

# East Gippsland Shire Council

## Community Grants Program Guidelines

### Round 1, 2022-2023



# Grants Program Guidelines

## Overview

The East Gippsland Shire Council's Community grant programs provide funding opportunities for East Gippsland based community groups, organisations and in some categories, individuals (artists).

Community Grant Programs streams include;

- Community Projects
- Arts and Heritage

Through these programs the Shire supports a wide range of services and innovative activities that strengthen our communities, encourage environmental sustainability, health and well-being, while fostering cultural diversity, the arts and local economies.

There are two funding rounds each financial year. Round 1 opens at 9:00am on Wednesday 1 June 2022 and all applications must be submitted by 5.00pm on Wednesday 3 August 2022. Applications in this round must be for projects that start after notification scheduled mid-October 2022.

Applications need to be submitted via the online grants management program called Smartygrants. All successful applications must be acquitted. \* No new application will be considered if the applicant has outstanding acquittals from previous East Gippsland Shire Grants. Started applications forms can be saved unlimited time until submitted. Late application will not be considered. Visit at: [www.eastgippsland.vic.gov.au/grants](http://www.eastgippsland.vic.gov.au/grants) to begin your application

EGSC staff are available to help support you to make an application. It is strongly recommended that all applicants contact the relevant grant officer, listed in the table on page 3, prior to commencing their application on 035153 9500.

Applicants can only be successful for one project in one community grant program stream per funding round. Reoccurring or previously funded project elements will not be considered.

There is a [Help Guide for Applicants](#) available which outlines how to use the Smartygrants system.

All applications must be submitted via the online program.

There will be grant information sessions held at various locations across the Shire. Please visit the [East Gippsland Shire Council Website](#) for further information.

The following table outlines the categories available under the East Gippsland Shire Grants program. As well as the standard guidelines, each category has specific eligibility criteria.

## East Gippsland Shire Council Grants Program Categories

| Category | Maximum Request | Program Officer | Criteria Page No. |
|----------|-----------------|-----------------|-------------------|
|----------|-----------------|-----------------|-------------------|

### Community Grants Program

Up to

|                    |            |                                       |   |
|--------------------|------------|---------------------------------------|---|
| Community Projects | \$5,000.00 | Rebecca Pantry                        | 7 |
|                    |            | Acting Community Programs Coordinator |   |

### Arts and Heritage Grants Program

|                     |             |                              |     |
|---------------------|-------------|------------------------------|-----|
| Arts Projects       | \$5,000.00  | Andrea Court                 | 8-9 |
| Major Arts Projects | \$10,000.00 | Arts and Culture Coordinator |     |
| Heritage Projects   | \$5,000.00  |                              |     |

It is the responsibility of the applicant to ensure the application is submitted to the correct program. Your application cannot be switched between programs after submitting.

If you are unsure as to which category you should be applying for, please call program staff on 035153 9500.

# General Information

Please familiarise yourself with the standard grant program guidelines as well as the specific criteria for the category you intend to apply for prior to commencing the application form.

## Important Information

- After reading this document which includes the assessment criteria you can access the application forms on the [East Gippsland Shire Council website](#)
- These funding programs are not designed for recurrent projects, activities or events Council will not support the same project, event or program each year unless there is obvious change to its reach, target market or outcomes.
- You may attach supporting documentation such as letters of support, letter of agreement to auspice (if required), photos, financial information that will be of use when assessing your application. If applying for an art grant it is expected that you would supply artistic support material.
- Completed applications and supporting documentation must be submitted no later than 5.00 pm on the closing date indicated on page 1.
- If you have difficulty completing the form or need assistance with determining the appropriate category for your project/event, please contact the relevant Shire Officer (refer to page 3) on 035153 9500.
- The Smartygrants system will save a PDF of your application for you. Shire staff can also email you a PDF copy if required. Be sure to save a copy in case you are contacted for further information.
- Read the questions carefully and ensure you answer them fully.
- Information provided as part of this application must be true and correct to the best knowledge of the nominated representative.
- Evidence must be provided to demonstrate that your application is financially viable and that the project can be successfully delivered within the specified budget. For Community Projects and Arts and Heritage grant programs your budget must balance, and you must be showing dollar for dollar matching. For every dollar, you are asking from the grant there must be a dollar coming from elsewhere to match it. 50% of which can be in-kind support.
- If you are applying for an upgrade of a facility it must be on Shire owned land, Crown land or land under an acceptable deed or trust for non-profit incorporated bodies.
- Any grant funding that is unspent at the completion of the project or used on expenses that have not been approved in the funding agreement, must be returned to the Shire.
- Ensure if your project involves children that you adhere to Child Safety Standards. For further details please visit their website:

[CCYP | Child Safe Standards](#)

# Eligibility

## What is eligible for funding?

To be eligible for funding, your organisation must be able to demonstrate:

That the project primarily benefits residents and/or service organisations/groups within the East Gippsland Shire.

Incorporation, or have a letter of support from an incorporated organisation willing to support the project under an auspice agreement.

Evidence of financial viability and sound management of the project.

That the project is well planned and achievable within the proposed timeframe.

That the grant proposal is for a specific project/event that does not require recurrent or ongoing funding.

That the project organiser will obtain all written approvals, consent and permits from the relevant authorities and/or stakeholders prior to commencing. Failure to do so will result in the removal of funding support.

Activities or events will be in compliance with current DHHS guidelines for COVID and community infection safe planning.

Events and activities will have relevant and sufficient insurance provisions in place.

Why financial support is required outside the group or organisation if financials indicate ability to self-fund activity. ie saving for major future project

## What is not eligible for funding?

- Fireworks. Council will not support the purchase of fireworks Applications will be considered for events with Fireworks only if;
  - a. event has compliant budget items (not Fireworks) equal to or more than EGSC grant being applied and
  - b. all permit approvals, risk assessment are submitted.
- An organisation that has not satisfactorily acquitted a previous grant from the East Gippsland Shire Council.
- Projects seeking funding for activities that will be conducted outside the boundaries of the East Gippsland Shire.
- Projects that are not showing other financial (including in-kind) support to the value of the grant request or higher.
- Projects requesting funding for wages/salaries for staff not directly engaged in the delivery of the project.
- General operating expenses.
- Commercial activities or business start-up costs.
- Projects requesting retrospective funding for monies that have already been spent or monies to cover shortfalls in the operational budget.
- Activities and programs that duplicate existing services.
- Individuals and unincorporated bodies, unless auspiced by an incorporated body. The exception is for individual artists in the Arts categories.
- Projects that are the responsibility of the State or Commonwealth Government.
- Activities with a focus on the promotion of a single faith, political activities and/or religious ceremonies.



- Projects that are primarily for the purpose of fundraising and/or where Council's contribution will be specifically used to purchase trophies, prizes or prize money.
- Incomplete applications or applications that have not enclosed all required documentation.
- Projects that are scheduled to occur before Council has made a final decision on the funding round.
- **NOTE:** Regular maintenance is not eligible and should be built into yearly budgets. Upgrade of equipment may be considered where there is a clear increased benefit to the community.
- Successful grant recipients will need to agree to protect, respect and promote the Human Rights of all and comply with the [Charter of Human rights](#).

## Community Grants Program

The aim of the Community grants program is to assist in creating an inclusive, healthy, safe and resilient East Gippsland community. The program is underpinned by community strengthening principles. These principles include but are not limited to:

- Valuing collaborations and partnerships
- Providing access and equity to ensure a socially inclusive community
- Asset based – building on strengths that exist within our community
- Valuing the environmental sustainability of East Gippsland

The maximum amount available to apply for is \$5,000 and all requested amounts require a dollar for dollar contribution, 50% of which can be in-kind.

All applications will be required to identify how the project aligns with the East Gippsland Shire Council Plan or adopted plan such as those linked below: [East Gippsland Shire Council Plan 2021-25](#)

Age-Friendly Communities Strategy  
Community Health and Wellbeing Plan  
Reconciliation Action Plan  
Built Recovery Action Plan  
Culture and Healing Recovery Action Plan  
Economic Recovery Action Plan  
Natural Environment Recovery Action Plan  
Social Recovery Action Plan

Additional plans can be found on Council Website  
<https://www.eastgippsland.vic.gov.au/community/community-plans>  
<https://www.eastgippsland.vic.gov.au/community/my-family>

### What is in-kind support?

It is charitable giving in which, instead of giving money to buy needed goods and services, the goods and services themselves are given. Or, given goods, commodities or services that are worth money, instead of money.

For example: A committee member has lumber in the shed that she is giving to the project. The wood would have been worth approximately \$600 if it was bought specifically for the project. Meaning, \$600 in-kind support would show in the budget under income as well as expenditure.

# Community Grants Program

## Required documentation

The support materials listed below must be submitted with your application.

### **Failure to do so will make your application ineligible.**

- A copy of the organisation's most recent Annual Report or Financial Statement showing profit, loss and reserves as a minimum.
- If the applicant is not legally incorporated, a letter and the above documentation must be provided from an incorporated organisation indicating its willingness to auspice the proposed project for you.
- If your project is taking place on someone else's land, an email/letter of support or agreement from the land owner.

## Assessment Criteria

### Community Projects

All Community Projects applications received will be assessed against the following criteria:

- Meet all eligibility criteria on page 5.
- The extent to which the project addresses a community need and reflects a clear and ongoing community benefit.
- The extent to which the project makes a clear connection to priorities within the [East Gippsland Shire Council Plan 2021-25](#) or an adopted plan.
- The depth of demonstrated partnerships between community, groups and or organisations.
- The level of inclusion and participation for all community members.
- The applicant has a proven track record and can show clear capacity to manage the project.
- The depth and number of measurable impacts including how these impacts will continue once the funding and or project ends.

The amount requested must be matched dollar for dollar as detailed on page 6. (50% of the grant request needs to be shown in the budget as other support, half of this needs to be cash and the other half can be in-kind)

Examples of community projects can include (but are not limited to):

A community celebration, festival or show that is inclusive of the local community.

Projects focusing on our environment – Resource Smart projects (bio-diversity, waste, energy and water).

Energy audits, with the aim of improving the viability and sustainability of a community facility, which will in turn could make it cheaper to hire for the community, increasing usage. Community education and planning events.

Projects that improve the health and well-being of the community.

Projects that build strength and resilience in communities, empowering people of all ages and abilities to feel engaged and connected.

Upgrade of a community facility for example, adding a kitchenette to a community hall with the aim of attracting more diverse hires, while generating more income for the hall committee, making the hall more sustainable.

Partnerships with Traditional Owner groups, education, celebration and inclusion of culture.

[Lists of funded projects from past rounds can be found on the Shire website. Scroll to the bottom of the page to view.](#)

## COVID 19

It is the responsibility of the applicant to ensure all funded activities and events are in compliance with current DHHS guidelines. A COVID safe plan will be a requirement of the funding agreement. Depending on the activity it may only require a demonstrated knowledge and understanding of applicant's responsibility and how compliance is to be achieved.

Further information can be found at:

- <https://www.dhhs.vic.gov.au/coronavirus>
- <https://www.coronavirus.vic.gov.au/guidance-preparing-covidsafe-event-plan>

### Resources and templates

- <https://www.dhhs.vic.gov.au/infection-prevention-control-resources-covid-19>
- <https://www.coronavirus.vic.gov.au/signs-posters-and-templates>





# Arts and Heritage Grants

The Arts and Heritage grants program aims to support to individuals (Artists) and local organisations to present and or developmental arts activity and heritage projects. The program aims to foster a strong sense of local identity, creativity and community spirit through the categories' below.

- Arts Projects up to \$5,000
- Major Arts Projects up to \$10,000
- Heritage Projects up to \$5,000.

Projects in this category must generally result in some form of public presentation. Visual arts, literature, music, theatre, dance, multimedia and other art forms.

## Arts Projects Criteria

The Arts Projects will be assessed against the following criteria:

- The level of artistic/cultural merit, to be shown through artist support material – images and the explanation of the rationale of the work, i.e. the thinking behind the work.
- The extent to which the approach to the artform and presentation shows innovation.
- The extent to which the outcome increases the awareness, appreciation and participation by a broad cross-section of the local community, particularly communities not regularly involved in local cultural activity with the aim of increasing creativity and well-being.
- The amount requested must be matched dollar for dollar. This can include in-kind support. No more than 50% of other support can be in-kind (25% of the total project cost). Other sources of contribution may include ticket sales, cash reserves, donations, other grants, philanthropic, corporate or fundraising.
- Artists should be shown as being paid in the budgets.

## Major Arts Projects Criteria

In addition to the criteria listed under Arts Projects (above) the following criteria must also be addressed when applying for a Major Arts Grant:

- The extent to which the project provides new and expanded opportunities to express and celebrate East Gippsland's cultural diversity.
- The demonstrated level of partnerships between artists or art, organisations and the wider community and opportunities to develop new skills.
- That the public presentation will attract a broad or new audience and is accessible to community in the hope of growing creativity and expression in the community.
- The level of community involvement in the creation and/or presentation of the project.
- The extent to which the development and or presentation uses public spaces and places in the municipality, notably East Gippsland halls, community facilities, streets and open spaces.

## Heritage Projects

The Heritage Projects aim to support work that enhances East Gippsland heritage. This could include structures, sites, streetscapes, people or objects. Projects could include, but are not limited to, creation of a cultural tourism or attraction, acknowledgement of a local person, cataloguing of community museum's artefacts, event or place known for its historical significance, oral history projects or enhancement of a heritage structure.

- To the extent that the place, person or site is historically significant.
- The depth and level of relevant partnerships.
- The applicant has a proven track record and can show clear capacity to manage the project.
- That the correct procedures are outlined and followed. For example, cataloguing follows the Museums Victoria guidelines.
- The amount requested must be matched dollar for dollar. This can include in-kind support. No more than 50% of other support can be in-kind (25% of the total project cost). Other sources of contribution may include ticket sales, cash reserves, donations, other grants, philanthropic, corporate or fundraising.

The Community grants program supports local events with a community benefit focus. Most of the audience will be local audiences.

The RADES funding has a focus on economic benefit to East Gippsland, and the audience will include visitors from around Victoria, interstate and internationally and will require accommodation for two or three nights. .

## Assessment and Selection Process

The Grants Program is a competitive process and each application is assessed based on the relevant funding criteria.

Below is the expected timeframe of the grants process.

|   |                                   |
|---|-----------------------------------|
| Funding Round 1, 2022/23 opens                          | 9.00am on Wednesday 1 June 2022   |
| Funding Round 1, 2022/23 closes                         | 5.00pm on Wednesday 3 August 2022 |
| All applications assessed by grants panel               | August 2022                       |
| Recommendations for funding compiled for Council report | September 2022                    |
| Recommendations approved at the Council meeting         | October 2022                      |
| Applicants notified of funding outcome                  | Mid October 2022                  |

All applicants will be advised in writing via the contact email address of the outcome of their application.

Funding allocations in each grants category may not be fully allocated, and the Shire reserves the right to make this decision following assessment of all submissions.

## Approved projects

Successful applicants will be asked to sign a Funding Agreement before receiving the grant money, you will be given a purchase order number to add to your invoice and when the invoice is received the payment will be released.

## Acquittal report

- If successful, on completion of the project you will be required to fill out a final acquittal report, also through the Smartygrants system. The acquittal report includes financial reconciliation and a project evaluation. This is where you will be asked to provide:
  - a. A description of your project and how it met your objectives
  - b. An evaluation of the impact of your project, including things like attendance figures, community impact and outcomes
  - c. A financial reconciliation, showing your actual finances compared with the budget you submitted in the application
  - d. Supporting documentation, including receipts proof of Council acknowledgement on all promotional material, photographs of the project outcomes and feedback on the program.

The acquittal report will be due 30 days after the project end date. You can fill it out and save it as you deliver the project.

## Why you are required to acquit the grant

To account for your use of public funds, demonstrating that the funding has been used for the purpose that it was provided for and in accordance with your Funding Agreement.

To assist the Council in assessing how successful the programs are and to provide you with an opportunity to make suggestions regarding improvements to the funding programs.

## **Contact us**

### **Telephone**

**Residents' Information Line: 1300 555 886 (business hours)**

**Council general number: (03) 5153 9500 (business hours)**

**National Relay Service: 133 677**

### **Post**

**East Gippsland Shire Council, PO Box 1618**

**Bairnsdale 3875 Australia**

**Fax (03) 5153 9576**

**Web [www.eastgippsland.vic.gov.au](http://www.eastgippsland.vic.gov.au)**

**Email [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)**

### **In person**

**Bairnsdale: 273 Main Street**

**Lakes Entrance: 18 Mechanics Street**

**Mallacoota: 70 Maurice Avenue**

**Omeo: 179 Day Avenue**

**Orbost: 1 Ruskin Street**

**Paynesville: 55 The Esplanade**

### **Outreach Centres**

**Bendoc Outreach Centre: 18 Dowling Street**

**Buchan Resource Centre: 6 Centre Road**

**Cann River Community Centre: Princes Highway**