

## Community Share Grant Guidelines – Community Buildings

*Yarriambiack Shire Council encourages a working environment which promotes gender equality and models non-violent and respectful relationships.*

### **1 Community Buildings - up to \$3,000 - no matching funding required**

#### **1.1 Objective**

The objectives of the program are to provide support to enhance Community Buildings that:

- a) Support not-for-profit community groups and organisations to provide a range of opportunities for residents.
- b) Provide an equitable opportunity for the community to seek funding assistance from Council.
- c) Strengthen communities with local responses to identified community needs.
- d) Facilitate support for initiatives that strengthen the community through opportunities for participation, development, inclusion and sustainability; and
- e) Assist Council to deliver identified objectives, priorities and strategies that align with the Council Plan; and or **Community Action Plans**.

#### **1.2 Eligibility**

To be eligible for the Community Buildings Grant category, an organisation must be:

- a) A not for profit organisation that provides services to the community and does not operate to make a profit for its members. All profits must go back into the services and/or the community and must not be distributed to members.
- b) Have an active Australia Business Number (ABN).
- c) Be located within Yarriambiack Shire.
- d) Have public liability insurance cover of \$20 million dollars.

#### **1.3 Ineligibility**

Applications will be considered ineligible as follows:

- a) An organisation who received funding:
  - i. in the previous round of the Community Share Grant Program, or
  - ii. in a separate Council Grant Program within the last 18 months of the Share Grant being advertised.
- b) The applicant is an individual, or a for profit business enterprise (excluding applicants for category Business and Streetscapes – refer to Community Share Grant Guidelines – Business and Streetscapes).
- c) If an employee or Councillor of Yarriambiack Shire Council completes the submission form on behalf of an eligible entity.
- d) Have submitted multiple applications for the Community Share Grant Program round. All will be considered ineligible.
- e) The application is for retrospective funding.
- f) Funding requests for reimbursement of funds already spent.
- g) For-profit applicants, or applicants operating to support for-profit activity.
- h) Schools for curriculum-based activities or where the activity outcome is confined to the school. This extends to groups and organisations proposing to work with schools.

- i) Religious and political organisations for core operating and administration costs.
- j) Groups and organisations considered the responsibility of other levels of government or non-government organisation (NGO).
- k) Groups and organisations experiencing financial hardship as a result of inappropriate financial management practices including debt repayment activities.
- l) Individuals.

#### 1.4 Assessment Criteria

The following matters will be assessed in determining if the Community Buildings Grant application is successful:

- a) Addresses a genuine and identified community need.
- b) **Enhances social inclusion and/or sustainability.**
- c) **Aligns with Council's Plan, and/or a Yarriambiack Shire Community Action Plan.**
- d) Has limited financial capacity and/or means to attract other sources of financial/in-kind support.
- e) Demonstrates the good use of Council (public) funds.

**A scoring matrix (Table 1) will be utilised by the Assessment Panel to score each project.**

#### 1.5 Terms of Funding

- a) The Community Share Grants Program – Community Building Grant has two annual funding rounds as per the Policy.
- b) Organisations are only permitted to submit one application for each funding round.
- c) All mandatory questions within the application must be fully completed and include all requested attachments.
- d) Grants will be distributed on receipt of the submitted Grant Funding Agreement and associated invoice.
- e) All funds must be expended or assigned to an item of expenditure by the end of funding period, in accordance with the funding agreement.
- f) Applications will not be assessed if previous grants have not been acquitted by the due date.
- g) Successful applicants will be required to submit a grant acquittal by the end of the funding period.
- h) Auspiced applicants must provide a letter from the auspicing organisation confirming their commitment to the project and willingness to manage funds on behalf of the applicant.
- i) If an organisation is auspiced, funds will be paid to the auspicing organisation.
- j) Programs will not be funded retrospectively (i.e. they cannot have already occurred).
- k) The project budget must detail all expenditure and income items.
- l) All grants will be subject to the Goods & Services Tax (GST). All organisations must submit one of the following to receive payment:
  - i. Organisations with an Australian Business Number (ABN) registered for GST - A tax invoice, inclusive of GST stating the organisation's ABN.
  - ii. Organisations with an Australian Business Number (ABN) not registered for GST - An invoice stating the organisation's ABN.

- iii. Organisations without an Australian Business Number (ABN) - An invoice for the Grant amount and a completed Statement by Supplier form.
- m) Council reserves the right to refuse funding if terms of funding are not met.

### 1.6 Step by Step Guide

- a) All applicants must ensure they read the Community Share Grant Policy and Guidelines to familiarise with the program requirements.
- b) Check the eligibility and ineligibility sections of the Policy and Guidelines to determine if the organisation is eligible to apply for the current round.
- c) Ensure all areas of the application form are completed and provide attachments where required.
- d) Complete the Community Share Grants Application Form – available for download / or via online submission at the Yarriambiack Shire Council Website.

Submit application using the following methods by the due date:

Email: [grants@yarriambiack.vic.gov.au](mailto:grants@yarriambiack.vic.gov.au)

In person: 34 Lyle Street, Warracknabeal

Mail: PO Box 243, Warracknabeal 3393

Online Submission: Direct from website, ensuring all documentation is available when commencing the application process.

- e) Applicants will be notified in writing of the outcome by the timeline dates as outlined in the associated Policy.
- f) Successful applicants will be required to sign and return an agreement to Council before payment of the grant and commencement of the project.

### 1.7 Definitions

Groups	Groups are people that fit within a specific category such as Aboriginal peoples, age, culture (ethnic backgrounds), gender, disability, socio-economic, sexual orientations, professions (e.g., farming, white-collar, blue-collar professions).
social wellbeing	Social wellbeing enhances community spirit, builds networks within and outside of the community that can provide an overall benefit to the social fabric and cohesion of the community. Can foster a sense of place and a sense of pride in the shire and/or town. Can create a vision of the town, or expand on a vision for the town that creates a more cohesive and inclusive community.
Diversity	Inclusive communities are welcoming to diverse groups of people, including, but not limited to, seniors, youth, children, Aboriginal Peoples, immigrants and newcomers, persons with disabilities, people experiencing mental health challenges, and low-income populations.
Community Action Plan	Each Community in Yarriambiack Shire Council has a Community Action Plan that identifies projects and objectives that are collectively important for Council and/or the community to pursue.
Not for Profit Organisation	Not-for-profit (NFP) organisations are organisations that <b>provide services to the community</b> and do not operate to make a profit for its members (or shareholders, if applicable). A few examples are childcare centres, art centres, neighbourhood associations, medical centres and sports clubs.

Sustainability Outcomes	<p>Examples of Sustainability Outcomes, but not limited to:</p> <p>Social Sustainability Outcomes improve the lives of people by providing services and/or facilities to meet needs of the community. Impacts the collective wellbeing of people.</p> <p>Environmental Sustainability Outcomes improve the impact on the environment, from electricity consumption, reduction of waste, greenhouse emissions etc.</p> <p>Economic Sustainability Outcomes</p> <p>Financial Sustainability Outcomes improve the overall running costs of the building, enables an ability to generate income, frees up own source revenue to utilise for the greater benefit of the community etc.</p>
Council Plan	<p>Key Objective 1: A Vibrant and Diversified Economy</p> <p>Key Objective 2: A Healthy and Inclusive Community</p> <p>Key Objective 3: A Robust and Thriving Environment</p> <p>Key Objective 4: A Council Who Serves its Community</p> <p>Refer to the Yarriambiack Shire Council – <a href="#">Council Plan</a> for more details, available for download on Councils Website.</p>

**TABLE 3: Community Buildings Grant - up to \$3,000 - no matching funding required**



Criteria / No. of Points	Diversity of people (age, culture, gender, disability, socio-economic, mental health)	Enhances sustainability	Enhance social wellbeing	Demonstrates good use of public funds	Limited Capacity to attract Other Sources of Funding	Alignment with Council Plan objective and/or Community Action Plan project or objective
5	The building works/enhancement aim to provide a direct and indirect benefit to a broad cross section of the community, across the entire Yarriambiack Shire footprint.	The building works/enhancement improves sustainability that has a positive benefit to social, environmental, economic and financial outcomes.	The building works / enhancement meets items 1, 2, 3 & 4 of the matrix, along with creating a vision for their town they did not have before or expands on current vision for the building.	The building works/enhancement will directly benefit the people within the municipality by enhancing: Diversity, Sustainability and Social-Wellbeing.	The project is not eligible for a current round, or upcoming round of funding that Council and or the Group is aware of.	The building works/enhancement aligns with more than two Council Plan objectives and more than one Community Action Plan objective.
4	The building works/enhancement aim to provide a direct and indirect benefit to a broad cross section of the community, within a specified footprint in the Yarriambiack Shire Council.	The building works/enhancement improves sustainability that has a positive benefit to 3 of the 4 - social, environmental, economic and financial outcomes.	The building works / enhancement meets items 1, 2 & 3 and will improve skills of residents, or fosters a sense of place and a sense of pride amongst municipal residents.	N/A	N/A	The building works/enhancement aligns with two Council Plan objectives and a Community Action Plan objective.
3	The building works/enhancement aim to provide a direct benefit to two or three groups of people within the municipality.	The building works/enhancement improves sustainability that has a positive benefit to 2 of the 4 - social, environmental, economic and financial outcomes.	The building works / enhancement meets item 1, 2 and will assist with building networks outside of the community.	The building works/enhancement will directly benefit the people within the municipality by enhancing: 2 of the 3 - Diversity, Sustainability and Social-Wellbeing.	The project is eligible for another source of funding; however they have previously been unsuccessful in last 2 years with a funding application.	The building works/enhancement aligns with a Council Plan objective and a Community Action Plan objective.
2	The building works/enhancement aims to provide an in direct benefit to two or three groups of people within the municipality	N/A	The building works / enhancement will enhance community spirit and will support building networks within the community.	The building works/enhancement will directly benefit the people within the municipality by enhancing: 1 of the 3 - Diversity, Sustainability and Social-Wellbeing.	N/A	The building works/enhancement aligns with two Council Plan objectives.
1	The building works/enhancement is only aimed to provide an indirect benefit to one defined group of people.	The building works/enhancement improves sustainability that has a positive benefit to 1 of the 4 - social, environmental, economic and financial outcomes.	The building works / enhancement will boost community spirit.	N/A	N/A	The building works/enhancement aligns with a Council Plan objective.

**0** – Represents that the applicant did not meet the criteria as above.

## 2 Application Form

### Community Buildings Grant - up to \$3,000 - no matching funding required

<b>Organisation Name</b>			
<b>Address</b>			
<b>Contact Name</b>			
<b>Contact Email</b>			
<b>Contact Phone</b>			
<b>Amount Applying For (ex GST)</b>			
<b>Budget for Project</b>	Budget to be attached, or fields completed in application form.		
<b>Does your application include cost provisions for Building / Planning Permit?</b>			
<b>Is the person completing the form an employee or Councillor of Yarriambiack Shire Council?</b>			
Project Description (no more than 500 words)			
What is the direct / indirect benefit of the building works to enhance diversity?			
How does the building works enhance sustainability?			
How will the building works contribute to enhancing the social wellbeing of attendees / community?			
Can this project be funded by other Grant opportunities? If yes, what grants have you previously applied for and were you successful?			
How does the building works align with the Shires Council Plan and/or Community Action Plan Objectives?			

<b>Adopted:</b>	CEO Approved Date 28 August 2019	CEO Name Jessie Holmes	CEO Signature 
<b>Reviewed:</b>	CEO Approved Date 4 March 2021	CEO Name Jessie Holmes	CEO Signature 
<b>Reviewed:</b>			