

# Warrnambool City Council



## **Community Development Fund Grant Program**

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### **2021/22 Guidelines**

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



Warrnambool  
2040



**The Community Development Fund supports not-for-profit organisations based in Warrnambool to fund projects, activities and events which meet the grant program eligibility and criteria and contribute to the liveability of the City.**

Warrnambool City Council has a very strong sense of community, high rates of volunteering and a strong social consciousness that has been established over decades of community members volunteering their time, passion and commitment to establishing and maintaining over 240 volunteer based sporting clubs, community groups and organisations.

Council has funded and administered the Community Development Fund since 1999, focusing on providing support to clubs, groups and organisations for the provision of programs, projects, activities or events that deliver outcomes for the benefit of Warrnambool residents.

In response to Covid-19, the requirement for groups to meet the funding ratio for eligibility has been removed. Funding for the 2021/22 round, may cover the entire cost of the project or part thereof, allowing groups to continue to make a valuable contribution to the well-being, social and cultural fabric of the City.

**Information and Assistance**

**For grant information and online applications:** [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**

<b>Category</b>	<b>Contact</b>	<b>Email</b>
<b>General grant questions</b>	Strategic Community Planning	communityplanning@warrnambool.vic.gov.au
<b>Sport &amp; Recreation / Culture &amp; Arts</b>	Recreation Team	recreation@warrnambool.vic.gov.au
<b>Environment &amp; Sustainability</b>	Sustainability & Environment Team	green@warrnambool.vic.gov.au
<b>Festivals &amp; Events</b>	Events and Promotion Team	events@warrnambool.vic.gov.au

**Grant Round Dates**

Applications are accepted from Thursday 1 July to Monday 6 August 2021.

Funding Round <b>Open</b>	<b>9:00am Thursday 1 July 2021</b>
Funding Round <b>Close</b>	<b>9.00am Friday 6 August 2021</b>
Report submitted for endorsement to Council	<b>Monday 6 September 2021</b>
Applicants notified of funding outcome	<b>Tuesday 7 September 2021</b>
Civic Reception for all successful recipients	<b>Thursday 16 September 2021</b>
Project completed and acquitted for all other programs	<b>30 April 2022</b>
Project completed and acquitted for events and vegetation programs	<b>30 June 2022</b>

## Grant Categories and Funding

The funding pool for 2021/22 round is **\$251,000**.

Applications that are eligible will fall under one of the following categories:

<b>SPORT &amp; RECREATION</b>	<b>Up to \$5,000</b>
<b>Doing Sport Differently</b> Innovative projects that increase opportunities for participation in sport and recreation by people who are less active	
<b>Access &amp; Inclusion</b> Projects that increase access to sport or active recreational activities for women & girls, juniors and people with a disability	
<b>Increasing Participation &amp; Membership</b> Promotional activities that raise awareness of the club/organisation and invites participation	
<b>Capacity Building</b> Training and/or development opportunities that increases the strength and capacity of the club or organisation	
<b>Purchase of Equipment</b> Purchase of assets that contribute to the capacity of a club organisation to deliver programs	
<b>CULTURE &amp; ARTS</b>	<b>Up to \$5,000</b>
<b>Innovative Opportunity</b> Encourage grassroots participation in creative outcomes	
<b>Access &amp; Inclusion</b> Projects that increase access to creative activities for people with a disability or young people (aged 17-24 years)	
<b>Increasing Participation &amp; Membership</b> Promotional activities that raise awareness of the club/organisation and invites participation	
<b>Capacity Building</b> Training and/or development opportunities that increases the strength and capacity of the club or organisation	
<b>Purchase of Equipment</b> Purchase of assets that contribute to the capacity of a club organisation to deliver programs	
<b>ENVIRONMENT &amp; SUSTAINABILITY</b>	<b>Up to \$5,000</b>
<b>Green Warrnambool</b> Development and delivery of environmental or sustainability projects or programs within the municipality	
<b>Zero Warrnambool</b> Renewable energy, water efficiency & sustainability improvements to community buildings and facilities to reduce greenhouse gas emissions and/or save water	
<b>Adaptable Warrnambool</b> Works, activities or programs that support and prepare the club or organisation for climate change adaption	
<b>Wise Warrnambool</b> Projects that support, incorporate or develop a waste free or plastic free event	
<b>Naturally Warrnambool</b> Projects that undertake revegetation or weed control activities, including maintenance and infill planting of previous revegetation sites	
<b>Blue Warrnambool</b> Projects and programs that save water and protect waterways, coastal areas and the marine environment	
<b>Increasing Participation &amp; Membership</b> Promotional activities that raise awareness of the club/organisation and invites participation	
<b>Capacity Building</b> Training and/or development opportunities that increases the strength and capacity of the club or organisation	
<b>Purchase of Equipment</b> Purchase of assets that contribute to the capacity of a club organisation to deliver environmental or sustainability programs.	
<b>FESTIVALS &amp; EVENTS</b>	<b>Up to \$5,000</b>
<b>Seed Funding</b> Supports the development of new events that demonstrate a strong community focus	
<b>Growth funding</b> 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.	

## Funding and Limitations

Funding may cover the entire cost of the project or part thereof. If the funding does not cover the cost of the whole project you will need to demonstrate that you have sufficient funds 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.

## Assessment Criteria

This criteria is used to assess applications and must be addressed in the grant application.

If the project involves children, the group must meet its obligations under the Child Safe Standards. For more information visit [www.cyp.vic.gov.au/child-safety/being-a-child-safe-organisation/](http://www.cyp.vic.gov.au/child-safety/being-a-child-safe-organisation/)

<b>Assessment Criteria</b>	<b>Weighting</b>
The application addresses a community need and describes how the community will benefit from the project/event	<b>30%</b>
The application encourages and enables participation of a variety of local residents and provides evidence of community support and involvement	<b>30%</b>
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	<b>25%</b>
The application aligns with Council's Plan or other strategic reports and all required information has been submitted	<b>15%</b>

## **Making an Application**

The Community Development Fund provides funding to support Warrnambool clubs, organisations and community groups to deliver programs, projects, activities or events that build community and club capacity and sustainability, promotes participation, delivers environmental and sustainability benefits, promotes visitation or increases economic opportunities.

### **Preparation Checklist**

If you have any questions, call or email the Strategic Community Planning contact.

- Read the Community Development Fund Grant 2021/22 Guidelines
- Ensure your group is eligible to apply
- Ensure your project is eligible for funding
- Know what category you are applying for
- Check whether the grant closing and notification dates fit with your project time table
- 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. A group or organisation's financial statements and quotations are compulsory
- Set up a SmartyGrants login and password – preferably use your group / organisation email address - and record it in a secure place for future use.

## **Auspiced Grant Projects**

Grant funds are only paid to a legally incorporated group. Groups and Organisations 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's group and is fully responsible for ensuring that the grant funds are applied, managed, expended and acquitted in accordance with these Guidelines.

## **Organisation Eligibility**

### **Who is eligible to apply?**

An applicant must;

- Be based in Warrnambool City.
- Be registered as a not-for-profit legal entity, eg: incorporated association.

- Be a not-for-profit unincorporated group that is auspiced by a group that is registered not-for-profit legal entity.
- Have an Australian Business Number (ABN) or submit a Australian Taxation Office 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)

Have provided acquittal reports for all previous Council funding (upon completion of the project).

**Please note:** Council will accept applications from group/s who have not completed an acquittal from the 2020/21 round, only after the groups have sought and successfully received an extension due to COVID-19.

## Who cannot apply?

Those ineligible for a grant are:

- Individuals
- Any Committees of the Council including Advisory Committees, Committees of Management or Sub-Committees.
- A club or organisation that operates electronic gaming machines or is a gambling venue
- A club or organisation that occupies Council owned or managed land without a current seasonal tenancy, license or lease agreement with Council.
- Organisations who have not completed an Acquittal (Financial Reporting Form) for any previous Community Development Fund grant. (\*\*Council will accept applications from groups who have not completed an acquittal from 2020/21 round only if they have sought and successfully received an extension due to COVID-19)
- 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 current funding not generally available to local clubs or organisations
- For-profit or commercial organisations
- For programs or activities considered the responsibility of the State or Federal Government.

## Project Eligibility

### What will not be funded?

- Capital or maintenance work on a building or facility
- General administration, wages or contracts, insurance premiums or debt payments
- Projects that have already commenced or events and activities that have already occurred
- Recurrent funding for ongoing projects or projects that have already been funded (excluding Events)
- Tradeshows, conferences, teaching programs/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

### 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.

## **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.***

## **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 virtually accessible.

Resources that may assist you include: Section 5.3 of [The Event Planning Guide](#)

## **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)

## **Assistance conducting an event**

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

Refer to [The Event Planning Guide](#) or call Council's Events and Promotions branch on 5559 4800.

## **Warrnambool 2040 – Our Plan, Our Future**

In the application form you will be asked to select which W2040 goal aligns best with your application. Warrnambool 2040 is a community plan developed through an extensive community-led process. The plan captures the community's aspirations for the future of Warrnambool via visions and goals which cover Warrnambool's Environment, Economy, Place and People.

You may want to familiarise yourself with this document and decide which best matches your project.

A copy of the W2040 plan is at <http://www.w2040.com.au/>

## **Budget**

### **Grant Funding Ratio**

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.

## **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 bank loans, other grants or sponsorship (please indicate whether the amount is confirmed or not)
- Income expected from the project eg. entry fees, DVD sales

### **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 up to the value of \$1,000. Two written quotes are required for each item or service over the value of \$1,000 (including GST if applicable). 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 four. (1) Council Officer (with expertise in the category), one (1) Council Manager (with expertise in the category), one (1) Independent Community Member and one (1) Grant Probity Officer.

Recommendations will be provided for Council endorsement, after which applicants will be advised in writing via the contact email provided of the outcome of their application.

An applicant may re-submit an unsuccessful grant application to the next round of Community Development Grants on advice from Council Officer.

#### **Receiving Funds**

Successful applicants will be sent an email, an official letter and the Terms and Conditions of receiving funding. Funds are preferably sent by electronic funds transfer to your group's bank account, or in some cases by cheque.

#### **Funding Conditions**

The letter will highlight the general conditions of funding and, if applicable, Special Conditions required to be met before funds can be forwarded to your group. Successful applicants must read, understand and comply with the Terms and Conditions sent to them which will include any special funding conditions.

## **Acquitting your Grant**

At the conclusion of a funded project your group is required to prepare and send an acquittal report to Council. The Project Completion Form or Event Completion Form is accessed by logging into your group/organisation account in SmartyGrants and going into 'my submissions'.

Organisations are required to provide details of how the funding has benefited the club and submit evidence of how the funding was spent (receipts, photos and media promotion).



## 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. 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.
2. Allocated funds are to be expended by 30 April 2022 for all grant applications, except those for events and revegetation which can be expended by 30 June 2022, 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.
3. Funded groups will need to complete a Name and Address Register (NAR) form and grant acquittal report. 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 April 2022, or 30 June 2022 for events and revegetation grants. The group will be ineligible for any further grants if this report is incomplete, unless approval has been provided for an extension.
4. It is the responsibility of all applicants to supply the relevant taxation and insurance documentation in the application form.
5. Activities arising from the grant allocation must take place within the City of Warrnambool and benefit Warrnambool residents.
6. Funded groups are required to acknowledge the assistance of Council in all project/event related promotions.
7. Copies of any “products” must be provided to Council prior to the completion of the project.
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. 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 are to be returned to the Council.
11. 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 written approval of Council.
12. 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 any identified improvements and key event outcomes.
  - Provide evidence of the impact/success of the event including survey data, photos and media exposure.
13. Council will publicly report all grants awarded.
14. 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.
15. 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.