

# Community SHARE Grant Program

Program Guidelines



# Application Checklist



- ✓ Familiarise yourself with the program guidelines including eligibility and terms of funding. Obtain documentation needed for your application including:
  - ✓ Designs
  - ✓ Quotes
  - ✓ Land owner's consent
  - ✓ Letters of support
  - ✓ Public liability Certificate of Currency
  - ✓ Bank details
- ✓ Confirm project deliverers, stakeholders and timelines.
- ✓ Ensure all areas of the application form are completed, ensuring information provided aligns with the Assessment Criteria, Assessment Matrix and Council's Strategic Objectives.

[Submit your application online by the due date at www.yarriambiack.vic.gov.au/Community](http://www.yarriambiack.vic.gov.au/Community)

## Key Dates

Milestone	Date
Applications Open	Monday 30th June 2025, 8am
Applications Close	Monday 21st July 2025, 12:00pm
Outcome Notification & Grant Payments	August 2025
Project Delivery	September 2025 to August 2026
Project Acquittal Due	1st September 2026

### For Further Information:

Email: [grants@yarriambiack.vic.gov.au](mailto:grants@yarriambiack.vic.gov.au)  
Phone: (03) 5398 0100  
In-person: 34 Lyle St, Warracknabeal, Vic, 3393  
Grant resources: [www.yarriambiack.vic.gov.au/Community](http://www.yarriambiack.vic.gov.au/Community)

# About The Program



Yarriambiack Shire Council is committed to working in partnership with the community to encourage, develop, support and sustain a wide range of local recreational, cultural, social, community support and business group initiatives that make:

- A positive contribution to the Yarriambiack Shire community; and
- Strengthen the development of strong local communities.

Each financial year, Council provides financial assistance to community groups and businesses to support the provision of events and services which respond to identified community need, contribute to the building of stronger communities and are in accordance with Council's strategic outcomes.

The program provides funding through 4 different streams:

## Council's Strategic Objectives

1. An Innovative & Diversified Economy
2. A Healthy & Inclusive Community.
3. A Resilient & Sustainable Natural Environment
4. A Council who serves its community.

The Community SHARE grant program is open once every financial year.

Stream	Funding available	Matched funding required	Eligible applicants
Community Events	Up to \$1,500	N/A	Not-for-profit community groups
Business Works	Up to \$2,000	1:1*	Small businesses
Community Works (Minor)	Up to \$3,000	N/A	Not-for-profit community groups
Community Works (Major)	Up to \$10,000	3:1*	Not-for-profit community groups

\* Indicates the contribution required to receive funding eg. 3:1 = group/business must contribute \$1 to the overall project for every \$3 received.

# Program Objectives

The SHARE grant program aims to:

- Assist community groups and businesses to deliver positive outcomes in the community where funding would otherwise be unavailable.
- Further deliver on Council's strategic objectives and the objectives identified in Community Action Plans.
- Showcase the diversity of people and lifestyles within the Shire.
- Enhance social wellbeing and contribute to building a cohesive and inclusive community.
- Increase the longevity of community & business endeavours.
- Provide groups or businesses with greater capacity to deliver positive outcomes in the community.
- Provide financial assistance to encourage building owners and business operators to undertake works to upgrade the facades of buildings and access to those buildings in main streets within the Shire.
- Demonstrate good use of public funds.
- Assist in the delivery of well planned projects supported by the community.

Types of projects that can be funded include but aren't limited to:

- Events that attract visitors to the Shire bringing social and economic benefits for local businesses.
- Inclusive events that add to social cohesion and connection.
- Building developments or equipment that add capacity to increase operations, participant numbers or access.
- Shopfront works include painting, upgrading of signage structures, cleaning of brickwork, removal and replacement of cladding/awnings, repair or replacement of wall tiles/facade structures, other facade improvements subject to Council approval, access works to reduce entrance barriers, or removal of steps to install access ramps.
- Seed funding to leverage other funding opportunities.

# Eligibility

Community Events  
Community Works (Minor)  
Community Works (Major)

An organisation (or organisation auspicing for a committee) must be:

- 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.
- Have an active Australia Business Number (ABN).
- Be located within Yarriambiack Shire.
- Have **public liability insurance** cover of \$20 million dollars.
- **Incorporated** under the Associations Incorporation Reform Act 2012; OR an established committee of management under the Department of Energy, Environment and Climate Action (DEECA).
- *Community Events stream: Events must be registered* with Council.
- Auspiced applications must be accompanied by a **signed Auspice Agreement Letter** as provided on Council's website.

## Business Works

- The application is for **facade or access improvement** works to a retail/ commercial building in a main street.
- The applicant must be a **small business owner**, or property owner that leases to a small business. The small business must meet the definition of Small Business Entity in accordance with the Australian Taxation Office definition.
- The small business owner must have a registered **ABN** number, or the business occupying the building must have a registered ABN number.
- The proposed works are consistent with or compliment any approved colour palette, facade design and/ or streetscape for the area.
- The proposed works are in keeping with heritage character of the main street (if applicable).
- The proposed access works are in accordance and **compliant with relevant disability legislation** and regulations.
- The application is for eligible works and the applicant has submitted all relevant information with the completed application form.

Council reserves the right to approve or refuse a grant application in terms of the colour, material or method of execution as it considers appropriate.

It is the responsibility of the applicant to investigate the requirement of any necessary planning/ building permits through Councils planning/ building department. Costs associated with obtaining building/ planning permits may not be included in the total amount of the grant application but do constitute part of the 1:1 funding requirement.

Eligible works that are successful and require a planning/ building permit will need to submit a planning/ building application for approval prior to receiving funds for works.

# Eligibility

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## Ineligibility

Applications will be considered ineligible as follows:

- If an **employee or Councillor** of Yarriambiack Shire Council completes the submission form on behalf of an eligible entity.
- Have submitted **multiple applications** for the Community Share Grant Program round. All will be considered ineligible. NOTE: groups or organisations operating under, or auspiced under the one legal entity but having independent committees and different functions within the community shall be considered different organisations.
- The application is for **retrospective funding**.
- Funding requests for **reimbursement of funds** already spent.
- Funding requests that **pay money back to the community group** submitting the application for costs that could be contributed as in-kind contributions to the project eg. Venue hire or membership costs that go back to the applying community group.
- Funding requests that include use of SHARE grant funding for **payment of grant writing**
- **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.
- **Religious and political organisations** for core operating and administration costs.
- Groups and organisations considered the responsibility of **other levels of government** or non-government organisation (NGO).
- Groups and organisations experiencing financial hardship as a result of **inappropriate financial management practices** including debt repayment activities.
- **Individuals.**
- Past funding recipients with **outstanding debts** to the Yarriambiack Shire Council and/or incomplete reporting on previous funding.

*Community Events, Community Works (Minor), Community Works (Major) streams only:*

- **For-profit applicants**, or applicants operating to support for-profit activity.

*Business Works stream only:*

- **Not-for-profit groups** or organisations.
- The small business owner or property owner that leases to a small business have an **outstanding debt** to Yarriambiack Shire Council. This includes rates arrears.
- Works on a building that has **received grant funds from this program** (or other council grant program) in the past five years.

# Assessment Criteria



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

- *Project planning* - Does the event/project/streetscape works have all approvals in place, all costs accurately calculated, clearly defined roles of all stakeholders, detailed plans and accurate timelines in place? Can it be demonstrated that if funded the project will be delivered as specified?
- *Good use of public funds* - Does the event/project/streetscape works provide economic or demonstrated benefit to the community that outweighs expenditure (return on investment), or leverage greater funding for the event?
- *Limited capacity to attract other funding* - To what extent are there limited other sources of income for the event/project/streetscape works, and what alternatives have been explored to obtain further funding? Can it go ahead without this funding?
- *Alignment with Council Plan and/or Community Action Plan* - To what extent does the event/project/streetscape works deliver on the strategic objectives in the Council Plan or a Community Action Plan? Consider the overall benefit to the economy, health and environment within the Shire.
- *Diversity of people* - Does the event showcase the diversity of people and lifestyles in the Yarriambiack Shire? Does the project improve outcomes for all ages, cultures, genders, disabilities, socio-economic groups or improve mental health? Does the streetscape works improve physical access for all groups, or provide greater access to services for all groups?
- *Social wellbeing* - Does the event/project/streetscape works enhance social wellbeing and contribute positively to the image of Yarriambiack as a cohesive and inclusive community? Does it contribute to an overall town vision, increase pride of place, help to build networks within the community or enhance community spirit?
- *Capacity & sustainability* - To what extent does the funding contribute to long-term social, environmental, economic and financial outcomes? Does the funding meet an identified community need, provide something that is missing in the community, or make something easier for volunteers, businesses or the community?

The evaluation process will also consider

- How often has the applicant and/or project received SHARE grant funding in the last 5 years?
- Does repeat funding applications for similar or the same project indicate a lack of sustainability?

The following Assessment matrix will be utilised by the Assessment Panel to score each project and a minimum rating of 50% from the Assessment Panel will be required for the application to be successful.

# Assessment Matrix

Score	Project planning	Good use of public funds	Limited capacity to attract other funding	Diversity of people (age, culture, disability, socio-economic, mental health)	Social wellbeing	Capacity and sustainability	Alignment with Council Plan and/or Community Action Plan
5	All costs, project deliverers, plans/designs, timelines and approvals are all clearly defined	Demonstrates that funds will leverage other funding, or directly deliver outcomes that represent significant return on investment	No other funding opportunities exist	Demonstrates benefit or access for a broad cross section of the community across the whole Shire	Meets items 1, 2, 3 & 4 of this matrix, along with creating a vision for their town they did not have before or expands on current vision	Demonstrated long term and/or substantial increased benefit to all social, environmental, economic and financial outcomes.	Demonstrates delivery of direct benefit to 2 or more Council objectives
4	Most costs, project deliverers, plans/designs, timelines and approvals are all clearly defined	Demonstrates that funds will leverage other minor funding, or directly produce outcomes that represent moderate return on investment	Limited and competitive funding alternatives, other fundraising undertaken	Demonstrates benefit or access for a broad cross section of a township	Meets items 1, 2 & 3 and improves skills of residents, or fosters a sense of place and a sense of pride amongst municipal residents.	Demonstrated long term and/or substantial increased benefit to 1-2 social, environmental, economic or financial outcomes.	Demonstrates delivery of direct benefit to 2 or more Council objectives
3	All costs, project deliverers, plans/designs, timelines and approvals are provided but unclear	N/A	Other funding opportunities exist but attempts have been unsuccessful, other fundraising has been undertaken	Demonstrates benefit or access for a 2-3 groups of people within the Shire	Meets item 1, 2 and builds networks outside of the community.	Demonstrated medium term and/or moderate increased benefit to all social, environmental, economic and financial outcomes.	Demonstrates indirect benefit to 2 or more Council objectives
2	Most costs, project deliverers, plans/designs, timelines and approvals are provided but unclear	Demonstrates indirect outcomes that represent moderate return on investment	Other funding opportunities exist but attempts have been unsuccessful	Demonstrates benefit or access for a 2-3 groups of people within a township	Meets item 1 and builds networks within the community.	Demonstrated medium term and/or moderate increased benefit to 1-2 social, environmental, economic and financial outcomes.	Demonstrates direct benefit to 1 Council objective
1	Some costs, project deliverers, plans/designs, timelines and approvals provided but unclear	Demonstrates indirect outcomes that represent minor return on investment	N/A	Demonstrates benefit or access for a 1 defined group within a township	Demonstrates enhanced community spirit	Demonstrated short term and/or minor increased social, environmental, economic or financial outcomes.	Demonstrates indirect benefit to 1 Council objective
0	Costs, project deliverers, plans/designs, timelines and approvals are not defined	Doesn't demonstrate that funds will directly leverage other funding, or produce outcomes that represent significant return on investment	Funding can readily be sourced through other funding programs or grants	Does not demonstrate benefit to groups above	Does not demonstrate social wellbeing benefits	Doesn't improve sustainability or capacity	Doesn't demonstrate benefit to Council objectives

# Terms Of Funding



1. *The Community Share Grants Program – has one annual funding round as per the Policy.*
2. *Organisations are only permitted to submit one application for each funding round. NOTE: groups or organisations operating under, or auspiced under the one legal entity but having independent committees and different functions within the community shall be considered different organisations.*
3. *All mandatory questions within the application must be fully completed and include all requested attachments.*
4. *Grants will be distributed on receipt of the submitted Grant Funding Agreement and associated invoice.*
5. *All funds must be expended or assigned to an item of expenditure by the end of funding period, in accordance with the funding agreement.*
6. *Applications will not be assessed if previous grants have not been acquitted by the due date.*
7. *Successful applicants will be required to submit a grant acquittal by the end of the funding period.*
8. *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.*
9. *If an organisation is auspiced, funds will be paid to the auspicing organisation.*
10. *Programs will not be funded retrospectively (i.e. they cannot have already occurred).*
11. *The project budget must detail all expenditure and income items.*
12. *All grants will be subject to the Goods & Services Tax (GST). All organisations must submit one of the following to receive payment:*
  - a. *Organisations with an Australian Business Number (ABN) registered for GST - A tax invoice, inclusive of GST stating the organisation's ABN.*
  - b. *Organisations with an Australian Business Number (ABN) not registered for GST - An invoice stating the organisation's ABN.*
  - c. *Organisations without an Australian Business Number (ABN) - An invoice for the Grant amount and a completed Statement by Supplier form.*
13. *Council reserves the right to refuse funding if the terms of the Funding have not been met.*
14. *Projects funded by the Community SHARE Grants Program are not eligible for the waiving of fees associated with building or planning permits*

# Auspice Agreement Letter

## Community SHARE grant program



To Yarriambiack Shire Council,

(Auspicing organisation) \_\_\_\_\_ is aware that  
(applicant organisation) \_\_\_\_\_ is applying for a Community  
SHARE Grant.

We understand that the applicant organisation is not a legal entity and requires a legal entity to act as an auspice.

We confirm that we will act as their auspice and have our details recorded against their grant application.

We understand that we will enter into the Common Funding Agreement with Yarriambiack Shire Council, and will receive and administer grant funds on behalf of the applicant organisation.

We have discussed the nature of the proposed grant activities, and also our role in how funds would be administered by us.

We as the auspicing organisation have agreed that they will comply with the Terms and Conditions under the Common Funding Agreement, including by completing all identified activities, deliverables and reports that we will be accountable for on their behalf.

If the Terms and Conditions of the Common Funding Agreement are breached, we understand that Yarriambiack Shire Council may request the return of funding.

Auspice organisation name: \_\_\_\_\_

Auspice ABN: \_\_\_\_\_

Auspice incorporation number: \_\_\_\_\_

Auspice phone number: \_\_\_\_\_

Auspice address: \_\_\_\_\_

Auspice email address: \_\_\_\_\_

This auspice agreement is signed by the authorised representative from each organisation:

*Auspicing organisation name:*

\_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Applicant organisation name:*

\_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_