9887 or email:

[grants@southgippsland.vic.gov.au](mailto:grants@southgippsland.vic.gov.au) to discuss your project.

- Have you read through the Emergency Grant Guidelines?
  - Is your organisation eligible to apply?
  - Is your project eligible for funding?
  - Have you checked the grant closing and advice dates? Do they fit with your project's timetable?
  - **Tip:** Download an application form and fill it in as a draft. You will still need to complete and submit the actual application form online through SmartyGrants
  - **Super tip:** Fill in the draft form on either Microsoft Word or an equivalent program. Once you are satisfied with your application answers, go to the SmartyGrants portal and open an application. Then, copy and paste your answers from your draft document. Upload your attachments and submit your application – done!
- Do your responses to the application questions address the Emergency Grants Assessment Criteria information on page 7?
  - Have you prepared a draft budget and included any relevant in-kind support?
  - Have you obtained all required documentation to support your application? (e.g. Land owner consent, financial statements, quotes, letters of support, strategic plan)
  - Have you investigated the requirement for permits and land owners consent? If your project is on Council land, have you spoken to a relevant Council officer about it?

## SOUTH GIPPSLAND SHIRE COUNCIL

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