

DREAM Individual Support Grant

Program Guidelines



Contents

DREAM Individual Support Grant	1
Introduction	3
Program Objectives.....	3
Important things to know before you start.....	3
Dedicate, Realise, Empower, Achieve & Motivate (DREAM) Individual Support Grant program	4
Grant Funding	5
Funding Schedules.....	5
General Guidelines	6
Grant Conditions.....	6
Who is eligible to apply?.....	6
Who Cannot Apply	6
What will not be supported?	6
Mandatory attachments	7
What is the process once your application is submitted?	7
Acquittal.....	8
Further information and assistance.....	8

Introduction

Latrobe City Council has a proud history of working in partnership with the community to meet local needs. One of the ways Council supports community groups is through DREAM Individual Support Grant.

Council will offer a number of small grants to individuals who aspire to reach and sustain their goals by dedicating their time, realising their ambitions, empowering themselves through on going participation and learning; and are able to share the outcomes with other members of their communities. Applicants should demonstrate a commitment and history of participation to their field of choice.

Program Objectives

The Dedicate, Realise, Empower, Achieve & Motivate (DREAM) Individual Support Grant program is aimed at nurturing and developing the talents of individuals. Latrobe City celebrates and embraces diversity and recognises that, with support, individuals will be able to pursue events, activities and interests that enhance their quality of life, promote pride, showcases strengths and potential, and enhance the vibrancy of their chosen field.

This program builds capacity and strengthens the region's potential of its most valuable resource – its citizens. The Latrobe City Council's philosophy behind this program is about:

- Providing opportunities for enhanced participation in public life;
- Providing benefits to individuals and therefore the broader community;
- Contributing to the wellbeing of Latrobe City;
- Inspiring participation;
- Nurturing leadership and capacity; and Enabling creativity and innovation.

Important things to know before you start

- Read the guidelines carefully. It is important to have a full understanding of the guidelines before you start completing the online application.
- Applications must be submitted by the Assessment Date prior to the activity.
- Individuals are eligible to receive a maximum of two (2) DREAM Individual Support Grants per financial year.
- If you have previously received a grant from Latrobe City Council, you will need to complete any outstanding acquittal requirements before being eligible to apply for another grant.
- Funding must not be regarded as a recurrent commitment from Council. There is no guarantee a recurring project will be funded in the future.
- The DREAM Individual Support Grant is limited to the amount of funds allocated in Council's annual budget. Once funds are expended, the program will close for that financial year.

Dedicate, Realise, Empower, Achieve & Motivate (DREAM) Individual Support Grant program

The DREAM program provides support to young people who have qualified or been selected by a peak body to represent the Latrobe City, in Victoria or Australia, in one of the following areas of interest:

- Academic excellence
- Arts and culture
- Community leaders and ambassadors
- Environment
- Heritage and history
- Sport and recreation

For sporting events, written confirmation of the applicant's selection is required from the recognised state or national sporting organisation on their letterhead. The confirmation must include the applicant's name and level of representation at the event i.e. representing Victoria or Australia.

- A list of recognised State sporting and recreation organisations is available on the Department of National Parks, Recreation, Sport and Racing website.
- A list of recognised National Sporting Organisations is available on the Sport and Recreation Victoria website.
- For non-sporting events, written confirmation of the applicant's selection or an invitation to represent an area of interest from the event organiser or peak body is required. The confirmation must include the applicant's name and the level of representation (required to be equivalent to representing Victoria or Australia).

Participation costs may include, but are not limited to:

- Compulsory equipment and uniform purchases;
- Accommodation and travel costs; or
- Attendance, participation and coaching fees

Individuals are eligible to receive a maximum of two (2) DREAM Individual Support Grants per financial year.

Grant Funding

The following funding levels are available, it is anticipated that most applications will fall within the first category:

Category	Level of Support	Funding Available
Category 1	Representing Latrobe City	Up to \$100
Category 2	Representing Victoria	Up to \$300
Category 3	Representing Australia	Up to \$500

Funding Schedules

Applications for funding are invited all year round. The assessment will commence on the 15th day of each month. If your application is received after this date, it will be assessed on the Assessment Date of the following month.

You will be notified of your grant outcome by the below Outcome Notification Date.

Applications must be submitted by the Assessment Date prior to your activity.

Assessment Date	Outcome Notification Date
15 July 2021	1 August 2021
15 August 2021	1 September 2021
15 September 2021	1 October 2021
15 October 2021	1 November 2021
15 November 2021	1 December 2021
15 December 2021	1 January 2022
15 January 2022	1 February 2022
15 February 2022	1 March 2022
15 March 2022	1 April 2022
15 April 2022	1 May 2022
15 May 2022	1 June 2022
15 June 2022	1 July 2022

General Guidelines

Grant Conditions

- 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 application form.
- Applications must be submitted by the Assessment Date prior to the activity.
- Latrobe City Council may request additional information to assist in assessing an application for funding.
- Additional funding conditions may be applied during assessment.
- Latrobe City Council must be notified of any significant changes to the application by submitting a written request for a funding variation. This includes requests for extensions of time to acquit the activity.
- Latrobe City Council shall be given prior notice if invited to participate in any public relations activities associated with the activity.
- 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 will not be able to apply for further funding.
- 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 Council.
- In the instance that the applicant does not attend the event, the applicant will be required to repay the full amount of the funding awarded.

Who is eligible to apply?

To be eligible individuals must:

- Be free of debt to Latrobe City Council and have no outstanding acquittals from previous Latrobe City Council grant applications; and
- Reside in Latrobe City.

Who Cannot Apply?

- Groups, entities and organisation; and
- Individuals residing outside of Latrobe City.

What will not be supported?

- Requests for support that aren't directly associated with participation.
- Uniform or equipment that is not considered compulsory for participation.
- Participation at activities considered to be general volunteer opportunities.
- Requests which are considered the responsibility of the State or Commonwealth Government departments to support.
- Applications for support which are not compatible with adopted Council strategies and plans.
- Proposals associated with participation in activities that deliver a religious or partly political message, irrespective of what those beliefs or positions might be.

- Applications to cover retrospective costs, debts or loans.
- Funding for trophies, awards, scholarships, subscriptions, prizes, and honorariums.
- Projects located at gaming machine venues.

Mandatory attachments

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

- Evidence of selection or eligibility to participate – This could include a letter, email or program evidencing your identity and offer of participation; and
- Evidence of project cost - This could include travel estimates, accommodation or letter from your peak body, coach, club or association indicating costs.

What is the process once your application is submitted?

1. Applications are checked for eligibility against the grant program guidelines.
2. Applications are assessed by a Subject Matter Expert panel comprised of three or more Latrobe City Council staff at a management level
3. All applications will be assessed in accordance with Council's Grant Governance Policy and program objectives and weighted out of 100. The weighting will then be used to form an assessment decision. Applications are assessed against the following criteria:

Assessment Criteria	Weighting
Commitment – The applicants level of commitment to their selected field, including evidence of participation history	30%
Funding Recognition - Level of Latrobe City Council recognition	20%
Need for Funding - Alignment between planned expenditure and essential participation costs	30%
Benefit to the Individual	20%

4. Applicants will receive an email notifying them of the result of their application.
5. Successful applicants are required to complete a funding agreement and Statement by Supplier form.
6. On receipt of your funding agreement and Statement by Supplier form, funding will be deposited into your nominated bank account within 6 weeks.

Acquittal

You will be required to include the following in your acquittal;

- a) Evidence of how Councils support for the project was recognised (optional for Category 1 applications);
- b) An actual income and expenditure budget; and
- c) Photo evidence that showcases your participation at the activity.

Further information and assistance

For all grant enquiries, please contact the Grants Officer:

Phone: 0428 661 071

Email: grants@latrobe.vic.gov.au