

Council recognises that participation in sport, recreation, environment, cultural activities and community events promotes health and wellbeing of residents and contributes to the livability of the city.

1. The program

The Community Development Fund provides funding to clubs, organisations and community groups for the provision of programs, projects, activities or events that deliver outcomes for the benefit of Warrnambool residents.

Council will provide assistance to eligible organisations for activities that provide opportunities in the areas of sport & recreation, health & wellbeing, culture & arts, festivals and events, and environment & sustainability, subject to these guidelines and in accordance with funds available each financial year within Council's Budget.

2. Funding criteria

Funding is available for community-based projects or activities that:

- deliver new participation opportunities for local residents
- increase the range and/ or access to participation opportunities available
- addresses a community need which has been identified in an endorsed Council strategy or plan
- deliver agreed environmental or sustainability benefits
- promote visitation and tourism and/or increase economic and social opportunities

Projects which deliver outcomes that support the endorsed objectives of the Warrnambool 2040 Community Plan (www.w2040.com.au); Warrnambool – A Healthy City (2017-2021); Green Warrnambool (2018); Warrnambool Event Strategy 2018-2022 will be strongly supported.

These plans can be viewed at
www.warrnambool.vic.gov.au/strategic-plans

3. When and how to apply?

The Community Development Fund program will be released in May each year and advertised online and in The Standard.

- All applications must be made via Council's online grant system:
- Online application forms will be available from www.warrnambool.vic.gov.au/community-funding-programs
- It is essential that you speak to the relevant Council Officer prior to submitting an application.

Key Council Contacts:

Sport & Recreation, and Culture & Arts: Recreation Team
T: 5559 4800 or E: recreation@warrnambool.vic.gov.au

Environment & Sustainability: Lauren Schneider
T 5559 4800 or E lschneider@warrnambool.vic.gov.au

Events: Events and Promotion Team
T 5559 4800 or E events@warrnambool.vic.gov.au

2019/20 Program date

- Opens 15 May 2019 and Closes 30 June 2019

4. How much can I apply for?

Projects seeking funding under Sport & Recreation, Cultural & Arts and Environment & Sustainability categories may apply for up to \$3,000.

Events seeking seed or growth funding under Festivals and Events category may apply for up to \$5,000.

Council will allocate funds to successful applicants on a two for one basis, meaning that Council will provide two dollars for each dollar contributed by the successful applicant (50% of which can be in-kind).

At the discretion of Council, selected projects or events that respond to significant community need or endorsed strategic priorities, may be offered additional funding, subject to the availability of funds.

To be considered for additional funding, projects need to demonstrate:

- evidence of community need
- opportunity for participation by groups including women, people with a disability, disadvantaged or vulnerable groups, newly arrived residents and people born overseas
- the applicant has a proven track record in successfully delivering similar projects
- a well-developed project or event plan has been prepared
- a budget has been set and other sources of income (cash and in-kind) is confirmed
- the proposal delivers direct outcomes which support the objectives identified in the Warrnambool 2040 Community Plan, Warrnambool – A Healthy City 2017-2021, Green Warrnambool 2018 and/or Warrnambool Events Strategy 2018-2022. The outcomes and the alignment to the objectives in these strategic plans, should be clearly illustrated in your application.

5. Eligibility requirements

For your application to be eligible for consideration, you must ensure that:

- your application aligns with one of the funding categories listed in Section 8 of these guidelines
- all sections of the online application are completed, you have attached your project plan and included all the necessary taxation and insurance information
- your group or organisation has confirmed contributions to the project - either cash or voluntary/ in-kind contributions
- projects must be inclusive for people of all abilities
- event applications must demonstrate the event is at a suitably planned and accepted stage prior to submitting an application

6. Who can apply?

To be eligible to apply for a grant, applicants must:

- ensure the proposed project is specifically designed to benefit residents of the Warrnambool City Council and aligns with the Council's strategic priorities as outlined in Warrnambool 2040 Community Plan, Warrnambool – A Healthy City 2017-2021, Green Warrnambool 2018, Warrnambool Events Strategy 2018-2022 or other endorsed strategy.
- be non-government, not-for-profit and registered as an incorporated entity (if applicant group# or organisation is unincorporated, it must arrange for an Auspice* (see below)
- have an ABN or are willing to provide a statement by supplier form.
- submit an audited financial statement or financial report prepared for an annual general meeting from the last financial year with your application (if applicable).
- be accredited Level 2 or higher with the Good Sports Program, if your sporting organisation holds a liquor license. (Level 2 ensures clubs are working towards minimizing alcohol harm). For more information, go to www.goodsports.com.au.

*Auspicing of projects allows for not-for-profit, incorporated organisations to accept grant funding on behalf of groups who are not incorporated. An auspice organisation manages the funds on behalf of the applicant's group that is not incorporated and is fully responsible for ensuring that the grant funds are applied, managed and expended in accordance with these Guidelines.

#A group is defined as a community group or organisation which works for the public benefit. The Community Development Fund sees Voluntary and Community Groups as having the following characteristics:

Organised: A Voluntary and Community Group has a structure with rules about how the group is organised and run. This is called a 'governing document' or 'constitution'. Self-governing and independent from any other organisation. Voluntary and Community groups are independent and are free to appoint their own management committee.

Not for Profit: No one from within the group will profit from the group. For example, committee members should not be paid for their work and any profits generated should be reinvested in the group.

Voluntary and Community Groups are governed by a voluntary management committee and rely on the support of volunteers to carry out their activities.

Public/community benefit: The group will carry out activities which benefit a particular group of people within the community.

7. Who cannot apply?

Those ineligible to apply for a grant are:

- individuals
- any Committees of the Council including Advisory Committees, Committees of Management or Sub-Committees
- a program or activity considered the responsibility of the State or Federal Government
- organisations who have not completed an Acquittal (Financial Reporting Form) for any previous Community Development Fund grant
- a club or organisation that occupies Council owned or managed land without a current seasonal tenancy, license or lease agreement with Council
- a club or organisation that has an outstanding debt/account with Council or is already receiving substantial financial support from Council
- organisations that have access to substantive levels of recurrent funding not generally available to local clubs or organisations, including those clubs that operate gaming machines
- for-profit or commercial organisations

8. What projects will be funded?

Funds will be provided for projects and activities that fall into the following categories:

Sport & Recreation

Innovative or new projects that increase opportunities for participation in recreation and physical activity.

Projects which increase access to sport and recreation for women, people with disabilities, juniors or address inequity through free or low cost programs for those who do not have the capacity to pay are encouraged.

Culture & Arts

Community arts projects that support the development of quality arts initiatives and/or increase involvement and access to arts and culture for the community.

Heritage focused projects that support participation, learning and recording of the cultural history of Warrnambool and its residents.

Environment & Sustainability

Projects or activities that protect or enhance the local environment or work towards improving sustainability. Environment & Sustainability projects which specifically deliver on the goals and objectives of the W2040 Plan: Environment Vision/Green Warrnambool 2018 are encouraged.

Revegetation on Council owned or managed land must meet Council's Revegetation Policy and Guidelines.

Festivals & Events

1. Seed Funding

Supports the development of new events that demonstrate a strong community focus.

2. Growth Funding

Supports existing events which demonstrate sustainability (financially & socially); have operated for over three years; provide significant benefits to the city (economic, social and cultural growth) and are able to provide a post-event report from previous events to illustrate achieved outcomes and continuous improvement.

Events held on Council owned or managed land will be required to submit an Event Application Form and any other relevant documentation, ie: traffic management plan or risk management plan.

9. What will not be funded?

The following will not be funded under the Council's Community Development Fund:

- capital or major maintenance work on a building or facility
- general administration, wages or contracts, insurance premiums or debt payments
- projects funded under other programs supported by the Council
- projects that have already commenced or events and activities which have already occurred
- recurrent funding for ongoing projects or projects which have already been funded (excluding Events)
- tradeshows, conferences, teaching program/lectures, university open days, commercial theatre, recurring markets
- events or activities that have a political or religious purpose, or that denigrate, exclude or offend parts of the community
- fundraising activities, prize money, trophy/medal production, awards, travel, accommodation, catering

10. Assessment criteria

If your application meets the eligibility requirements, it will be assessed according to the following criteria. There is no requirement to meet all dot points indicated in each section, however applications that are able to demonstrate these attributes will receive stronger preference:

<h3>Community Development Fund</h3>	
<ul style="list-style-type: none"> • Does the project meet one of the funding criteria listed in Section 2 of these guidelines? • Has a need for the project been clearly demonstrated and how will the project meet this need? • Does the project provide opportunities for collaboration and sharing of knowledge, skills and resources? • Does the project encourage and enable the participation of a variety of local residents? • Does the project or event meet the Council's strategic priorities as outlined in Warrnambool 2040, Warrnambool – A Healthy City, Green Warrnambool 2018 and/or Warrnambool Events Strategy 2018-2022? • Does the application provide evidence of community support and involvement? • Does the project or event demonstrate ability to manage the impacts on the environment, including sustainable event practices? 	30%
<h3>Outcomes</h3>	
<ul style="list-style-type: none"> • What are the key objectives or outcomes this activity will deliver? • What impact will this activity have in the community? • What community benefits such as increased health and well-being, increasing participation and inclusion opportunities, improving the environment will be delivered? • Does the event stimulate visitation/tourism and increase economic development opportunities for the City? • Delivers long term venue and/or other improvements and community benefits as a result of an event? 	30%
<h3>Planning and Management</h3>	
<ul style="list-style-type: none"> • Does the organisation have the skills and resources to manage the project? • Does the project plan include realistic objectives and timelines? • What in-kind contributions (volunteer hours or other support) are included in the activity? • Does the activity contribute to the delivery of a diverse calendar of community events? 	20%
<h3>Budget</h3>	
<ul style="list-style-type: none"> • Does the nominated budget allow for the project to occur? • Documentation • Has sufficient documentation on the project, including all required information and quotes, been submitted? 	10%
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<ul style="list-style-type: none"> • Has sufficient documentation on the project, including all required information and quotes, been submitted? 	10%

11. Evaluation process

The Community Development Fund is a competitive process and each application is assessed based on the relevant assessment criteria. All applicants will be advised in writing via the contact email address provided of the outcome of their application.

Below is the expected time frame of the grants process:

Funding Round 2019/20 opens	9:00am 15 May 2019
Funding Round 2019/20 closes	5:00pm 28 June 2019
All applicants assessed by grants panel	by 5 August 2019
Recommendations for funding compiled for Council report	by 26 August 2019
Recommendation report submitted for endorsement at Council meeting	2 September 2019
Applicants notified of funding outcome	3 September 2019
Civic Reception for all successful recipients	4 September 2019

12. Developing a project plan

A project plan outlines the steps needed to complete your project, by setting the objectives or outlining what is to be achieved, planning the activities and who will undertake tasks such as whole organisation, committee members, volunteers or project partner, and a timeline for each task.

Complete and upload a document (word or excel) with your application, outlining a very brief project plan using the following headings:

- description of activity
- who will be responsible
- date to be completed

Example project plan

Activity	Person Responsible	Due by
Staff training	Wonder Woman	Sep 2019
Research/interviews	Bat Girl	Nov 2019
Editing	Batman	Jan 2020
Publish online	Wonder Woman	Mar 2020

13. Developing a budget

The project budget must balance, meaning the project income and expense will be the same amount.

Grants from Council are offered on a two-for-one dollar basis, Meaning Council will provide \$2 dollars for every \$1 provided by the club up the maximum grant amount. (50% of which can be in-kind).

Matching funding can be made up of any other;

- confirmed grants
- unconfirmed grants (clubs can only list the CDF requested amount as unconfirmed)
- in kind support (no more than 50% of the other support can be in kind)
- ticket sales,
- club cash
- donations

For example, if a club requests \$3,000 grant from the CDF, a matching contribution of \$1,500 is required (\$750 would be the total in kind value allowable).

a. Estimating your expenses

Your group will need to consider the costs of running your project. Quotes are required to be attached for any purchases of \$500 or more. The following may assist you in identifying the most frequent costs within community groups;

- labour and consultancy fees
- materials for activities
- venue/equipment hire fees
- purchase of equipment

b. In-kind contributions

Once you have listed all of your expenses you will need to look at the support you can receive in kind (if applicable).

In-kind contributions can include materials, time and resources that are donated to the project for free.

For the purposes of this funding application, calculate in-kind voluntary labour @ \$25 per hour per person and a skilled/ qualified tradesperson at \$50 per hour.

Example budget

Income		Expenses	
Items	\$Total	Items	\$Total
CDF grant (uc)	\$3,000	Hire of venue	\$500
Club cash reserve (c)	\$900	Hire of equipment	\$500
Club (member in kind) 3 x 8hrs x \$25	\$600	Set up of venue (members in kind)	\$600
		Event advertising	\$500
		Hire of performers	\$1,500
		First Aid Costs	\$900
Total Income	\$4,500	Total Expense	\$4,500

14. Planning/Building requirements

Proposals seeking to undertake works on a building or property MUST ensure that:

- the land owner's consent is obtained if the applicant is not the land owner
- confirmation of Council consent for properties which are owned or managed by Council. Contact Council's Recreation Team E: recreation@warrnambool.vic.gov.au for information on the consent process.
- relevant planning and/or building approvals have been obtained. It is the applicant's responsibility to check and apply for any permits required to undertake the funded project
- site plan, aerial map and structural designs are required to be provided for any proposed building projects including any relationship the planned work has to existing structures and/or site boundaries

Note that funding to produce plans does not guarantee Council's adoption of the plan or funding to implement its recommendations.

It is RECOMMENDED that;

Applications for projects intending to undertake works on a building should be discussed with Council's Rural Access Team in relation to access and mobility standards before submitting an application.

15. Event approvals, permits and licenses

You may need to apply for specific approvals, permits and licenses to run your event. 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.

Further conditions may be specified in your funding agreement documents, failure to meet the conditions of funding will void the agreement.

Council's Events and Promotion Branch can assist applicants with the process of gaining approvals. Refer to www.warrnambool.vic.gov.au/guide-event-permits

16. Making your project accessible for all

Grant applicants should ensure their project is accessible and inclusive for all. This includes physical access to activities, and ensuring written materials developed are visually accessible.

Resources that may assist you include:

One & All Inclusive Events:

- The guide includes a list of resources you can borrow from Council free-of-charge (including ramps, parking signage, hearing loop, beach wheelchairs). Visit www.warrnambool.vic.gov.au/one-all-inclusive-events-program to download a copy or call Council's Rural Access Officer on 5559 4800

Companion 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

17. Assistance conducting an event

A number of resources have been developed to assist groups running events in Warrnambool.

Refer to www.warrnambool.vic.gov.au/event-planning-assistance or call Council's Events and Promotions Branch on 5559 4800.

18. Payment process

If your organisation is successful in receiving funding, payment will be made into your organisation's nominated bank account once a signed Name & Address Registration (NAR) form is completed and all relevant documentation is received, including a tax invoice (adding GST to the grant amount, if your organisation is GST registered) and evidence of public liability insurance. All tax invoices should be emailed to recreation@warrnambool.vic.gov.au

If your project is being auspiced by another organisation, you need to submit the banking details of your auspice organisation and a valid tax invoice from the auspice organisation (adding GST to the grant amount, if the auspice organisation is GST registered)

If an applicant does not have an ABN, it will be required to complete a 'Statement by a Supplier' form. The form will need to be submitted with the application as an attachment. Forms are available from the Australian Taxation Office (ATO) or the website www.ato.gov.au

Failure to provide either an ABN or a 'Statement by a Supplier' form will result in Council being obliged to take a 48.5% of any funding made to grant applications and send it to the ATO.

19. What are the terms and conditions?

In accepting a Community Development Fund grant, you must be willing to adhere to and agree to the following grant conditions:

- 1.** Funded groups will need to complete a NAR form and grant acquittal report. The Warrnambool City Council will provide the templates. The NAR form needs to be submitted before any payment can be made. The acquittal report must be completed at the end of the project and before 30 June 2020. The group will be ineligible for any further grants if this report is incomplete.
- 2.** It is the responsibility of all applicants to supply the relevant taxation and insurance documentation in the application form.
- 3.** Activities arising from the grant allocation must take place within the City of Warrnambool and benefit Warrnambool residents and workers.
- 4.** Funded groups are required to acknowledge the assistance of Warrnambool City Council in all project/event related promotions. The Council logo must appear on all project and promotional/publicity material eg. Advertising flyers, event programs. Artwork featuring the Council logo must be approved by the relevant Council Officers. Please contact the appropriate Branch via email (refer to contacts listed in Section 3) to obtain the relevant logo and to ensure that Council sights and approves proofs of all materials prior to production). Unauthorised use of the Council logo on other material will result in the organisation being ineligible to apply for further grants.
- 5.** Copies of any “products” must be provided to Council prior to the completion of the project.
- 6.** Funds made available through the Community Development Fund are to be spent on the activities described in the application by the required time. Any significant change to the activity must be made in writing and approved by Council.
- 7.** Allocated funds are to be expended by 30 June 2020, unless otherwise agreed to by Council. Accurate financial records of the recipient organisation must be maintained and made available to Council staff in the event of any further audit by Council into the use of the Grant.
- 8.** Council officers may request meetings with the applicant to check progress during the period of the activity, or undertake an independent audit of the books and records of the Applicant.
- 9.** Warrnambool City Council is not responsible for meeting any shortfall should the project run over budget.
- 10.** Any Council funds that are not expended on the project will be returned to the Council.
- 11.** 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.
- 12.** The recipient shall release and indemnify the Council, its servants, agents 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.
- 13.** Funded groups are required to obtain any necessary Council permits or other permits for the event/program to take place. Any event/program/project that is to be held on Council property (this includes council owned buildings, parks and all other open space areas) is required to have the approval of Council.
- 14.** Funded events are required to meet all statutory requirements determined by Council and other relevant authorities; submit a completed
 - Event Application Form;
 - register their event with Council via the online event registration form;
 - create an Australian Tourism Data Warehouse (ATDW) listing for their event and
 - submit a post event evaluation report on the event delivery including;
 - identified improvements and key event outcomes
 - provide evidence of the impact /success of the event including survey data, photos and media exposure.
- 15.** Council will publicly report all grants awarded.