Community Minor Capital Works Grants Program

Grant Program Guidelines
Introduction
Latrobe City Council has a proud history of working in partnership with the community to meet local needs. One of the ways Latrobe City Council supports community groups is through the annual Community Grants program, which delivers funding for projects that:

- Reflect our community’s priorities and vision (as set out in Council and Community Plans);
- Strengthen communities and provide opportunities for enhanced participation in public life and community groups;
- Provide benefits to the local community; and
- Contribute to the social, cultural, environmental and economic development of our community.

The Community Grants program represents a significant contribution by Latrobe City Council to local projects. Grant funding is a way of acknowledging the contribution that individuals and groups make to the Latrobe City community life.

Program Objectives
The objectives of Latrobe City Council Grants Programs are to:

- Encourage cooperation between community groups to ensure that all citizens can benefit from community resources and events;
- Increase the range of, and access to, quality community recreational, social and cultural activities, programs and services;
- Support community development initiatives and socially responsible community activities;
- Give particular consideration to those community groups that can demonstrate the greatest need;
- Encourage and support equity of access to community facilities, programs, and activities for all citizens within Latrobe City, particularly those people who are economically or socially disadvantaged or have disabilities;
- Support those groups that are providing and developing local community services;
- Encourage communities to promote their region through promotional activities; and
- Encourage excellence in recreational, sport and cultural activities

Minor Capital Works Grants
Financial assistance provided to community groups who wish to develop community facilities for accessibility improvements, renovations, repairs and built in or fixed equipment purchases.

Please note: the word ‘project’ refers to the project, activity, proposal or event that will be delivered if your application is successful.

Grant Funding
Funding Available: up to $5,000
Funding Rounds
The community grants program accepts applications annually.

- **Opening Date:** 9:00 am Monday 10 June 2019
- **Closing Date:** 4:00 pm Monday 5 August 2019

Successful projects are to commence after 1 November 2019.

Eligibility Criteria
To be eligible to apply, applicants must:

- Be a not-for-profit, properly constituted legal entity or be auspiced by such a body which is able, and willing, to accept legal and financial responsibility for the project;
- Be free of debt to Latrobe City Council and have no outstanding Acquittals from previous Latrobe City Council grant applications;
- Hold appropriate public liability insurance; and
- Be based within the municipality of Latrobe City or provide services or benefits primarily to the Latrobe City Community.

Auspice
If your community group is not a legal entity, you can approach an organisation to auspice your project. We see auspicing as a great way to partner with likeminded organisations to deliver community projects.

The auspice organisation will:

- Work with you on the funding application, although the application will still be in your name.
- Receive any funding that may be granted on your behalf.
- Partner with you to deliver your project.
- The auspice organisation must meet the above eligibility criteria and provide a letter indicating that they accept full financial accountability for the project.
- The auspice organisation is not considered to be the applicant and may apply for their own funding.

Who Cannot Apply
- Government agencies or departments of State and Federal Government;
- Groups who have not acquitted previous grants provided by Latrobe City Council;
- For profit private businesses and commercial organisations; and
- Applications from schools or educational institutions, unless the proposed project can demonstrate significant involvement of and benefits for the wider community. Projects with participation limited to the school community will not be considered.
What will not be funded?

- General maintenance expenses;
- Requests for the purpose of raising funds for other groups. Including fundraising projects with the primary purpose of fund raising for other organisations or individuals;
- Funding for trophies, awards, scholarships, subscriptions, prizes, and honorariums;
- Funding will not cover maintenance of equipment provided by Council from previous grants;
- Projects that deliver a religious or party political message where the purpose is to advance the organisation’s religious beliefs, irrespective of what those beliefs or positions might be;
- Projects at venues where there are gaming machines;
- Retrospective costs. This includes reimbursement of costs already incurred and funding for projects which have already taken place or began prior to the application being approved by Council;
- Payment of debts or loans;
- General operating expenses – funding will not cover expenses such as electricity, lease or rent payments, telephone, wages, salaries, project management costs etc. that are ongoing organisational expenses;
- Projects that are designed for group members to attend and are not designed for the broader community;
- The purchase of land;
- Repair of facilities damaged by vandalism, fire or other natural disasters where the incident should reasonably be expected to be covered by insurance; and
- Applications for projects that engage in activities which promote discrimination, violence or anti-social behaviour.

Guidelines for Grant Applications

- Council strongly encourages groups to undertake joint grant submissions. Latrobe City Council acknowledges the community and financial benefits that accrue through collaboration and cooperation, and accordingly supports strong partnership projects which will effectively and efficiently respond to local community needs;
- Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application. Applications must be submitted on the correct online application form;
- When an applicant is successful in receiving a grant, they agree to acknowledge Latrobe City Council’s contribution on materials produced to support their project. This acknowledgement, depending on the amount of funding received, may include logo presence on supporting publications, displays or signage. You will be provided with copies of the Latrobe City Council, ‘Supported by’ logo and guidelines on its correct use when you receive your outcome notification.
Applicants who fail to comply with the terms and conditions listed in the funding guidelines and supplementary agreements will be required to return the funding to Latrobe City Council. Any underspent and excess funding must be returned to Latrobe City Council when submitting the Acquittal form;

Funding must not be regarded as a recurrent commitment from Latrobe City Council. There is no guarantee a recurring project will be funded in the future. Funding is limited;

Projects

A project may be open to the whole community or target participation from different community demographics ie: increasing age friendliness. Successful projects will either have broad community benefit, or achieve deep and meaningful outcomes with particular community members.

Projects must be in facilities where public access is available and encouraged;

Capital contributions on Latrobe City Council owned assets and property remain the property of Latrobe City Council;

Application from Sport and Recreation Clubs for projects on Latrobe City Council Land must contact Latrobe City Council’s Coordinator Recreation & Open Space to discuss their project;

Applications for works on Latrobe City Council property require the approval of the Building Maintenance Team.

Latrobe City Council must be notified of any significant changes to the project, to what was originally submitted, by providing written request for a funding variation. This includes requests for extensions of time to acquit the project;

Additional funding conditions may be applied to your project during assessment;

Approval of funding does not constitute permission to deliver your project. It remains your responsibility to seek the appropriate permits and approvals to deliver the project;

Latrobe City Council may request additional information to assist in assessing an application for funding;

Funding

Applicants are eligible to receive one grant from each Community Grant Program (Community Event, Community Development & Minor Capital Works) over a 12 month period;

Applicants are encouraged to provide financial or in-kind assistance to the project;

The start date for projects must be after 1 November 2018. If you receive funding prior to this date you may commence your project.

Funds must be expended and acquitted within 12 months of signing a Funding Agreement, unless written approval has been given for an extension. Applicants who have an outstanding Acquittal form will not be able to apply for further funding.
Acquittal

- The Acquittal form will be a reconciled statement of expenditure and income associated with the grant. It will ask the applicants to provide details on the outcomes of the project that were achieved as a result of the funding. You will also be required to attach:
  1. Evidence of how Council’s support for the project was recognised;
  2. An actual income and expenditure budget for the project; and
  3. Photo evidence that showcases the completed project and community participation.

Assessment Process

Once applications are received they will be checked for eligibility against the grant program guidelines.

All applications will be assessed in accordance with Latrobe City Council’s Grant Governance Policy and program objectives and weighted out of 100. Latrobe City Council Community Grants program involves a competitive process with applications assessed against the following criteria:

- The applicant’s capacity of delivering the project (50) – This includes any quotes, budget information and plans in support of the application.
- The benefits the project/s will have for the community (50)

Recommendations will be developed by an internal panel and reviewed by staff at a management level. Applicants will receive an email notifying them of the result of their application following approval by Latrobe City Council at an Ordinary Council Meeting.

Latrobe City Council’s grant program is competitive and we receive more applications than we can support.

Submitting your Application

When you complete an application form you will be asked to sign up for a Latrobe City Council Grants Account. This grant account will be used to send you reminders, and allow you to complete your applications, funding agreement and acquittal forms.

Supporting Documents

You will be asked to upload the following attachments when completing your application:

Mandatory:
- Two written quotes from a registered tradesperson or registered business using a consistent (written preferred) specification;
- Current Certificate of Public Liability that will be used to cover the project;
- If your project has an auspice organisation you will need to attach a letter from the auspice organisation indicating that they accept full financial accountability for the project;
- Written approval from other user groups who may share the existing facilities associated with the project;
• Evidence of permission from the asset owner to complete the project. For applicants completing works on Latrobe City Council buildings, include evidence of approval or acceptance of the proposal from Latrobe City Council’s Building Maintenance Team; and
• For Sport and Recreation Clubs, details of the approval from Latrobe City Council’s Coordinator Recreation & Open Space.

Making the Payment
If your application is successful you will be provided with a Funding Agreement form and an Acquittal form.

To complete payment you will be required to:
• Sign and submit a Tax invoice, if you are GST registered; or
• Return a completed Supplier Application form; and
• Complete the online Funding Agreement form.

Once you have provided these documents, funding will be deposited into your nominated bank account within 6 weeks.

Further information and assistance
For all grant enquiries, including assistance and support available to help you submit your application, please contact the Grants Officer:
Phone: 0428 661 071
Email: grants@latrobe.vic.gov.au

For Sport and Recreation Clubs, delivering a project on Latrobe City Council Land, please contact the Coordinator Recreation & Open Space
Phone: 1300 367 700

For applicants completing works on Latrobe City Council buildings please contact a member of the Building Maintenance Team
Phone: 1300 367 700