

guidelines for applicants 2011/12

Bass Coast Shire Council's Community Grants Program (including Special Events and Minor Capital Works) supports community organisations wishing to present quality, innovative Shire based activities which enhance the social, cultural, environmental and economic development of the community.

Council is seeking applications for community grants in the following areas:

- General Community Grants – to assist community groups with facilities, equipment, activities and promotion
- Special Events Funding – to support community groups to run local community events
- Minor Capital Works Grants – to fund small-scale facility development programs

The following budgets are available for the 2011/2012 financial year:

- General Community Grants \$60,000
 - Special Events Funding \$60,000
 - Minor Capital Works Grants \$100,000
- Total: \$220,000**

Council's Priorities

Priority will be given to projects that:

- are new and innovative
- increase participation and inclusion of communities who may be isolated, disadvantaged or have special needs
- improve the health and wellbeing of residents
- support and strengthen the capacity of local community organisations and groups
- support environmental sustainability

Eligibility

To be eligible for grant support, applicants must:

- demonstrate a proven ability to develop and deliver innovative community programs
- be proposing an initiative consistent with Council's priorities above
- be a not-for-profit community group seeking the grant for that group only
- be proposing an initiative that will commence in the financial year of the grant
- be proposing an activity/project that will occur within the Shire boundaries
- have acquitted any previous Council grants or other arrangements
- carry no financial deficit
- present a complete application (form and attachments) and ensure that the application is received by Council by the published closing date

Assessment Criteria

Funding will be recommended for applicants whose *proposals* best meets the following criteria:

Criteria	Weighting
Innovation Ability to deliver an innovative and value-for-money activity/project.	10%
Evidence to demonstrate commitment to Council's priorities listed on page 1 of the application form	30%
Scope, Vision What will be achieved? Is there a clear vision for the project?	20%
Evidence of long term benefit to Bass Coast Shire residents. Has the ongoing viability of this project been considered? Has a need been identified?	20%
Planning and management Does the organisation have the necessary resources and experience to successfully manage the project? Is there evidence of active community involvement?	20%

Following assessment, a recommendation will be made to Council. Council will make the final decision on funding for all activities in the Community Grants Program.

Applications must include

- a completed application form
- a proposal summary, which should include:
 - details of the activity
 - proposed objectives and outcomes
 - budget (include direct allocation of sponsorship to expenditure items)
 - timelines and key dates
 - a copy of Occupational Health and Safety and Risk Assessment Plans and procedures (if required)
 - details of how the proposal meets the assessment criteria
 - a plan showing how the initiative will be promoted, including Council's role in supporting this project / activity
- support material including organisational structure, summary of previous work, etc
- Certificate of Incorporation details (for grant requests exceeding \$1,000)
- Certificate of Currency details (Public Liability Insurance - a minimum of \$10 million cover depending on the scale of the event and risk involved – contact Council's risk management staff for clarification).
- GST and ABN registration details (Note: All organisations must have an ABN or complete a statement by supplier Australian Tax Office).
- a copy of the groups latest financial statement
- commitment to Companion Card requirements – see www.companioncard.org.au
- a full budget that also identifies any additional sources of funding assistance and their status (confirmed or pending)

Additional information

- future funding is not guaranteed – receiving a Community Grant one year does not guarantee grants/other funding in subsequent years
- grant Conditions will apply and must be satisfied before any payments are made
- funding is not recurrent

Closing Date Wednesday, 30 September 2011

Note: Program for 2012/13 will commence 19 March 2012