



WARRNAMBOOL
CITY COUNCIL

Warrnambool City Council

Community Development Fund

2024/25 GUIDELINES – ROUND 2

The Community Development Fund grant program has operated since 1999 to support not-for-profit groups, based in Warrnambool, to fund projects and activities that contribute to the liveability of the City.

Whilst the fund aims to improve the liveability of the City, priority is placed on proposals that;

- Focus on addressing access and inclusion outcomes for women & girls and people with a disability
- Proposals that target and encourage participation and community involvement in creative outcomes.

Aims

The Community Development Fund grants aim to:

- partner with community to support shared outcomes
- provide the opportunity for community to identify and respond to local issues, concerns and priorities that align with Council priorities
- build community capacity
- empower the community to take an active role in improving their quality of life

Objectives

The objectives of the grant is to support:

- Community and cultural events that are open to all residents and celebrate diversity and inclusion
- Community programs for residents which enhance community connection, social inclusion and resilience
- Programs and activities for residents that encourage physical activity and active living
- Innovative programs responding to health and wellbeing issues, including gender inequality and wellbeing
- Programs that help residents and community groups contribute to sustainability through reducing waste, recovering or re-using resources or educating the community on sustainable living practices

Key dates

Funding Round Open	Monday 24 March 2025
Funding Round Close	Sunday 4 May 2025
Report submitted for endorsement to Council	2 June 2025
Applicants notified of funding outcome	3 June 2025
Project completed	June 2025 to June 2026
Project acquitted	By 30 June 2026



Grant categories

Applications that are eligible will fall under one of the following categories, and will be assessed based on the criteria rank, if applicable, within that category.

Only one application per group/individual will be accepted. Late applications will not be accepted.

Sport & Recreation – up to \$5,000

1. ACCESS & INCLUSION

Projects that create opportunities for participation for women & girls and people with a disability

2. INCREASE PARTICIPATION

Innovative projects that increase participation and raise awareness of club activity

3. CAPACITY BUILDING

Training and/or development opportunities that improve the governance or culture of the club

4. EQUIPMENT PURCHASE

Purchase of items that contribute to the capacity of a club to deliver programs (must have a participation outcome)

Culture & Arts – up to \$5,000

1. ACCESS & INCLUSION

Projects that increase access to creative activities for people with a disability or young people

2. INCREASE PARTICIPATION

Innovative projects that encourage community participation in creative activities

3. CAPACITY BUILDING

Not for profit development opportunities open to community that expand knowledge, improve skill or introduce new techniques, methods or opportunities for creative expression, or increases the strength and capacity of the club or organisation

4. EXHIBITION/PERFORMANCE

Venue hire and/or purchase of items that contribute to the capacity of an artist or group to deliver performances/exhibitions or programs

Environment & Sustainability – up to \$5,000

1. GREEN WARRNAMBOOL

Development and delivery of environmental or sustainability projects or programs within the municipality, including equipment purchase of assets that contribute to the capacity of a club or organisation to deliver environmental or sustainability programs

2. ZERO WARRNAMBOOL

Renewable energy, water efficiency & sustainability improvements to community buildings and facilities to reduce greenhouse gas emissions and/or save water

3. ADAPTABLE WARRNAMBOOL

Activities or programs that support and prepare the club or organisation for climate change adaption

4. WISE WARRNAMBOOL

Development and delivery of activities or programs that support a closed loop or circular economy and/or seek to conserve, avoid, reduce, re-use or recycle waste and resources

5. NATURALLY WARRNAMBOOL

Projects that undertake revegetation, including maintenance and infill planting of previous revegetation sites and/or weed control or pest animal activities

6. BLUE WARRNAMBOOL

Projects and programs that save water and protect waterways, coastal areas and the marine environment



Assessment Criteria

The Community Development Fund is a competitive application process.

Applications are assessed against the assessment criteria below.

Criteria	Weighting
The project addresses the community need as described in the Grant Category & Criteria and how the community will benefit	30%
The project encourages and enables participation of a variety of local residents and provides evidence of community support and involvement	30%
The applicant is able to successfully manage the described project, and meet its proposed outcomes and details how the fund will assist in the development or sustainability of the group	25%
The application budget accurately reflects the activities and resources required to deliver the project successfully	15%

Guidelines – Round 2

The Community Development Fund is a competitive process and funds are awarded based on merit according to the weighted criteria. Canvassing of Councillors is prohibited. This means that you can't contact a Councillor and ask them to put in a good word, or help you get your grant approved.

Council provides funding for the term specified in the Funding Terms and Conditions.

Council reserves the right to withdraw support or ask for funds to be returned if clubs do not comply with Council policy or written agreement entered into.

The total funding pool for 2024/25 Round 2 is \$100,000 with the following allocations aligned to each category.

- Sport & Recreation \$45,000
- Culture & Arts \$35,000
- Environmental & Sustainability \$20,000

If the total pool of funding in each category is not expended then any remainder will be redirected to other categories where applications exceed the funding pool.

Applications are ranked according to project merit, equity and balance of funds available. In some situations, Council may provide grant funding to a lesser amount than requested. (i.e. when parts of an application do not meet funding eligibility). In these cases, Council officers will liaise with applicants prior to final recommendation to Council.

Levels of funding may be proportionally reduced to provide support based on;

- The group's ability to proceed with the proposed project if offered less support, or
- Groups that have received funding in the past two (2) years

Council affirms that artists should be paid for their work and earn income from copyright and royalties. We consider the payment of artists for their work and project management costs to be integral to effective budgeting and planning, and we require information on artist's payment to be available within funding applications. Where artists or musicians are engaged or apply for funding payment must be in accordance with industry benchmarks.

<https://creative.gov.au/investment-and-development/protocols-and-resources/payment-of-artists/>



Eligibility - Who is eligible to apply?

All applications are checked against the eligibility criteria. At this stage of the assessment process, applicants who are not eligible will be removed from the process.

To be eligible for grant funding, applications must meet the following criteria;

- Applicants must be registered as a not-for-profit incorporated association (group must have committee endorsement to do so and evidence of, provided with application), or Auspiced by an incorporated not-for-profit organisation that is able to accept legal and financial responsibility for the grant and activity.
- Applicants must be based in Warrnambool City municipality
- Applications must have a focus on the Community Development Fund aims and objectives and provide outcomes based on fund category;
- provide an ABN or completed Statement by Supplier form
- have no outstanding debts to Council
- provide an incorporation number
- provide one written quote for each individual item or service that is essential for the delivery of the proposed activity
- have completed an acquittal (financial reporting form) for any previous grant funding rounds

Who is not eligible to apply?

Applicants will not be eligible for funding if they are;

- An Individual (Exception: the Culture & Arts category accepts individual applications, but applicants must be Auspiced by a not-for-profit, incorporated organisation).
- A Committee of Council including Advisory Committees, Committees of Management or Sub-Committees.
- A group that is already receiving substantial financial support from Council for other projects
- Groups that have access to substantive levels of current funding not generally available to local clubs or organisations, including those clubs that operate gaming machines
- For-profit or commercial organisations or groups, schools and community-based or health-based agencies
- Groups that have already received Council support through other grant programs in the same financial year
- Groups that have already received funding in 2024/25 Community Development Fund Round 1

What will not be funded?

Funding will not be considered for;

- applications that are not consistent with Council Plan priorities or Community Development Fund objectives
- activities that have already commenced or occurred
- activities that are the responsibilities of other tiers of government (eg State or Federal)
- activities with a religious focus. Eg: activities that include religious service, education, preaching or proselytising, or those that exclude community members or different faiths from participating
- party political activities
- core operational funding
- projects that are being, or have already been, funded through other Council grant or sponsorship programs
- fixed/permanent equipment, building maintenance or capital improvements (unless the equipment meets Zero Warrnambool criteria)
- projects that duplicate existing services and programs
- alcohol, tobacco, gambling related activities
- projects that mostly address shortfalls in funding from other Local Governments, State and/or Federal Government. (eg: projects that have run out of money part-way through, been defunded by other organisations or use Council funds to 'top up' existing projects)
- activities, programs or services run by or funded by Council
- attendance at tradeshow, conferences, teaching programs/lectures, university open days, commercial theatre, recurring markets
- fundraising activities, competitions, prizes
- projects that include the establishment of a social enterprise
- incomplete applications
- late submissions
- organisations with outstanding acquittals with Council



Auspiced Grant Projects

Grant funds are only paid to a legally incorporated group. Applicants based in Warrnambool that are not legally incorporated, may apply for a grant if their project is for the benefit of the Warrnambool City community and they are auspiced by a legally incorporated, not-for-profit group or organisation.

An auspice organisation manages the funds on behalf of the applicant group and is fully responsible for ensuring that the grant funds are applied, managed and expended in accordance with these Guidelines.

Acquittal

The Acquittal form will be a reconciled statement of expenditure and income associated with the grant. It will ask the applicant to provide details on the outcomes of the project that were achieved as a result of the funding. You will also be required to attach:

1. Evidence of how Council's support for the project was recognised;
2. An actual income and expenditure budget for the project, including proof of purchase remittance slip or invoice/statement (**showing zero balance**) and/or receipts for all items purchased using funding from Council; and
3. Photo evidence that showcases the completed project and community participation.

Budget

Funding may cover the entire cost of the project or part thereof.

If the funding does not cover the cost of the whole project, the applicant will need to demonstrate that sufficient funds are available to cover the entire project.

Decisions are final and cannot be disputed. Feedback, post assessment may be sought however applicants must understand that this is a competitive process and the dollars applied for often exceed the funding available.

Written Quotations

One written quote is required for each individual item or service being funded. Quotes for professional services should indicate the qualification or certification of the professional being engaged.

Applicants are encouraged to seek local quotes and spend funding locally.

ABN and GST

GST registration status can be checked by looking up an ABN at www.abr.gov.au Organisations that do not have an ABN must supply a completed Australian Taxation Office Statement by a Supplier form, and attach it to their application.

Council will fund the allocated amount and will not include GST.

Assessment, Notification and Receiving funds

Submitted grant applications are assessed by a panel of Council Officers representing expertise in each of the categories.

Recommendations will be provided for Council endorsement.

The decision to award grants is made by the Warrnambool City Council and decisions will be final. Applicants will be advised in writing according to the grant round dates.

Council requires all persons involved in grant assessments to disclose any conflict of interest, real or apparent.



Help is available

Council Officers are available if you have any questions or require assistance applying online. Applicants are required to contact the relevant Council Officer prior to submitting an application in Smartygrants

Category	Contact	Email
Sport & Recreation	Recreation Team	recreation@warrnambool.vic.gov.au
Culture & Arts	Cultural Development Coordinator	creative@warrnambool.vic.gov.au
Environment & Sustainability	Sustainability & Environment Team	green@warrnambool.vic.gov.au

Council Officers can be contacted during office hours on 1300 003 280 or (03) 5559 4900.

For grant information, previous year grant recipients and online application information:
www.warrnambool.vic.gov.au/community-funding-programs

Terms and conditions

Funding and Service Agreement

In accepting a Community Development Fund grant, the group must be willing to adhere to and agree to the following grant conditions: Funded recipients will receive a letter which acts as the Funding Agreement with Council. The agreement;

- Establishes the collaborative arrangement between Council and the funded group, based on the principles of cooperation and partnership
- Outlines the funding allocation and conditions of use
- Includes general funding conditions relating to the payment of the grant

General Conditions

The applicant will need to complete a NAR form, including bank details by the specified date for the funding to be released. Funding will not be made available after this date.

Funded programs will be monitored by a relevant Council Officer to provide support and monitor progress. Applications are assessed based on merit and changes to the use of Council funding for purposes other than outlined in the Agreement are not permitted. If the grant is not utilised for the stated purpose, the organisation must return, in full, the allocated amount. Funding that remains unspent upon the end of the Agreement must be repaid to Council within one month (of the end of the Agreement), unless activity changes are approved by Council in writing within 14 days of notification.

Allocation of funds to a community organisation for any purpose, in any funding round, must not be taken as a commitment by Council to provide additional or recurrent funding beyond that specifically provided for in the Agreement.

Funded activities must be completed by 30 June 2026, unless an alternative arrangement has been approved by Council in writing (prior to the activity completion date).

The Agreement is governed by and is construed to be in accordance with the laws of Victoria.

Successful applicants must comply with all relevant State and Federal Government legislation that apply to pertaining to the funded activity. If the funded activity involves contact with children, your club or organisation may be required to obtain a Working with Children (WWC) Check.

Activities arising from the grant allocation must take place within the City of Warrnambool and benefit Warrnambool residents. Council is not responsible for meeting any shortfall should the project run over budget.

Council will publicly report all grants awarded.



Permits

If a permit is required for the funded activity, funded recipients must comply with all Council requirements. This includes matters such as road closures, outdoor advertising and temporary food premises.

Funding Allocation

Council will deposit funds into the successful group's bank account, which is to be in the name of the organisation nominated in the Application Form.

Council disclaims all liability and responsibility for any direct or indirect loss to the recipient after the release of funding.

Insurance

Funded recipients, or the auspicing organisation, must take out and keep current during the period of the Agreement, public liability insurance. The public liability policy must be for a minimum of \$20 million.

The public liability insurance ensures Council and the recipient against all actions, costs, claims, charges, expenses, and damages whatsoever which may be brought or made or claimed against them arising out of, or in relation to, the funded activity.

A copy of the Certificate of Currency is to be provided to Council before commencement of the funded activity. Funded recipients must also maintain WorkCover insurance, where relevant.

Acknowledgement Requirements

Funded recipients are required to acknowledge receipt of financial assistance from Council in any promotion, publication or advertising of the activities. This includes the use of Council's logo and giving Councillors and officers the opportunity to attend relevant promotional events.

Acquittal and Activity Completion Report

Council reserves the right to conduct financial and performance audits for funding it has provided. Consequently, funded recipients are required to maintain full records of receipts of activity expenditure and performance outputs/outcomes for the relevant period. These records are to be made available to Council and its officers/agents upon request.

Funded recipients are required to complete a Financial Acquittal Report (acquittal) by 30 June 2025. This report certifies that the activity and funding was carried out in accordance with the Agreement. It should include a completed proof of expenditure of Council funds (receipts and invoices) and copies of marketing material used to promote the funded activity.

Failure to provide a satisfactory acquittal may result in a funded group or organisation being deemed ineligible to receive any further funding from Council. Council's reporting is directly linked to its requirement to report on how public funds are spent and whether funded groups and organisations have achieved the desired end result. While Council is committed to minimising administrative processes, it is also committed to the collection of high quality information that may be communicated across Council and the community.

Privacy and Indemnity

The Council, its servants, agents and employees shall not be responsible at any time for any liabilities incurred or entered into by the recipient organisation as a result of, or arising out of that organisation's responsibilities under the Grant Agreement.

The recipient shall release and indemnify the Council, its servants and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the recipient, or the recipient's agents in consequence of the authorisation/funding agreement except where the claim, demand, liability, costs or action are caused by the Council, its servants or agents.

