

2015 - 16 COMMUNITY AND TOURISM GRANT PROGRAM - UNALLOCATED FUNDS (CONT.)

MITCHELL SHIRE COUNCIL

Council Meeting Attachment

SUSTAINABLE COMMUNITIES

15 FEBRUARY 2016

7.5

**2015 - 16 COMMUNITY AND TOURISM GRANT
PROGRAM - UNALLOCATED FUNDS**

**Attachment No: 1
Round 2 Program Guidelines**

About the Grant Program

Mitchell Shire Council provides the Community and Tourism Grant Program to assist community groups and event organisers to:

- > Carry out projects, activities or events that benefit the Mitchell Shire community
- > Foster participation in community, cultural and wellbeing activities
- > Build a greater sense of community and connectedness
- > Support the sustainability of community groups
- > Enrich the diversity of recreational, cultural and social opportunities to all Mitchell Shire residents
- > Deliver events that attract visitation from areas outside Mitchell Shire and provide regional tourism and economic benefits.
- > Enhance the reputation of Mitchell Shire as a great place to live, work and visit

Please note:

- > All funding is a one-off and not recurrent. Applications for the same project/event may not be successful in subsequent rounds/years
- > Applications for new projects / events will be given stronger consideration in the assessment process than requests for additional funding for projects / events that were successful in Round 1.
- > Only one application will be accepted per community group/organisation per category
- > Organisations that are not incorporated will require endorsement from an auspice organisation. Auspice organisations must be incorporated, not-for-profit and must have agreed to support the grant application, and have insurance which covers the proposed activity/project/event for which the grant is requested

Timelines

Timelines	Date
Grant Round Open for Applications	Tuesday 16 February 2016
Applications close	9am Tuesday 8 March 2016
Applications assessed	Wednesday 9 March – Monday 14 March 2016
Recommendations to Council	Monday 21 March 2016
Project/activity/event delivery period	Tuesday 22 March – Thursday 30 June 2016
Acquittal Report due	Friday 15 July 2016

Categories of Funding

The Community and Tourism Grants Program has five categories, each of which has a specific set of criteria. Please read the following criteria specific to the each grant category before applying.

Category	Maximum \$ avail	Who can Apply	Category Aims	What can be funded
<i>Artistic and Cultural Activities</i>	\$3,000	> Community/Not for Profit Groups	To assist in the development of high quality arts and cultural opportunities in Mitchell Shire that: <ul style="list-style-type: none"> > Benefit the broader community and increases community participation in the arts and cultural life of Mitchell Shire > Facilitate partnerships and sharing of creative skills and talents between artists, community groups and the broader community > Supports the development of local artists > Enhance arts and cultural development in the region 	Examples of projects/activities funded in this category: <ul style="list-style-type: none"> > Theatre and musical performances > Visual and literary art > Programs/workshops > One off art based events i.e. music in the park > Hosting a Harmony Day activity
<i>Community Development and Wellbeing</i>	\$3,000	> Community/Not for Profit Groups	To strengthen and support the community through initiatives that: <ul style="list-style-type: none"> > Promote awareness of community health and wellbeing issues > Encourage healthy living through active participation programs and events > Reduce isolation of individuals and groups and promote community connectedness > Support health promotion and lifelong learning activities > Increase community awareness of the needs of people of all abilities and culturally diverse people > Increase participation of people of all abilities and culturally diverse people in community based activities 	Examples of projects/activities funded in this category: <ul style="list-style-type: none"> > Healthy Living Expos > Street Harvest Food Share Program > Walking or riding groups > Developing an all abilities network > Healthy cooking lessons > Creating a young parent's group

<p><i>Assets and Equipment</i></p>	<p>\$2,000</p>	<ul style="list-style-type: none"> > Community/Not for Profit Groups 	<p>This category provides the opportunity for community groups to purchase equipment that assists them in providing services that benefit Mitchell's residents.</p> <p>Grants are available for small assets (moveable items that are not fixed to premises) and not for capital works (pathways/building maintenance).</p> <p>Applicants must provide detailed information regarding the proposed asset/small equipment for which funds are required, and ensure they provide evidence to support grant request (i.e. formal quote on cost of proposed asset).</p>	<p>Examples of assets funded in this category:</p> <ul style="list-style-type: none"> > Computers/printers/scanners > Chairs/tables > Projectors/screens > Printers/cameras > Display boards > Laminator
<p><i>Community Celebrations</i></p>	<p>\$3,000</p>	<ul style="list-style-type: none"> > Community/Not for Profit Groups 	<p>This category encourages and assists the development of new and existing community events that:</p> <ul style="list-style-type: none"> > Are innovative and creative celebrations. > Celebrate diversity > Are held in the Mitchell Shire and cater primarily for Mitchell Shire residents > Are accessible to and inclusive of all members of the community including culturally diverse people, people of all abilities, young people and older persons > Demonstrate partnerships with other local groups > Attract a crowd minimum of 75 people 	<p>Examples of events funded in this category:</p> <ul style="list-style-type: none"> > Australia Day > Community BBQs > ANZAC Day > Markets and shows > Christmas events > Festivals
<p><i>Tourism Events</i></p>	<p>\$6,000*</p>	<ul style="list-style-type: none"> > Commercial businesses/event organisers > Community/Not for Profit Groups 	<p>This category is targeted to events that can:</p> <ul style="list-style-type: none"> > Generate local pride and participation > Attract visitation from residents of Mitchell Shire > Encourage residents to bring visiting friends and relatives to the event > Encourage people to visit Mitchell Shire again <p>Grant from this program must be directed towards</p>	<p>Examples of events funded in this category:</p> <ul style="list-style-type: none"> > Food and wine event that acts as a regional showcase > Music festival or art exhibition that promotes local artists > Regional sporting tournament,

			<p>event programming / activities or marketing; this supports the ability of the event to attract stronger visitation and generate economic benefits for residents and businesses in Mitchell Shire. Applications must provide an effective marketing and communications strategy that can demonstrate how it will generate positive media coverage of Mitchell Shire and lead to increased visitation.</p>	<p>which encourages entrants from outside of Mitchell Shire</p> <ul style="list-style-type: none"> > Agricultural or commemorative events
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*** Tourism Grant Category – Funding Ratios**

- > Applicants in this category must match the amount of funding requested by Council at the specified funding ratios
- > The applicant can match these funds either by cash, in kind support and/or sponsorship
- > The ratios are as follows:
 - Commercial businesses/event organisations**
 - > Can apply for up to 25% of the event cost, up to a maximum of \$6,000 (e.g. if event costs \$6,000, grant eligibility is \$1,500. If event costs exceed \$24,000, grant eligibility is \$6,000).
 - Community and not for profit groups**
 - > Can apply for a grant up to 50% of the event cost, up to a maximum of \$6,000 (e.g. if event costs \$6000, grant eligibility is \$3,000. If event costs exceed \$12,000, grant eligibility is \$6,000).

Eligibility Criteria

All Applications

- > Practice equal opportunity and non-discrimination
- > Be able to deliver the project/event/activity within the specified grant period (22 March 2016 – 30 June 2016)
- > Be able to provide detailed information regarding the proposed project/asset/event for which funds are required

Community and Asset Grant Applications

- > Be based in the municipality and servicing the residents of Mitchell Shire
- > Be managed by a volunteer committee of management
- > Be a constituted, not-for-profit and an incorporated association. If the organisation is not incorporated, then it must be auspiced by an incorporated association
- > Have public liability insurance which covers the proposed activity/event/project
- > Demonstrate they are meeting a community need and not duplicating an existing service
- > Have sufficient support within the community, a reasonable number of active members and be in a position to remain financially viable

- > Ensure a Risk Management Plan is completed for the project/event

Tourism Event Applications

- > Events must be held in the municipality
- > Be tourism focused and reflect Mitchell Shire as tourist destination
- > Be a registered business or an incorporated association. If the organisation is not incorporated, then it must be auspiced by an incorporated association
- > Have sufficient public liability insurance for the nature and scale of event planned
- > Ensure all event management plans are completed for the event, including risk management plan, traffic management plan (as relevant), waste management plan and event marketing plan
- > Demonstrate substantial business planning for the project

What projects/applications are Ineligible for funding?

All Applications

- > Applications not submitted on the prescribed application form
- > Applications that occur primarily outside the Mitchell Shire Council municipal boundary
- > Applications from organisation formed under the umbrella of a political party or who may have an affiliation with a political party and/or is promoting a political view
- > Projects/events with the sole purpose of advocating a religious faith or belief
- > Applications from organisations linked to contentious issues that may harm the reputation of the Mitchell community or Council by association
- > Applications from government agencies or departments at local, state or federal level
- > Applications from organisations that have not acquitted all previous grants received from Mitchell Shire Council (consideration will be given to applicants that have not acquitted grants from Round 1 2015/16; as long as the applicant can demonstrate their ability to deliver both grants)
- > Applications for fundraising purposes
- > Applications for prizes (cash or gifts)
- > Applications seeking retrospective funding
- > Applications which do not include all necessary documentation
- > Applications received after the close date

Community and Asset Grant Applications:

- > Applications that are received from non-Mitchell Shire Community Groups, which have no partnership with a Mitchell Shire Community Group
- > Applications from individuals. All applications must be made by a community group or organisation
- > Programs or services that are considered the responsibility of another authority or tier of government and are part of the day to day function of the organisation. For example, equipment for schools and cemeteries etc
- > Capital works projects including those that are covered by Council's Capital Works budget. An item is considered capital if it is permanently fixed to the ground or building and increases the value of the facility
- > Applications from registered or private businesses and/or profit making groups
- > Request for grants to meet recurrent expenditure such as staffing costs, utilities, rent, insurances etc

Tourism Event Applications

- > Events that directly promote anti-social activities such as gaming (excluding regulated gaming events such as horse racing)
- > Applications for regular markets

How do I complete the budget for the application?

The budget lists all of the income and all of the expenditure associated with your project/event. Essentially, the budget presents your project/event in a financial sense, and demonstrates that you have a clear understanding of all the financial elements required to deliver the proposed activity.

The budget demonstrates how funds will be allocated, how much money is required, and whether it matches up, and is therefore feasible. Importantly, it also indicates the applicant's and any partner's commitment to the grant request from the standpoint of *both* cash and in-kind services. The budget also demonstrates how much grant income is required from Council to help deliver the project.

Your budget needs to include expenditure and income. Expenditure is the costs associated with delivering your project for example; materials and equipment, venue hire, advertising and promotional material, fees and permits (eg. Planning permits or road closure permits), traffic and parking management, waste management etc. Income refers to any monies or in-kind support you receive. For your budget to balance, total income and total expenditure should always be equal.

It is often a good idea to keep a page of 'budget notes' explaining how you have arrived at your figures. This will help your group remember how you worked out your amounts, so you can easily adjust your figures if something changes. It will also help the Assessment Panel to understand more about your project budget if required.

Quick Points

- > It is expected that the applicant(s) will make a financial and/or in kind contribution to the project

- > Tourism Event Grants are only eligible for 50% of event costs cash or in kind; Commercial businesses are only eligible for 25% of event costs cash or in kind
- > When you prepare the budget, total income should equal total project expenditure
- > You must include copies of all quotes for the project in your supporting documents (where possible)

How are applications assessed?

- > A panel of council officers will assess each grant application. Council reserves the right to invite external members to participate on the Panel as it sees fit
- > The Panel evaluates each application and scores it according to the scoring criteria. Applications are ranked according to their weighted score and then submitted to Council for final approval/endorsement. Please note: applications for new projects / events will be given stronger consideration in the assessment process than requests for additional funding for projects / events that were successful in Round 1.
- > The Panel reserves the right to change the category applied for, if it is considered the application is better aligned with another category
- > Council’s decision will be final and no further correspondence will be entered into
- > Applicants are then notified in writing as to whether their application has been successful or not
- > Due to a higher demand for grants than Council can resource many worthy applications unfortunately miss out, or may receive less funding than they request

What criteria is used to score applications?

The following criteria will be used to assess applications.

Criteria	Score
Information on the Project <ul style="list-style-type: none"> • Is there a demonstrated need for the project/asset/event? What is the evidence? • Does it link to the priorities of the Council Plan? • Is this a new project/activity for the applicant? 	20%
What will it achieve? <ul style="list-style-type: none"> • What will be achieved by undertaking the project? How will it create benefits that don’t already exist? • What are the benefits? Who will receive them? Have they been clearly explained? • Are the benefits to multiple segments of the community or only to the applicant group? • What groups/partners are involved in making it happen? • Will additional people visit Mitchell Shire because of this event (tourism events)? • Will this asset help the group to deliver its service to the community/continue to operate? • Does the project encourage wider community involvement? 	40%

<p>Funding the Project</p> <ul style="list-style-type: none"> • Is there a realistic/fully costed project budget? • Are quotes attached to demonstrate that costs are accurate? • Is the funding request eligible within the category criteria? • Does the income match the expenditure? • Is the applicant making a financial or in-kind contribution to the project? • Have they demonstrated their ability to source additional funds if required? 	20%
<p>Project Management</p> <ul style="list-style-type: none"> • Has the applicant demonstrated that they have the ability/capacity/sufficient resources to complete the project? • Are the timelines for the project realistic? • Has project planning occurred? • Have risk plans/traffic plans/marketing plans been developed? (tourism events) • Have they identified and secured/allowed time to submit for any required permits? (tourism events) 	20%
Total	100%

Are there any obligations/conditions that are associated with the funding?

All successful applicants will be required to enter into a *Grant Funding Agreement* with Council.

The Conditions of the Grants are detailed below:

1. Grants allocated to community groups will be paid in one instalment.
2. This *Grant Funding Agreement* must be completed, along with any grant conditions, signed by representatives receiving the grant, and returned to Council within two weeks of receipt. **Grants will not be issued to groups who have not returned this Agreement to Council.**
3. Acknowledgement of Mitchell Shire Council support of the funded activity must be included on all promotional material. An electronic copy of Mitchell Shire Council's current logo will be provided to successful applicants. The following wording must be incorporated in any relevant material:
"Supported by Mitchell Shire Council"
4. Equipment purchased with grant monies will become property of Council to redistribute to similar community groups if the successful applicant group should cease to exist or operate.
5. Council must be advised in writing of any unexpended grant funds. Unexpended funds must be returned to Council at the conclusion of the grant period.
6. Funds must be expended by the successful applicant group in accordance with the group's application form.
7. Any change to the original proposal for which the grant is given, must have the prior written approval of Mitchell Shire Council.

8. The incorporated group must complete an Acquittal Report once the Grant is expended and submit this to Council by **5pm Friday 15 July 2016**.

Council has the right to promote your Community Grant proposal as part of any communications or public relations activities.

Please note: successful funding in this grant round does not imply ongoing funding. Groups should always work towards a sustainable funding model for projects that are intended to be ongoing.

I think I need my application auspiced

If your group is not incorporated or registered as a business (tourism event grants) you will need another organisation that is incorporated or registered to auspice your application. This means that the registered group (auspicor) receives the funds on your behalf.

They then become responsible for the grant, and ensuring the funds are spent in accordance with the application and Grant Funding Agreement.

Applicants that are being auspiced must ensure to complete the Auspicing Arrangement form available at www.mitchellshire.vic.gov.au, and that they have read and signed the application form.

Varying the project

The purpose, amount or time for expenditure of a grant may not be changed without prior written approval by Council.

To request a variation, community groups will need to complete the Project Variation Form and return to Council. All changes will need to be agreed in writing by Council before changes can be made. The form is available at www.mitchellshire.vic.gov.au

Acquitting the Grant Funds

Successful applicants are required to complete an Acquittal Report to acquit their grant funds. Grants must only be used for the purpose stated in the Grant Funding Agreement. The purpose, amount or time for expenditure of a grant may not be changed without prior written approval by Council.

The Community Grants Acquittal Report template is available at www.mitchellshire.vic.gov.au
The Acquittal Report is due to Council by **5pm Friday 15 July 2016**.

Checklist

Before submitting your application, please ensure you have undertaken the following actions:

	Have no outstanding grant acquittals from previous grant rounds (consideration will be given to applicants that have not acquitted grants from Round 1 – 2015/16; as long as the applicant can demonstrate their ability to deliver both grants)
	Completed the prescribed application form
	Included a copy of the Certificate of Incorporation– where being auspiced must be provided by auspicing organisation
	Included a copy of the Certificate of Currency (Public Liability) – where being auspiced must be provided by auspicing organisation.
	Included a copy of the Financial Statements– where being auspiced must be provided by auspicing organisation.
	Provided an Auspicing Agreement confirming acceptance of responsibility for the project (where applicable).

For event applications:

	Copy of Event Management Plan
	Copy of Risk Management Plan
	Evidence of permits/approvals to hold event

Submitting your Application

- > Applications close 9am Tuesday 8 March 2016
- > Applications must be submitted on the prescribed application form and include all relevant attachments
- > Late applications will not be accepted

Application forms can be found at www.mitchellshire.vic.gov.au

Completed application forms are to be lodged via email to: mitchell@mitchellshire.vic.gov.au

Alternatively, where email is not available applications can be posted to:

Mitchell Shire Council - Community and Tourism Grants Program
113 High Street
BROADFORD VIC 3658

Contact Details

If you need assistance please contact the Community Development Officer on 5734 6200 or email CommunityGrants@mitchellshire.vic.gov.au

We are National Relay Services friendly. If you are deaf, or have a hearing impairment or speech impairment, contact us through the National Relay Services. TTY users phone 133 677 then ask for (03) 5734 6200. Speak and Listen users phone 1300 555 727 then ask for (03) 5734 6200. Internet relay users connect to the NRS www.iprelay.com.au/call/index.aspx then as for (03) 5734 6200.