



WARRNAMBOOL  
CITY COUNCIL

# Warrnambool City Council

## Community Development Fund

### 2025/26 GUIDELINES

**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.**

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
- Target and encourage participation and community involvement in creative outcomes
- Improve facilities to enhance accessibility (including disability, cultural, gender, functional access) and shared use.

### 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
- improve or renew community infrastructure to enhance accessibility and shared use
- 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
- Minor capital works projects that improve, extend or upgrade community infrastructure including open space and recreation assets
- 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	Tuesday 3 June 2025
Funding Round Close	Sunday 29 June 2025
Report submitted for endorsement to Council	Monday 4 August
Applicants notified of funding outcome	Tuesday 5 August
Project completed	August 2025 to June 2026
Project acquitted	By 30 June 2026



# Grant Categories and Purpose

**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.

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## 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)

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## Arts & Culture – 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/studio/theatre hire and/or purchase of items that contribute to the capacity of an artist or group to deliver performances/exhibitions or programs

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## Environment & Sustainability – up to \$5,000

### 1. GREEN WARRNAMBOOL

Environmental or sustainability projects or activities that support our local biodiversity, environmental health or care of public places within the municipality. This includes the purchase of assets (such as equipment) that contribute to the capacity of a community group/club or organisation to deliver environmental or sustainability actions

### 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, such as carbon, emissions, circular economy education or resilience activities.

### 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



## Minor Capital Works – up to \$10,000

Minor capital works grants are to contribute towards community-led projects that encourage groups to undertake works to improve their community facilities.

Applicants must contribute a **matching contribution** (cash or in-kind) towards the total project cost. Total project cost for Minor Capital Works projects cannot exceed \$50,000.

This category includes projects that support:

- Building improvements or renovations
- Renewal of fitted or fixed equipment for community use
- Renewal of open space and outdoor recreation assets

Applicants considering applying for Minor Capital Works funding must discuss their application with a Council Officer prior to commencing an application to ensure eligibility and potential building related permit and/or approval requirements.

## Assessment Criteria

The Community Development Fund is a competitive application process.

Applications are assessed against the assessment criteria below.

Criteria	Weighting
The project addresses community need as described in the Grant Category & Criteria and details 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 can successfully deliver the project and meet its proposed outcomes and details how the funds will assist in the development or sustainability of the group.	25%
The budget is fully detailed, costed with quotes, noting a <i>matching contribution is required for all minor capital works applications</i> .	15%

## Equity and inclusion considerations for your project

The Gender Equality Act 2020 means that Council has a legislated requirement and a responsibility to promote and support gender equality. For more information about the Gender Equality Act, visit [genderequalitycommission.vic.gov.au/about-gender-equality-act-2020](http://genderequalitycommission.vic.gov.au/about-gender-equality-act-2020)

Warrnambool City Council is committed to promoting equality and access for all people regardless of race, sex, sexuality, age, ability and disability, socio-economic status, education, ethnicities and faith. We believe our diversity is what makes our community stronger.

To ensure our grants program is equitable and inclusive, projects that remove barriers to participation for marginalised groups and emphasise inclusion will be given preference over projects which encourage stereotypes or are not accessible to all. This might look like:

- Your facilities, publications and processes are accessible and inclusive as possible
- You make reasonable adjustments for marginalised groups
- You are open to feedback for how you can improve access and inclusion
- You actively promote the participation of women and girls in your project or group.

## Important Note

Council typically receives greater demand for project funding than is available through the annual grants budget. 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).

If applications have equal merit, a lower priority may be assigned to projects/initiatives that:

- Received Council grant funds in the same or previous financial year
- Are recommended/are likely to be recommended for funding through other Council grants
- Have greater access to funding from sources other than this grant
- Have a low percentage of group contribution, cash and/or in-kind



# Program 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.

The total funding pool for 2025/26 Round is \$100,000 with the following allocations aligned to each category.

- Sport & Recreation \$25,000
- Arts & Culture \$20,000
- Environmental & Sustainability \$15,000
- Minor Capital Works \$40,000

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. Council affirms that artists should be paid for their work and earn income from copyright and royalties.

Council considers 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/>

## Who Can Apply?

### Can apply



Incorporated not-for-profit groups, or unincorporated groups who apply through an appropriate not-for-profit incorporated body that supports the application and is willing to accept responsibility for the funding (i.e. auspice arrangement).



Not-for-profit community groups and sporting clubs that lease or are licenced to use Council owned or managed buildings.



Groups that operate in or contribute to the Warrnambool City community.



Individuals, under an auspice agreement for Arts and Culture category submissions only.



Have public liability insurance of a minimum of \$20 million for Minor Capital Grant category submissions only.

### Cannot apply



Individuals who are not applying on behalf of an eligible group.



Government agencies at local, state or federal level



Groups that do not meet the eligibility requirements specified in these Guidelines.



Groups that have received Warrnambool City Council funding for the same project within the same financial year (unless new stage of that project).



Committees of Council including Advisory Committees, Committees of Management or Sub-Committees.



Groups that have an overdue Acquittal Report for previous funding or have an outstanding debt with Council.



Groups that are 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 groups, including clubs that operate gaming machines.



For-profit or commercial organisations or groups, schools and community-based or health-based agencies.



## What will and won't be funded?

Yes		No	
✓	Projects that align with the Community Development Fund Aims and Objectives.	✗	Projects that do not align with the Community Development Fund Aims and Objectives.
✓	Activities and projects that support gender inclusion and equality.	✗	Projects that do not align with the objectives of Council's Municipal Health and Wellbeing Plan. (e.g. projects that encourage unhealthy eating or include the consumption of Alcohol).
✓	Activities or resources that support positive outcomes for the environment, sustainability and/or climate action.	✗	Activities and projects that do not support gender inclusion and equality or reinforce gender stereotypes.
✓	Activities or resources that celebrate and promote diversity and inclusion.	✗	Projects outside of Warrnambool City boundaries.
✓	Projects that bring people together and/or enable participation.	✗	Projects that have already commenced or equipment that has already been purchased.
✓	Projects that increase opportunities for physical activity or recreation.	✗	Activities that are the responsibilities of other tiers of government (State or Federal).
✓	Projects that provide arts or cultural opportunities for the community.	✗	Activities with a religious focus. E.g. activities that include religious service, education, preaching or proselytizing, or those that exclude community members or different faiths from participating.
✓	Minor additions/changes to a structure or property that has positive community or environmental outcomes (with relevant permits/approvals).	✗	Projects that support political or lobbying activities or alcohol, tobacco, gambling related activities or fundraising, competitions, prizes or trophies.
✓	Building works or renovations that improve accessibility, and/or enhance ease of use and user experience, and/or encourage multipurpose and shared use (with relevant permits/approvals).	✗	Core operational funding or activities, programs or services run by or funded by Council.
✓	Renewal of fitted or fixed equipment that improves accessibility, and/or enhances ease of use and user experience, and/or encourages shared community use (with relevant permits/approvals).	✗	Requests for maintenance, equipment, projects, improvements or renewal works in allocated spaces/areas for the consumption of alcohol.
✓	Renewal of open space and outdoor recreation assets that improves accessibility, and/or enhances ease of use and user experience, and/or encourages shared community use (with relevant permits/approvals).	✗	Projects that mostly address shortfalls in funding from other Local Governments, State and/or Federal Government. (e.g. projects that have run out of money part-way through, been defunded by other organisations or use Council funds to 'top up' existing projects).
		✗	Attendance at tradeshow, conferences, teaching programs/lectures, university open days, commercial theatre, recurring markets.
		✗	Projects that include the establishment of a social enterprise.



# Eligibility Requirements

There are grant essentials to tick off before your application can be considered by Council.

## Grant program requirements

	Activities/projects must take place within Warrnambool City.
	Activities/projects must demonstrate how they act upon the grant purpose described in these guidelines.
	Activities/projects should demonstrate environmentally sustainable practices and must not have negative impacts on the natural environment.
	Activities/projects must not discriminate against people based on gender identity, race, age, socio economic status, education, ethnicity, ability and disability, or faith.
	Activities/projects must not contradict the priorities of the Council Plan, including the Municipal Health and Wellbeing Plan.
	All projects must adhere to the National Construction Code, and meet the minimum standards laid out in the Disability Discrimination Act, 1992 that people with a disability always have access to public facilities without needing to provide notice or have special provisions made.
	Minor capital works applicants require a matching project contribution (cash or in kind) from the applicant. The method for calculating in-kind contributions is included in the application form.
	Minor capital works applicants, written approval is required from all other user groups/tenants who share the facilities.
	Completed applications must be received through the SmartyGrants online system.

## Requirements of the applicant

	Written permission from the asset owner (if not Council) to complete any minor capital works projects or to conduct programs/services/activities.
	Applicants proposing to complete works on Council owned or managed buildings, land or assets will be required to submit a Public Land Manager Consent form as requested and provide written permission/support from all other user groups/tenants who share the facility.
	Letter from auspice organisation (if applicable) confirming their commitment to assume full legal and financial responsibility for the project.
	A certificate of currency for Public Liability Insurance (proportionate to the risk associated with the activity being undertaken) is required for all minor capital works submissions.
	Groups must have an ABN or be willing to complete an ATO Statement by Supplier Form.
	The applicant must demonstrate that they can meet the matched project contribution requirement described in these guidelines. The method for calculating in-kind contributions is included in the application form.
	Successful applicants will be required to enter into a funding agreement and complete a NAR form. Applicants must adhere to the conditions of the agreement. Additional funding conditions may be applied to your project during assessment.
	Spend the grant money only as stated in the original application. Variations to projects and change of project dates must be sought in writing and permission received, prior to any changes commencing. This includes requests for extensions of time to acquit the project.
	Return any underspent and excess funding to Council when submitting the Acquittal form.

## Depending on what your project is, the following may also need to be met

	Where related to First Nations Peoples or Culture, applicants must demonstrate appropriate consultation with the applicable Registered Aboriginal Party (RAP), Traditional Owner consultant or First Nations organisation.
	Projects involving children must comply with the Child Safe Standards <a href="https://www.dhhs.vic.gov.au/publications/child-safe-standards">dhhs.vic.gov.au/publications/child-safe-standards</a> .
	Where appropriate, projects must be inclusive of people with a disability or those who are marginalised. Please refer to Council's Access and Inclusion information <a href="https://www.warrnambool.vic.gov.au/access-and-inclusion">www.warrnambool.vic.gov.au/access-and-inclusion</a> If successful, you may be required to complete a Welcoming Events Checklist Form.





# Funding Conditions

Fund Amount	Category
Up to \$5,000	Sport and Recreation Arts and Culture Sustainability and Environment
Up to \$10,000	Minor Capital Works <i>A matching contribution (cash or in-kind) is required towards the total project cost.</i>

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. Grant funds cannot be used for retrospective purchases.

When a grant is awarded, payment will be made to the organisation's nominated bank account after all relevant documentation is received by Council, including a signed Funding Agreement, invoice and evidence of Public Liability Insurance. If using an auspice, you will need to provide their banking details and an invoice issued by them.

Council will not be responsible for costs over and above the grant amount awarded.

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.

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

One written quote is required for projects up to \$5,000 and two written quotes for projects over \$5,000 from a registered tradesperson, business or professional service. Screenshots of catalogues or online advertising will be accepted as sufficient quotes, provided they are an Australian company.

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

## 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.

## Grant Assessments

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	<a href="mailto:recreation@warrnambool.vic.gov.au">recreation@warrnambool.vic.gov.au</a>
Arts & Culture	Cultural Development Coordinator	<a href="mailto:creative@warrnambool.vic.gov.au">creative@warrnambool.vic.gov.au</a>
Environment & Sustainability	Sustainability & Environment Team	<a href="mailto:green@warrnambool.vic.gov.au">green@warrnambool.vic.gov.au</a>
Minor Capital Works	Recreation Team	<a href="mailto:recreation@warrnambool.vic.gov.au">recreation@warrnambool.vic.gov.au</a>

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](http://www.warrnambool.vic.gov.au/community-funding-programs)

# Terms and conditions

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

Funded programs will be monitored by a relevant Council Officer to provide support and monitor progress.

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.

Council is not responsible for meeting any shortfall should the project run over budget.

Council will publicly report all grants awarded.

## Deposit of Funds

Council will deposit funds into the successful applicants 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 2026. 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 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.

