



# Community Grants Program

## Program Guidelines



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### Program Overview

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 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;
- Improve accessibility or inclusion for minority groups (including cultural, disability or LGBTQI);
- Provide health, wellbeing and safety to the 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.

### Council Objectives

The objectives of the Latrobe City Council sponsorship program align with Latrobe City Council's Plan 2021 – 2025 and Municipal Health and Wellbeing Plan.

Latrobe City's Community Vision:

*In 2031 Latrobe City will be known for being smart, creative, healthy, sustainable and connected. It will be the most liveable regional city and at the forefront of innovation.*

*Working together we are a diverse, connected, and resilient community, supporting the equitable diversification of our economic base and transition towards a low emissions future.*

*We are known as a community that is equitable, liveable, and sustainable, with a continued focus on healthy lifestyles supported by high quality recreational and cultural facilities and a natural environment that is nurtured and respected.*

The grant programs provide an opportunity for applicants to develop projects that complement the key objectives.

The Latrobe City Council Plan is available online and applicants are encouraged to review the relevant document/s prior to developing or submitting an application.

[Council Plan 2021-2025 \(5MB\)](#)

[Living Well Latrobe - Municipal Public Health and Wellbeing Plan 2017-2021](#)

### 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.
- In a 12 month period, applicants are eligible to receive a maximum of two grants per community grant program round. E.g. applicants may apply for and receive two grants in round 1 and two grants in round 2. (Minor Capital Works, Minor Equipment, Community Event and Community Wellbeing).
- A Certificate of Currency is required as proof of Public Liability Insurance (PLI).
- All previous grants from Latrobe City Council must be acquitted to a satisfactory standard. Unacquitted, or insufficiently/unsatisfactorily acquitted grants will deem the current application ineligible.
- 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.
- 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.
- Variations to projects and change of project dates must be sought in writing and permission received, prior to any changes commencing. This includes requests for extensions of time to acquit the project.

### Community Grant Programs

Minor Capital Works	
<b>Description</b>	Financial assistance provided to community groups who wish to develop community facilities for accessibility improvements, renovations and built in or fixed equipment purchases.
<b>Examples of projects</b>	Upgrades to lighting at sporting grounds, renovation of shelters, refurbishment of facilities, electrical upgrades, fixed equipment etc
<b>Maximum grant amount</b>	\$7,000
<b>Application dates</b>	Round 1 – 4 July 2022 to 1 August 2022 Round 2 – 20 February 2023 to 20 March 2023
<b>Application process</b>	Online application via SmartyGrants
<b>Reporting requirements</b>	Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project.

## Community Grants Program

Minor Equipment	
<b>Description</b>	Financial assistance provided to community groups who wish to purchase non fixed equipment.
<b>Examples of projects</b>	Sporting equipment, furniture to fit out building, portable seating, defibrillator, Community Christmas decorations, IT infrastructure and communication software etc
<b>Maximum grant amount</b>	\$2,000
<b>Application dates</b>	Round 1 – 4 July 2022 to 1 August 2022 Round 2 – 20 February 2023 to 20 March 2023
<b>Application process</b>	Online application via SmartyGrants
<b>Reporting requirements</b>	Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project.

Community Wellbeing	
<b>Description</b>	Community Wellbeing grants are to provide assistance to community groups for a broad range of community development programs, services, and activities.
<b>Examples of projects</b>	Group outings, programs offered to the wider community, bulletin and newsletter production etc
<b>Maximum grant amount</b>	\$2,000
<b>Application dates</b>	Round 1 – 4 July 2022 to 1 August 2022 Round 2 – 20 February 2023 to 20 March 2023
<b>Application process</b>	Online application via SmartyGrants
<b>Reporting requirements</b>	Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project.

## Community Grants Program

Community Events - Minor	
<b>Description</b>	Assistance deliver community events. Events must include local and regional participation.
<b>Examples of projects</b>	Smaller community events which encourage participation from the wider community and events that wish to develop an existing event.
<b>Maximum grant amount</b>	\$5,000
<b>Application dates</b>	Round 1 – 4 July 2022 to 1 August 2022 Round 2 – 20 February 2023 to 20 March 2023
<b>Application process</b>	Online application via SmartyGrants and event permit approval process.
<b>Reporting requirements</b>	Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project. An economic impact statement if requested.

Community Events – Significant Events	
<b>Description</b>	Assistance to conduct conferences, deliver special events of significance or to develop an existing event. Events must include local and regional participation.
<b>Examples of projects</b>	Larger community based carnivals, festivals and cultural events. Events that provide an economic return to Council.
<b>Maximum grant amount</b>	One off seed funding of \$10,000 (subject to annual application)
<b>Triennial Funding</b>	\$10,000 Funding is available for a three-year period: <ul style="list-style-type: none"> <li>• Year 1 \$10,000   Year 2 \$10,000   Year 3 \$10,000</li> </ul>
<b>Application dates</b>	Round 1 – 4 July 2022 to 1 August 2022 Round 2 – 20 February 2023 to 20 March 2023
<b>Application process</b>	Online application via SmartyGrants and event permit approval process
<b>Reporting requirements</b>	Signed acquittal, a summary of income and expenditure, including copies of invoices. An economic impact statement is to be completed on completion of the event.

**NOTE: Triennial applications are subject to annual evaluation and review. 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.**

### General Guidelines

#### Who is eligible to apply?

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; with the exception of the Annual Maintenance and Operational Support Grants.
- 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.

**If you answered no to any of the above criteria, you are ineligible to receive funding.**

#### Further Eligibility Criteria – Triennial Funding Only

To be eligible for Triennial Grants funding, applicants must demonstrate:

- The sustainability of the event by providing a three year budget. Successful grant recipients are expected to be financially self-sufficient by the end of year three.
- The Economic benefit the event will provide to Latrobe City.
- The Community Capacity – Applicants must indicate the number of attendees expected at the event. To be eligible for triennial funding, the number of attendees must be over 2,000.
- Applicants must demonstrate their capacity to deliver a long term event. (3+ years)

#### Who is not eligible to apply?

- Government agencies or departments of State and Federal Government;
- Groups who have not acquitted previous grants provided by Latrobe City Council;
- Groups who have received Community Sponsorship funding from Latrobe City Council in the same application round;
- 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. This includes the ongoing care of an existing asset E.g. painting, new roof, fence repairs etc
- Sponsorship signage and sponsorship agreements;
- 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;

- 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 or events at venues where there are gaming machines, gambling and betting; unless there is no appropriate alternative venue and the applicant has considered the potential impact to participants;
- Purchase of alcoholic beverages.
- 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 only 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.

### Grant Conditions

Successful applicants will be required to:

- Enter into a funding agreement and adhere to the conditions of the agreement. Additional funding conditions may be applied to your project during assessment.
- Spend the grant money only as stated in the original application. Variations to projects and change of project dates must be sought in writing and permission received, prior to any changes commencing. This includes requests for extensions of time to acquit the project.
- Expend funds within 6 months of signing a Funding Agreement, unless written approval has been given for an extension.
- Acquit funds within 3 months of identified project completion, unless written approval has been given for an extension
- Return any underspent and excess funding to Latrobe City Council when submitting the Acquittal form.
- Liaise with Coordinator Recreation & Open Space and obtain all necessary approvals. Applications 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. (Minor Capital Works applications only)
- Liaise with Latrobe City Council's Senior Events Officer to ensure that the relevant Event Permit Conditions have been met a minimum 30 days prior to your event. Approval of funding does not constitute permission to deliver your event. It remains your responsibility to seek the appropriate permissions and approvals to deliver the event. (Event applications only)

- Acknowledge Latrobe City Council's contribution to your 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.

### Cancellation of an event

If your event is cancelled due to unforeseen circumstances, you are required to advise Council's Grants Officer and Senior Events Officer immediately and any unspent funds are to be returned.

In the instance that your event can be postponed to a later date (within the same financial year) contact Council's Senior Events Officer to confirm the date change and request transfer of grant funds.

### Variation to an event or project

Variation requests for projects and change of project dates must be sought in writing and permission received, prior to any changes commencing. This includes requests for extensions of time to acquit the project.

All variation requests must be sent in writing to Latrobe City Council's Sponsorship and Grants Officer at [grants@latrobe.vic.gov.au](mailto:grants@latrobe.vic.gov.au)

You will be notified in writing the outcome of your variation request. You must not proceed with any variations to your project or event until you have received your outcome notification email.

Applicants who fail to comply with the process mentioned above will be required to return the funding to Latrobe City Council.

### What is the process once your application is submitted?

1. Applications are checked for eligibility against the grant program guidelines.
2. All applications are assessed by an internal panel and weighted out of 100. Applications are assessed against the following criteria:

Assessment Criteria	Weighting
<b>The applicant's capacity of delivering the project - This includes any quotes, budget information and plans in support of the application.</b>	30%
<b>The application addresses a community need and describes how the community will benefit from the project/activity.</b>	30%
<b>The application demonstrates other contributions e.g. monetary, voluntary services or in-kind support as part of the proposal.</b>	25%
<b>The application is consistent with the Council Plan, Municipal Health &amp; Wellbeing plan and other strategic documents</b>	15%

3. Recommendations will be developed by an internal panel and provided to Council for approval at an Ordinary Council Meeting.

4. Applicants will receive an email notifying them of the outcome of their application.
5. Successful applicants are required to complete a funding agreement and provide any further information requested.
6. If your grant is for an event, you are required to liaise with Latrobe City Council's Senior Events Officer to ensure that the relevant Event Permit Conditions have been met a minimum 30 days prior to your event. Event funding is not provided until these conditions have been met.
7. For other grant funding, on receipt of your funding agreement and any further information requested, funding will be deposited into your nominated bank account within 6 weeks.

**NOTE: The outcome notification email does not mean that your funds have been paid. You are required to complete a funding agreement prior to funds being paid into your nominated bank account. No grant funds should be spent until you have completed all relevant documentation and you have received your 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 Latrobe City Council.**

## Supporting Documents

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

Mandatory:

- One written quote for projects up to \$5,000 and two written quotes for projects over \$5,000 from a registered tradesperson or registered business using a consistent specification. Screenshots of catalogues or online advertising will be accepted as sufficient quotes provided, they are an Australian based company.
- 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.

## 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.

## Acquittal

The Acquittal form will be a reconciled statement of expenditure and income associated with the grant. It will ask the applicant 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, including proof of purchase invoice and/or receipts for all items purchased using funding from Latrobe City Council; and
3. Photo evidence that showcases the completed project and community participation.

## Contact details for further information and assistance

Grant enquiries, including assistance and support available to help you submit your application, please contact the Community Sponsorship and Grants Officer:

**Phone:** 0428 661 071

**Email:** [grants@latrobe.vic.gov.au](mailto:grants@latrobe.vic.gov.au)

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

For all enquiries regarding delivering an event in Latrobe City and Event Permit Conditions, contact the Senior Events Officer:

**Phone:** 1300 367 700

### Glossary

Acquittal	Acquitting a grant means accurately reporting on the funded activities and the expenditure of the funding. Acquittals are provided on completion of the project.
Charity	An organisation set up to provide help and raise money for those in need.
For Profit company	An organization which aims to earn profit through its operations and is concerned with its own interests, unlike those of the public.
Grant	A payment provided to a recipient for a specific purpose or project, generally as part of an approved Council program, with the understanding that there will be a defined outcome that directly or indirectly benefits the public, but with no expectation of commercial return to Council.
Incorporated Body	A legal entity (Organisation) whose status is registered with Consumer Affairs Victoria under the Associations Incorporation Reform Act 2012 (the Act).
In-kind contribution	An applicant in-kind contribution is a product or service provided in lieu of cash, valued at actual cost or calculated at specified volunteer rate.
Not-for-profit	An organisation that does not operate for the profit, personal gain or other benefit of particular people.
Project	The word 'project' refers to the project, activity, proposal or event that will be delivered if your application is successful.