

# Quick Response Grants

## Guidelines and Assessment Criteria



### Introduction

Our Quick Response Grants Scheme encourages community outcomes in line with Council's Wellington 2031 vision, the Council Plan 2021-25, and Healthy Wellington 2021-25.

It aims to build community capacity by encouraging:

- Participation and inclusion
- Growing community partnerships
- Providing learning opportunities
- Supporting social connectedness, and
- Activating our community spaces such as parks, halls and other facilities.

### Overview

- Not for profit community groups operating in the Wellington Shire can apply for a Quick Response Grant of up to \$2,500.
- The grants are open all year round. Applications must be received 3 weeks prior to the commencement of your activity.

### Important things to note

- What will not be funded:
  - Scholarships, awards, trophies or prizes for participating and/or attending.
  - Activities that deliver a direct and focused religious or political party message.
  - Activities associated with or hosted at areas/facilities with or designed for gaming machines, gambling and betting.
- Wages will not be funded but can be used as evidence of contribution towards the project.
- The not-for-profit community group applying for the grant will be referred to as the 'organisation' throughout the application.
- The applicant is the organisation, not the individual representative or person completing the application form.
- The event or project will be referred to as 'activity' in the Assessment Criteria and Guidelines, Application Form, Funding Agreement and Acquittal Report

## Criteria – General

After reading the funding guidelines, please contact the **Grants Officer 1300 366 244** to seek feedback on your proposal. This will ensure you are eligible to apply and your application meets the guidelines.

1. Grants are available to not for profit community groups operating in the Wellington Shire.
2. Schools are not eligible to be an applicant, however, can be a community partner in project proposal. .
  - a. Grants are available to Volunteer groups associated with Schools are eligible to apply, applicants will be required to demonstrate the benefits and outcomes to the broad community outside the school community.
3. Applicants must be incorporated bodies or have an established legal entity. If your organisation is not incorporated or doesn't have an ABN you will be required to provide the details of an auspice organisation. The auspice organisation will receive the grant funding on your behalf and will ultimately be responsible for the Acquittal Report .
4. If your organisation is incorporated but does not have an ABN, a 'Statement by a Supplier – Reason for Not Quoting an ABN' form must be included with your funding agreement. This form is available from the Australian Tax Office website
5. Activities must be administered in the Wellington Shire, please note activities at licensed venues, applicants will be asked to demonstrate that there is no appropriate alternative venue and that they have considered the potential impact to participants.
6. **Applicants who have previously been successful in receiving funding MUST have completed all Acquittal Reports and complied with Council requirements prior to being considered for the current funding round.**
7. All applicants must provide a copy of a current Public Liability Insurance certificate of currency with activity/event details, where applicable. (For an event the P/L certificate of currency must include the event name, date and location).
8. All activities are encouraged to align with Key Council Plans:
  - a. Wellington Shire Council's Plan 2021-25
  - b. Healthy Wellington 2021-2025
  - c. Sustainability Strategy 2020-25
9. All activities must ensure inclusivity, social connectedness and accessibility has been considered.
10. Multiple applications for the same activity will not be accepted.
11. A limit of three Quick Response Grant applications per financial year for different activities will be accepted.
12. Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application. Council reserves the right to further investigate aspects of the application. Applications and Acquittal Reports must be on the correct form.
13. Where possible, the goods and services used in the funded activity (suppliers and contractors) be sourced from within the Wellington Shire.
14. Activities that are primarily for the purpose of fundraising will be required to demonstrate the Community benefits in addition to the fundraising outcome.
15. No set amount of contribution will be required. A contribution (monetary, donated or volunteer labour) will assist with assessment. Applicants will be required to identify their contribution capacity.
16. For all expenditure items of \$1,000 or more you must include a quote or evidence of the item cost.

17. Applications deemed to be for commercial benefit will not be considered. This will be determined on a case-by-case basis. This will include applications where the main beneficiary is a business.
18. Funding must not be regarded as a recurrent commitment from Council. There is no guarantee a recurring activity will be funded in the future. Funding is limited.
19. The applicant is responsible for all ongoing maintenance and running costs of any equipment purchases resulting from a successful application.
20. Council may reduce the amount allocated to you if the funding applied for is considered unsubstantiated and/or excessive.
21. Council may reduce the amount allocated to you if the funding allocation is oversubscribed; additionally, if Council is aware of an alternative option available to you, it will recommend it as an alternative to funding.
22. Successful applicants will be required to complete a Funding Agreement, which includes the conditions of grant funding. You may also be asked to comply with additional conditions.
23. You are required to acknowledge Wellington Shire Council's support of your activity as specified in the Funding Agreement
24. Funding must be returned if the activity is not completed in line with the Funding Agreement. Any excess funding must be returned.
25. Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the Charter of Human Rights and Responsibilities Act 2006 (Vic) and has referred to Council's Human Rights Policy to develop the WSC CAG & QRG program Guidelines and Assessment Criteria.
26. Applications must be completed and returned 3 weeks prior to the commencement date of your project. You will be notified in writing of the outcome of your grant 10 business days after the submission date. You are welcome to contact the Grants officer for further feedback. Once you receive confirmation it can take 6 to 8 working weeks for the funding to arrive in your bank.

## Assessment Process

Applications undergo an initial eligibility check to determine whether they meet the funding guidelines and will then be scored against the criteria.

Criteria	Maximum Points 100%
Planning and Capacity	45%
Benefits to the Community	45%
Contribution	10%

Based on the score received against the assessment criteria, applications are prioritised by a panel from the Wellington Shire Council. This panel provides advice and recommendations to Council. During a Council meeting, Councillors make the final decision on which applications will be funded under the scheme.

Applicants can have special funding conditions placed on their application. These conditions will be included on the Funding Agreement form. These can be conditions that must be met prior to receiving funding and included in the Acquittal Report phase of the activity to ensure compliance.

## Assessment Criteria and Assessment scoring details

<b>Planning, Capacity and Benefit to the Community</b> 90% of the application assessment	
<b>Organisation and/or Committee details</b>	
Poor details and information provided about the organisation.	<b>1</b>
Limited details and information provided about the organisation.	<b>2</b>
Standard details and information provided about the organisation.	<b>3</b>
Above standard details and information provided about the organisation	<b>4</b>
Very high standard of details and information provided about the organisation. Detailed evidence provided, additional information provided eg strategic plan, alignment with strategic plan, participation plan, governance overview, succession plan, copies of articles, etc.	<b>5</b>
<b>Activity details</b>	
Poor demonstration of activity details and how the activity will benefit the community.	<b>1</b>
Limited demonstration of activity details and how the activity will benefit the community.	<b>2</b>
Standard demonstration of activity details and how the activity will benefit the community.	<b>3</b>
Above standard demonstration of activity details and how the activity will benefit the community.	<b>4</b>
Very high standard demonstrated of activity details and how the activity will benefit the community. Detailed evidence provided; additional information provided eg project or event plan, activity risk management plan, volunteer, ABS data, letter/s of support from beneficiaries, etc.	<b>5</b>
<b>Marketing</b>	
Poor details of promotion and marketing initiatives.	<b>1</b>
Limited details of promotion and marketing initiatives.	<b>2</b>
Adequate details of promotion and marketing initiatives.	<b>3</b>
Above standard details of promotion and marketing initiatives.	<b>4</b>
Very high standard of detail provided of promotion and marketing initiatives. Detailed evidence provided, additional information provided eg draft media articles, copies of previous marketing, marketing or promotion strategy, etc.	<b>5</b>
<b>Evaluation</b>	
Poor details of evaluation planning have been presented and considered.	<b>1</b>
Limited details of evaluation planning have been presented and considered.	<b>2</b>
Standard details of evaluation planning have been presented and considered.	<b>3</b>
Above standard details of evaluation planning have been presented and considered.	<b>4</b>
Very high standard of detail of evaluation planning have been presented and considered. Detailed evidence provided; additional information provided eg. Survey examples, previous survey results, committee review meeting notes, etc	<b>5</b>
<b>Accessibility and Inclusivity</b>	
Poor demonstration of Access and Inclusion considerations.	<b>1</b>
Limited demonstration of Access and Inclusion considerations.	<b>2</b>
Standard demonstration of Access and Inclusion considerations.	<b>3</b>
Above standard demonstration of Access and Inclusion considerations.	<b>4</b>
Very high demonstration of Access and Inclusion considerations. Detailed and evidence provided, additional information provided eg accessible action plan, images, signage, etc	<b>5</b>

<b>Contribution</b> 10% of the application assessment	
Has the applicant: <ul style="list-style-type: none"> <li>• Demonstrated other contributions towards the activity? (Contributions can be monetary, volunteer hours, in-kind support, and/or sponsorship.</li> <li>• Demonstrated sufficiently the restricted access to funds towards the activity.</li> <li>• Sourced goods and services for the delivery of the activity (suppliers and contractors) from within the Wellington Shire, where possible.</li> <li>• Demonstrated why local suppliers were not used? (Quotes supplied, evidence the service or expertise is not supported in Wellington Shire and/or limited availability).</li> </ul>	
<b>Contribution Assessment questions</b>	
Poor details provided about contribution capacity.	<b>1</b>
Limited details provided about contribution capacity.	<b>2</b>
Standard details provided about contribution capacity.	<b>3</b>
Above standard details provided about contribution capacity.	<b>4</b>
Very high details provided about contribution capacity. Detailed evidence provided, additional information provided eg financial report, documentation provided, etc	<b>5</b>

## Contact

For general grant enquiries or if you require assistance in completing the application form please contact:

Community Facilities Planning and Grants Officer  
Phone: 1300 366 244  
Email: [enquiries@wellington.vic.gov.au](mailto:enquiries@wellington.vic.gov.au)