



# community grants

## Program Guidelines

Version 3.1



## Acknowledgement of Traditional Custodians

Council acknowledges the Traditional Custodians and their ongoing connection to the land and waters that make up Baw Baw Shire. We pay our respects to their Elders; past, present and emerging. We thank the Traditional Custodians for caring for Country and continuing the customs that maintain the longest practised culture in the world.

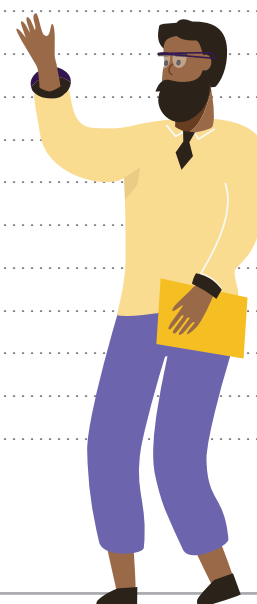
## Baw Baw Shire Council's Statement of Commitment to Child Safety

Baw Baw Shire Council is committed to providing and actively promoting a safe environment for children. Council has zero tolerance towards child abuse, and is committed to protecting the physical, emotional, cultural and social wellbeing of all children. Council has policies and systems to protect children, and all allegations and safety concerns will be treated seriously. Council acknowledges that children's safety is a whole of community responsibility and is everyone's business.



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## 1. Background

Baw Baw Shire Council has a proud history of working with community groups and volunteers to meet local needs. One of the ways the Council supports these groups is through the Baw Baw Shire Community Grants Program.

This document provides guidance to groups interested in applying for a grant through the program. Further guidance on the program can be found in the Community Grants Policy.

Throughout this document, all grant types, including programs, events, equipment purchases, and projects, are referred to as 'projects.'

## 2. Program objectives

The Community Grants Program aims to support the community to be sustainable, healthy, and thriving. To achieve this, the program will:

- Deliver projects that align with Baw Baw Shire's Council Plan and Municipal Public Health and Wellbeing Plan.
- Support and partner with the community to deliver community priorities that improve participation, inclusion, and accessibility.



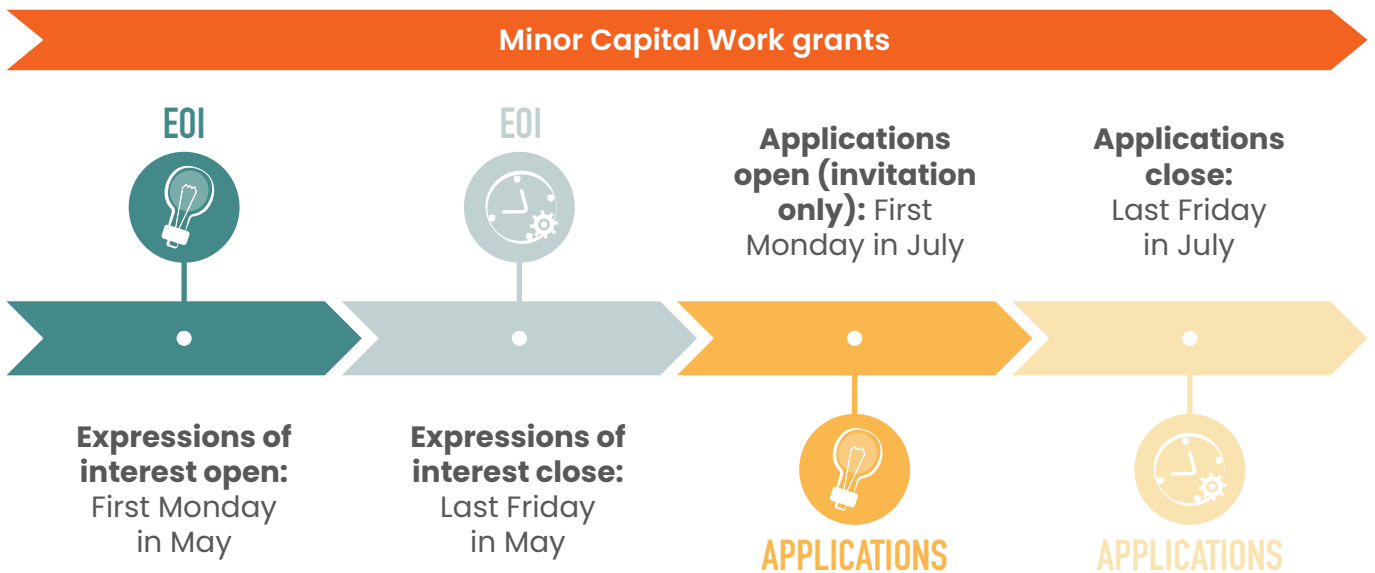
### 3. Funding categories

Category	Overview	Grant funding level (total inclusive of GST if applicable)	What will not be funded
<b>Community Projects</b>	<p>Funding to support the delivery of community events, projects, programs, environmental initiatives, and the purchase of equipment.</p> <p>Two funding rounds are available per annum, commencing in February and July.</p> <p>Projects must be completed within six months of the funding agreement being signed unless otherwise negotiated.</p>	\$0 - \$5,000	<p>Minor Capital Work. Please see the minor capital work category for these projects.</p> <p><i>See section 5.4 for other funding exclusions.</i></p>
<b>Minor Capital Work</b>	<p>Funding for Minor Capital Work projects where the project value does not exceed \$50,000 in total.</p> <p>Applicant cash contribution must be 25% of the total grant amount and supported by an accepted motion allocating Committee funds to the project in Committee Meeting minutes.</p> <p>Minor Capital Work grants are subject to a two-stage application process, where applicants must complete an Expression of Interest Minor Capital Work Grant application, in May.</p> <p>In June, Expression of Interest Minor Capital Work applications are assessed and applicants with successful Expression of Interest Minor Capital Work applications are invited to submit a Minor Capital Work grant application in July with consideration of advice received during the Expression of Interest Minor Capital Work process.</p> <p>Projects must be completed within six months of the funding agreement being signed unless otherwise negotiated.</p>	\$0 - \$10,000	<p>Projects that are considered more complex capital works. This includes paths, building entrances, and projects that involve the construction or renovation of existing building structures or other projects determined by Council Officers.</p> <p>Non-fixed items.</p> <p><i>See section 5.4 for other funding exclusions.</i></p>



## 4. Program timeframes

### 4.1 Overview of timelines











## 4.2 Detailed timelines

### Community Project grants Round One

Timing	Activity
June - July	Application by appointment. Applications for <b>Community Project grants</b> are advertised, and application forms are released when groups participate in an 'application by appointment' meeting.
First Monday in July	Applications for <b>Community Project grants</b> open.
Last Friday in July	Applications for <b>Community Project grants</b> close.
August - September	Applications are assessed against eligibility and assessment criteria by an Assessment panel.
September - October	Review and approval of Assessment panel recommendations.
End of October	Notification of successful and unsuccessful applications.
November	Funding agreements executed between successful groups and Council, and funds issued upon execution.

### Community Project grants Round Two

Timing	Activity
January - February	Application by appointment. Applications for <b>Community Project grants</b> are advertised, and application forms are released when groups participate in an 'application by appointment' meeting.
First Monday in February	Applications for <b>Community Project grants</b> open.
Last Friday in February	Applications for <b>Community Project grants</b> close.
March - April	Applications are assessed against eligibility and assessment criteria by an Assessment panel.
April - May	Review and approval of Assessment panel recommendations.
End of May	Notification of successful and unsuccessful applications.
May - June	Funding agreements executed between successful applicants and Council, and funds issued upon execution.





## Minor Capital Work grants

Timing	Activity
April – May	Application by appointment. Applications for <b>Expressions of Interest for Minor Capital Work grants</b> are advertised, and application forms are released when groups participate in an 'application by appointment' meeting.
First Monday in May	<b>Expressions of Interest for Minor Capital Work grant</b> advertised.
Last Friday in May	<b>Expressions of Interest for Minor Capital Work grant</b> close.
June	<b>Expressions of Interest Minor Capital Work grant</b> are assessed by an Assessment panel. Groups are contacted by Council to discuss the details of the <b>Expressions of Interest Minor Capital Work</b> application.
End of June	Groups are advised of the outcome of their <b>Expressions of Interest Minor Capital Work</b> application.
First Monday in July	Groups with successful <b>Expressions of Interest Minor Capital Work</b> are invited to submit a <b>Minor Capital Work grant</b> application and may be provided with recommended approaches for inclusion in their application.
Last Friday in July	Applications for <b>Minor Capital Work grants</b> close.
August	Applications are assessed against eligibility and assessment criteria by an Assessment panel.
September – October	Review and approval of Assessment panel recommendations.
End of November	Notification of successful and unsuccessful applications.
November – December	Funding agreements executed between successful groups and Council, and funds issued upon execution.

## 5. Eligibility

Community organisations can have one open grant application or project at any one time.

In addition, a community organisation could have one open application or project in partnership with another organisation for whom they are acting as an auspice.

### 5.1 Who can apply for funding?

To be eligible for Community Grants Program funding, applicants must:


- Propose a project located or delivered within the Baw Baw Shire.
- Be a not-for-profit community group, organisation, or club.
- Be incorporated under the Associations Incorporation Reforms Act 2012 or supported by another incorporated organisation that will accept legal and financial responsibility for the project (See auspice arrangements section 7.4 for more information.)
- Have public liability insurance with a minimum of \$20 million cover or supported by an auspice organisation with the same cover.
- Comply with Child Safety standards.
- Have complied with all terms and conditions, including submitting a completed project acquittal report for all previous grants from the Community Grants Program, including any grants where the organisation has acted as the auspice organisation.
- Have no outstanding debts at Baw Baw Shire Council.
- Have written approval from the owner of the land where Minor Capital Work will take place, noting works on privately owned land will not be funded.

### 5.2 Who cannot apply for funding?

- For-profit applicants or applicants applying for projects or funding to support for-profit activity.
- Community groups, organisations, or clubs that host or promote gambling.
- Schools, kindergartens, and their associated parent groups.
- Health services.
- Government departments, agencies, authorities, and organisations.
- Individuals.

### 5.3 What can be funded?

- Events, projects, programs, environmental initiatives and equipment purchases that align with the strategic direction of Baw Baw Shire Council's Council Plan and/or Municipal Public Health and Wellbeing Plan.
- Costs incurred in hiring a venue, excluding costs associated with renting business premises.
- Materials, printing, advertising, translations, promotional, and freight costs associated with the project.
- Minor Capital Work projects where the total project value is less than \$50,000, e.g., netting behind goal posts, goal post installation, fencing, lighting upgrades, playing surface upgrades, kitchen upgrades, electronic scoreboards, painting a hall, and public seating.

An illustration of a person with a backpack and a large orange circle containing text. The person is wearing a light blue long-sleeved shirt, brown pants, and a backpack. They are holding a blue object, possibly a bag or a piece of equipment. The orange circle is large and contains the text: "Projects that align with the strategic direction of Baw Baw Shire Council may be eligible for funding." The background is a light orange color.

## Projects that align with the strategic direction of Baw Baw Shire Council may be eligible for funding.

### 5.4 What will not be funded?

- Items that are part of an organisation's core business or normal operations expenses, e.g., insurance, utilities, rental, staff salaries, or the payment of debts or loans.
- Projects or items that have already been purchased, started or have been completed.
- Purchase of land.
- Projects where the primary focus is to advocate for religion or faith.
- Projects that promote political views.
- Catering, alcohol, fireworks or firearms.
- Projects that duplicate existing services and programs.
- Baw Baw Shire Council owned or run activities, projects, programs, and events.
- The purchase or repair of used goods or equipment.
- Projects that create a capital improvement for privately owned or rented properties.
- State-wide projects.
- Minor Capital Work projects where applicant cash contributions equal less than 25 percent of the total grant amount. (Note: Projects not involving Minor Capital Work do not require financial contributions).
- Minor Capital Work or equipment for parts of facilities or venues where alcohol is sold, e.g., Club bar areas.
- Minor Capital Work which is not a fixed item.
- Minor Capital Work projects that are considered by Council to be inadequate in planning, risk mitigation, or an inappropriate project type including paths, building entrances, and projects that involve the construction or renovation of existing building structures.
- Sporting uniforms unless it can be demonstrated their purchase is linked to a project that seeks to increase participation from: people experiencing social and economic disadvantage, Aboriginal and Torres Strait Islander Peoples, people from culturally and linguistically diverse backgrounds, people living with disability and/or the LGBTQI+ community.
- Incomplete applications (all supporting documentation must be provided at time of application unless specified in Section 7).
- Late applications will not be considered.



## 6. Assessment

A confirmation email will be sent to the applicant once the application or Expression of Interest Minor Capital Work application has been received. Late applications will not be considered.

All Expression of Interest Minor Capital Work, Community Projects and Minor Capital Work applications undergo an initial check against the eligibility requirements before the formal assessment. Applications that do not meet the eligibility requirements will not progress to full assessment.

Eligible applications are then assessed by a panel convened by Baw Baw Shire Council Officers (Assessment Panel). The panel recommends which projects should receive funding to the Council or the Executive Leadership Team at Baw Baw Shire Council who make the final decision.



## 6.1 Assessment criteria

All applications are assessed and scored against the following criteria:

Criteria	Description	Percentage of score
<b>Council priorities</b>	<p>Considers the following:</p> <ul style="list-style-type: none"> <li>• Extent that the project aligns with the strategies and goals in Baw Baw Shire Council's Council Plan and Municipal Public Health and Wellbeing Plan (see section 10 for priorities).</li> <li>• Has the applicant considered how to make the project inclusive and accessible to meet the diverse needs of the Baw Baw Shire community?</li> </ul>	35%
<b>Community need</b>	<p>Considers the following:</p> <ul style="list-style-type: none"> <li>• Has the need for the project been clearly demonstrated in the application, or is there evidence available at Council to illustrate the need?</li> <li>• Extent that the project will benefit the Baw Baw Shire community.</li> </ul>	30%
<b>Planning and management</b>	<p>Considers the following:</p> <ul style="list-style-type: none"> <li>• Does the project provide value for money?</li> <li>• Demonstrated evidence of planning, e.g., resources, safety, permits etc.</li> <li>• Can the project be completed within the required timeframe?</li> <li>• Will the project provide outcomes that are ongoing or can be sustained?</li> <li>• Does the applicant organisation have the necessary resources and experience to successfully deliver the project?</li> <li>• The level of risk and complexity involved in Minor Capital Work projects.</li> </ul>	30%
<b>Volunteer driven</b>	<p>Considers the following:</p> <ul style="list-style-type: none"> <li>• Extent to which volunteers are involved in the project. Volunteer involvement is considered positively.</li> </ul>	5%

## 7. Support documentation required

### 7.1 Quotations

Quotations are required to be submitted with the grant application for all items that are proposed to be purchased with Council funds.

Individual items listed on the application but unsupported by a quote at time of application will not be considered for funding.

A minimum of one quotation must be from a business based in Baw Baw Shire unless it can be reasonably demonstrated that local suppliers and/or services are unavailable.

For any single purchase or item of expenditure up to \$5,000, applicants must provide one written quotation per purchase.

For any single purchase or item of expenditure valued between \$5,000 and \$25,000, applicants must provide two written quotations.

For any single purchase item of expenditure valued over \$25,000, applicants must provide three written quotations.

### 7.2 Incorporation

Applicants must provide evidence of their incorporation under the Associations Incorporation Act. The evidence takes the form of a registration number which can be found on the Consumer Affairs website.

Unincorporated applicants can enter into an auspice arrangement to qualify for the grants. Please see section 7.4 auspice arrangements for further information.

### 7.3 Public liability insurance

Applicants must hold current public liability insurance to the value of \$20 million to protect themselves against legal liability for third-party injury, death and/or damage to property caused by the project.

Evidence of this insurance should be provided with the application through the provision of a valid Certificate of Currency.

Applications may be submitted without current public liability insurance on the condition that it is purchased, and a Certificate of Currency is provided before the funds are issued. The cost of public liability insurance cannot form part of the grant budget.

Applicants may enter into an auspice arrangement if your group does not wish to purchase public liability insurance. Please see section 7.4 on Auspice arrangements for further information.



**Standard 4:  
Families and  
communities  
are informed and  
involved in promoting  
child safety and  
wellbeing.**



## 7.4 Auspice arrangements

Community groups that are not incorporated or do not hold adequate public liability insurance (auspicee) can partner with an eligible organisation to auspice their project (an auspice organisation).

The funding agreement will be between Baw Baw Shire Council and the auspice organisation, and the funds will be transferred directly to the auspice organisation for their management and oversight of project delivery.

The auspicee is responsible for delivering the project in partnership with the auspice organisation. Ultimately, if the project fails to meet the terms and conditions of the funding agreement or the project is delivered inappropriately, the auspice organisation is financially and legally responsible and liable.

Auspice arrangements must be in place before submitting your grant application. A form must be completed by the auspicee and auspice organisation and submitted with the application.

## 7.5 Applicant contributions

Only projects involving Minor Capital Work are required to demonstrate financial contributions.

Minor Capital Work applications must have an applicant cash contribution of 25 percent of the total grant amount or more. Proof of the 25 percent of total grant amount applicant contribution is to be in the form of an accepted motion in Committee Meeting minutes. The accepted motion must state the dollar amount of contribution.

## 7.6 Using donated skills of qualified tradespeople

If qualified trade skills are being donated to the project (e.g., plumber, electrician, carpenter, and others), a letter of commitment must be provided from the relevant business or organisation that demonstrates the tradesperson's qualification or accreditation, and their commitment to the project.

## 7.7 Written support

A letter of support from the land manager/owner of a facility must be submitted with the application if your Minor Capital Work project will take place on land that is not owned or managed by your organisation.

This excludes Councils owned or operated facilities (including Community Asset Committees).

## 7.8 Child safety

The applicant should consider their responsibility to meet the requirements of the Victorian Government's Child Safe Standards and the requirements outlined in the Child, Wellbeing and Safety Act 2005 where working with children and younger people.











## 8. Support

### 8.1 Application by appointment

If you wish to make an application for a Community Grant, you must contact the Social and Community Planning team at Baw Baw Shire Council on 1300 229 229 or email [grants@bawbawshire.vic.gov.au](mailto:grants@bawbawshire.vic.gov.au).

The team will:

- Provide grant information and one-on-one support and advice prior to releasing an application form.
- If required, connect you with an alternative contact at Baw Baw Shire for specific advice relating to your project.

### 8.2 Grant information sessions

An online grant information session will be scheduled and advertised for each grant round. This will be recorded and will be available in the future on Council's webpage.

### 8.3 Example applications

Examples of completed grant applications will be available in the future on Council's webpage [www.bawbawshire.vic.gov.au/communitygrants](http://www.bawbawshire.vic.gov.au/communitygrants).

### 8.4 Other support and resources

- Smartygrants help guide for applicants – <https://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/>.

## 9. Successful applications

### 9.1 Notification and offer of funding

Successful and unsuccessful applicants will be notified via email through SmartyGrants.

Successful applicants will receive instructions to complete an offer of funding application in SmartyGrants.

This information must be received in full and deemed complete by Baw Baw Shire Council before the grant funding allocation will be paid.

### 9.2 Conditions of funding

A copy of a template funding agreement is available on Council webpage [www.bawbawshire.vic.gov.au/communitygrants](http://www.bawbawshire.vic.gov.au/communitygrants).

Additional conditions may be added dependant on your project.

Applicants must accept the offer of funding within 30 days of it being issued to them unless a prior agreement is made with Council, or the offer of funding may be rescinded.

### 9.3 Promotions and branding

All grant recipients are required to acknowledge Council's contribution to their project in all public documents, signage, media, or announcement about their project.

Grant recipients may be required to meet with Council or media representatives at a convenient time to enable the promotion of the project.



**Project  
acquittals  
must be  
uploaded to  
SmartyGrants  
and include paid  
invoices with  
zero balance  
remaining.**

### 9.4 Project variations

Projects are approved and funded based on the information provided in the application and outlined in the funding agreement. Changes in price, the scope of works, delivery timeframes, or other variables are sometimes unavoidable, following the acceptance of the grant funds.

Project variations must be approved by Council prior to any changes being made to the project outside of the original grant application content.

Please contact the Social and Community Planning team to discuss these changes.

A written request via a project variation form in SmartyGrants may be required to approve the requested change.

Project variations that require an increase in grant funding will not be approved.

### 9.5 Project acquittals and return of unspent funds

A project acquittal report is the final stage in the grant process.

As part of the project acquittal, you will need to:

- Complete a report and provide attachments showcasing the completed project.
- Provide a financial report, including reporting on actual income, expenditure, and in-kind contributions (this must include paid invoices with zero balance remaining).
- All documents must be uploaded into SmartyGrants as proof of project completion.

Any unacquitted grant funds held by the recipient greater than \$100 at the completion of the project will be required to be returned to Council.

Recipients who have failed to acquit or deliver the project in accordance with the grant terms and conditions will be required to return part of or all grant funds to Council.

Should funds not be returned on request Council may take action to recover funds or agree to preclude the applicant (and auspice organisation if applicable) from being eligible to apply for Baw Baw Shire Council Community Grants for the remainder of the current financial year and the whole financial year directly following. Decisions will be notified in writing.

## 10. Council priorities

The assessment criteria for the Community Grants Program considers the extent that the application aligns with the strategies and goals of the Council Plan and/or Municipal Public Health and Wellbeing Plan.

These strategies and goals are outlined below to assist you in your application. The full versions of both plans are available on Council's webpage [www.bawbawshire.vic.gov.au/communitygrants](http://www.bawbawshire.vic.gov.au/communitygrants).

### 10.1 Baw Baw Shire Council Plan 2021 – 2025

Council has eleven priorities strategies in the Council Plan; these include:

- 1 Planning for a sustainable, healthy, and thriving Baw Baw Shire.
- 2 Providing community infrastructure, services, and facilities which support sustainable communities and are responsive to changing needs.
- 3 Advocating for strategic priorities and those services and facilities needed by the community.
- 4 Sustainably protecting and managing the natural environment and agricultural land.
- 5 Supporting community health, safety, and wellbeing, including mental health.
- 6 Supporting community connectivity, diversity, inclusion, and reconciliation.
- 7 Creating environments that support a diversity of sports and recreation opportunities and walkable communities across the shire.
- 8 Responding to and readying for climate change, emergency events, disruption, and transition.
- 9 Enabling a strong local economy through support for business and innovation and local access to skills development and jobs.
- 10 Supporting community arts and events to create vibrancy and attract people to live, work, and play in Baw Baw.
- 11 Improving local transport networks and advocating for roads and public transport improvements for residents across the shire.

### 10.2 Baw Baw Shire Municipal Public Health and Wellbeing Plan

The Baw Baw Shire Municipal Public Health and Wellbeing Plan has four goals. These include:

- 1 Active living with the goal to increase participation in active living, arts, and culture for everyone.
- 2 Healthy eating with the goal to support equitable access to adequate, affordable, nutritious, and culturally appropriate food and beverages.
- 3 Mental wellbeing with the goal to enhance mental wellbeing by creating resilient, connected, and socially inclusive communities.
- 4 Gender equality and prevention of family violence, to create an equitable and respectful community that is free from violence.





## 11. Definitions

**Application** refers to the application received by Baw Baw Shire Council for the Community Grants Program.

**Auspicee** refers to the group carrying out the grant project under the auspice of another incorporated organisation – the auspice organisation.

**Auspice organisation** is the incorporated organisation supporting the delivery of a Community Development Grant, recognised as the Recipient.

**Budget** means the budget for the Project provided in the application or funding agreement.

**Council** means Baw Baw Shire Council.

**Conflict of interest** could occur if somebody involved in the grant assessment or approval process, or their family or close friends have something to personally gain from the grant application.

**Grant** is money awarded to a group or organisation for a specific purpose.

**Not for profit** is an organisation or group that directs its profits back into the organisation and its activities. No profits are distributed to individuals, members, or shareholders.

**Project** means the activity proposed to be funded by the grant application; it could include an event, program, environmental initiative, equipment purchase, or Minor Capital Work project.

**Project acquittal** includes the preparation of a report demonstrating that the grant funds have been spent in line with the terms and conditions of the funding agreement.

**Recipient** is the organisation receiving the funds from Baw Baw Shire Council through the Community Grants Program.

**SmartyGrants** is the cloud-based grants administration software licenced by Baw Baw Shire Council.

**Tax invoice** is a document meeting the definition and requirements as currently described by the Australian Tax Office.









## 12. Contact us

For more information, please contact Council's Social and Community Planning team on 1300 229 229 or by email at [grants@bawbawshire.vic.gov.au](mailto:grants@bawbawshire.vic.gov.au).



