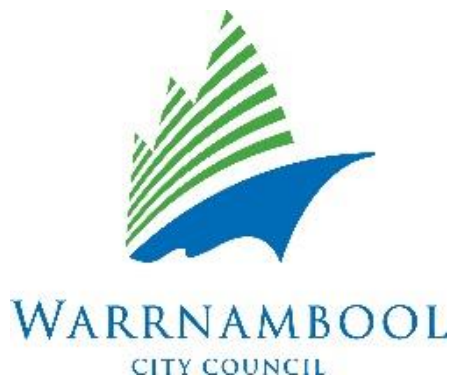


# Warrnambool City Council



## **Community Development Fund Grant Program**

---

### **2022/23 Guidelines**

---

Supporting our sporting, recreational, environmental, and cultural activities to deliver health and wellbeing outcomes for our residents, contributing to the liveability of the city.



**Council has funded and administered the Community Development Fund since 1999 to support not-for-profit groups, based in Warrnambool to fund projects and activities that contribute to the liveability of the City.**

Warrnambool has a strong sense of community, high rates of volunteering and participation evidenced by over 240 volunteer based sporting clubs, community groups and organisations.

### **Information and Assistance**

**For grant information, previous year grant recipients and online application information:**  
[www.warrnambool.vic.gov.au/community-funding-programs](http://www.warrnambool.vic.gov.au/community-funding-programs)

**For specific advice on applications, Council Officers can be contacted during office hours on 1300 003 280 or (03) 5559 4900**

### **Objectives of the Community Development Fund**

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

### **Community Development Fund Outcomes**

To support not-for-profit sporting, recreation and community 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;

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

<b>Category</b>	<b>Contact</b>	<b>Email</b>
<b>Sport &amp; Recreation</b>	Recreation & Culture Team	<a href="mailto:recreation@warrnambool.vic.gov.au">recreation@warrnambool.vic.gov.au</a>
<b>Culture &amp; Arts</b>	Recreation & Culture Team	<a href="mailto:recreation@warrnambool.vic.gov.au">recreation@warrnambool.vic.gov.au</a>
<b>Environment &amp; Sustainability</b>	Sustainability & Environment Team	<a href="mailto:green@warrnambool.vic.gov.au">green@warrnambool.vic.gov.au</a>

### **Grant Round Dates**

Applications are accepted from **Tuesday 14 February 2023 to Sunday 26 March 2023.**

Funding Round <b>Open</b>	<b>9am Thursday 16 February 2023</b>
Funding Round <b>Close</b>	<b>Midnight Sunday 26 March 2023</b>
Report submitted for endorsement to Council	<b>Monday 1 May 2023</b>
Applicants notified of funding outcome	<b>Tuesday 2 May 2023</b>
Project completed	<b>May 2023 to December 2023</b>
Project acquitted	<b>by 30 December 2023</b>



## Grant Categories and Criteria

The total funding pool for 2022/23 is **\$140,000**.

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.

### ASSESSMENT CRITERIA

CRITERIA RANK	SPORT & RECREATION	Up to \$5,000
1	<b>Increase Participation</b> – Innovative projects that increase participation and raise awareness of club activity	
2	<b>Access &amp; Inclusion</b> – Projects that create opportunities for participation for women & girls and people with a disability	
3	<b>Capacity Building</b> – Training and/or development opportunities that improve the culture of the club	
4	<b>Purchase of Equipment</b> – Purchase of items that contribute to the capacity of a club to deliver programs	
CRITERIA RANK	CULTURE & ARTS	Up to \$5,000
1	<b>Innovative Opportunity</b> – Encourage community participation in creative outcomes	
2	<b>Access &amp; Inclusion</b> – Projects that increase access to creative activities for people with a disability or young people (aged 17-24 years)	
3	<b>Capacity Building</b> – Training, promotional and/or development opportunities that increases the strength and capacity of the club or organisation	
4	<b>Exhibition/Performance and/or Production</b> – Venue/studio/theatre hire and/or purchase of items that contribute to the capacity of an artist or group to deliver programs	
CRITERIA	ENVIRONMENT & SUSTAINABILITY	Up to \$5,000
1	<b>Green Warrnambool</b> - 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	<b>Zero Warrnambool</b> - Renewable energy, water efficiency & sustainability improvements to community buildings and facilities to reduce greenhouse gas emissions and/or save water	
3	<b>Adaptable Warrnambool</b> - Activities or programs that support and prepare the club or organisation for climate change adaption	
4	<b>Wise Warrnambool</b> - Projects that support, incorporate or develop a waste free or plastic free event. 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	<b>Naturally Warrnambool</b> - Projects that undertake revegetation, including maintenance and infill planting of previous revegetation sites and/or weed control or pest animal activities	
6	<b>Blue Warrnambool</b> - Projects and programs that save water and protect waterways, coastal areas and the marine environment	

## Funding and Limitations

Based on the total funding pool available, the following allocations are aligned to each category.

- Sport & Recreation \$60,000
- Culture & Arts \$50,000
- Environmental & Sustainability \$30,000

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 maybe proportionally reduced to provide support based on;

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

If the funding for each category is not fully allocated, it will be redistributed to other categories as required.

NB: The Event Category is now managed as a separate grant round. Please contact Festivals & Events Team at E: [events@warrnambool.vic.gov.au](mailto:events@warrnambool.vic.gov.au)

## 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%

## Making an Application

### Preparation Checklist – before you start an application

- ☐ Read the Community Development Fund Grant 2022/23 Guidelines
- ☐ Ensure your group is eligible to apply
- ☐ Ensure your project meets a funding category
- ☐ Check whether your project meets the project completed timeline
- ☐ You may choose to prepare a draft application on the downloadable copy of the application form from the Grants Page [www.warrnambool.vic.gov.au/community-funding-programs](http://www.warrnambool.vic.gov.au/community-funding-programs)
- ☐ Ensure answers to application questions address the Assessment Criteria
- ☐ Prepare a draft budget
- ☐ Gather all required documentation to support your application. Financial statements and quotations are compulsory
- ☐ Set up a SmartyGrants login and password – preferably use your group's email address - and record it in a secure place for future use.

## Help is available

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

### Smartygrants

Refer to the Smarty Grants User Manual on [Community Grants - Application Help](#) for detailed instructions on how to review and submit your application.

If you have technical issues or need assistance with your password, please contact [service@smartygrants.com.au](mailto:service@smartygrants.com.au) or (03) 9320 6800.

## Organisation Eligibility

### Who is eligible to apply?

Clubs, association, or community groups that are;

- Based in Warrnambool City
- Registered as a not-for-profit legal entity, eg: incorporated association. (If applying on behalf of an incorporated association – the group must have committee endorsement to do so and evidence of, provided with application)
- Auspiced by a group that is registered not-for-profit legal entity.

- Has an Australian Business Number (ABN) or willing to submit an Australian Taxation Office Statement by Supplier form.
- Individuals may apply under the Culture & Arts category only but must be Auspiced by a group that is a registered not-for-profit legal entity eg: incorporated association

### **Who cannot apply?**

Those ineligible to apply are:

- Any Committees of Council including Advisory Committees, Committees of Management or Sub-Committees.
- Groups who have not completed an Acquittal (Financial Reporting Form) for any previous Community Development Fund grant rounds.
- A group that has an outstanding debt/account with Council or is already receiving substantial financial support from Council
- 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

Council Officers are unable to submit applications on behalf of groups to mitigate any real or apparent conflict of interest with the grant funding process and assessment of applications.

### **Project Eligibility**

#### **What will not be funded?**

- Projects that have already commenced or projects that have already occurred
- Recurrent funding for ongoing projects or projects that have already received a Community Development Fund grant.
- Fixed/permanent equipment, building maintenance or capital improvements (such as heating or cooling systems, flooring, shade sails, portable buildings)
- Alcohol, tobacco and gambling related activities, as well as general administration, wages or contracts, insurance premiums or debt payments
- 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, projects, programs and events that are owned, managed or already funded by Council
- Attendance at tradeshow, conferences, teaching programs/lectures, university open days, commercial theatre, recurring markets
- Events or activities that have a political or religious purpose, or that denigrate, or discriminate against parts of the community
- Projects that are for general fundraising and fundraising events, prize money, trophy/medal production and awards
- Personal expenses such as petrol, utility bills, phone bills, travel and accommodation

### **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.

### **Grant Guidelines**

- 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.

### **Approvals, permits and licences**

You may need to apply for specific approvals, permits and licenses to run an event or project. Applicants should discuss their project with the responsible agency e.g Council or a Victorian Government Department, prior to submitting their application. Successful applications will be made conditional that they obtain regulatory approvals.

Successful applications will be made conditional on obtaining regulatory approvals.

Council's Events and Promotions Branch can assist applicants with the process of gaining approvals. Refer to <https://www.warrnambool.vic.gov.au/events>

***Please note criteria and conditions for each category vary.***

### **Companions Card**

As part of Council's commitment to improve participation for all community members and in order to comply with existing Disability Anti-Discrimination Legislation, it is a condition that any events/activities funded under this program must accept the Companion Card (i.e. you must not charge an admission or participation fee for the attendant carer/support person of the person who holds a Companion Card).

For more information on the Companion Card: [www.companioncard.org.au](http://www.companioncard.org.au)

### **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.

### **The Application Form and Budget Information**

The application form has one budget table to fill out, which requires information about income and expenditure.

#### **Income Table**

The income table shows the income sources that will be used to deliver your project. Items to list in the Income Table include:

- The community grant amount you are requesting
- The cash contribution of your group or organisation (if applicable)
- Funds from other sources such as other grants or sponsorship (please indicate whether the amount is confirmed or not)
- Income expected from the project eg. entry fees

#### **Expenditure Table**

The expenditure table includes itemised project expenses. These are the materials, equipment or services that you are proposing to purchase or pay for to complete the project.

Project expenses listed must be the total costs including any GST that is included in a quotation.

### **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.**

### **Australian Business Number (ABN) and Goods and Services Tax (GST)**

GST registration status can be checked by looking up an ABN at [www.abr.gov.au](http://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.

If your group is registered for GST, the fund amount you receive will include GST.

If your group is not registered for GST the fund amount will not include GST.

### **Assessment, Notification and Receiving funds**

#### **Assessment and Notification**

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.



## **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 and submit an Invoice to Council 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 December 2023, 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 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 December 2023. 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.