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# Community Grant Program Guidelines

2025



# Our Community Vision

In 2036, Latrobe City is a vibrant, thriving, healthy, connected and welcoming regional community where everyone feels safe and involved.

Our local businesses prosper, create diverse job opportunities, foster a highly skilled workforce and draw significant investment. Latrobe City is a hub of growth, learning, opportunity, and innovation.

We have stunning natural surroundings and outstanding creative, educational, recreational and cultural opportunities that underpin exceptional wellbeing and renowned visitor experiences.

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## Program Overview

Latrobe City Council supports community groups through the Community Grant Program, which delivers funding for projects that:

- Reflect our community's priorities and vision as set out in the Council Plan 2025-2029;
- Strengthen communities and provide opportunities for enhanced participation in public life and community groups;
- Provide benefits to the local community;
- Support health, wellbeing and safety to the community; and
- Contribute to the social, cultural, environmental and economic development of our community.

The Community Grant 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 Community Grant Program align with Latrobe City's Council Plan 2025-2029.

The grant streams 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 2025-2029**

#### **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.
- Applicants can have one funded project at a time. That means, once you have acquitted you can apply again.
- A Certificate of Currency is required as proof of Public Liability Insurance (PLI).
- All previous community grants from Latrobe City Council must be acquitted to a satisfactory standard. Unacquitted, or insufficiently acquitted grants, will deem the current application ineligible.
- 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 Streams

Grant Stream	Purpose	Example Projects	Max Amount	Rounds 2025
<b>Community Essentials - Quick Response</b>	For small, simple, and time-sensitive community needs with a faster approval process.	IT equipment, uniforms, newsletters, plaques and signs, training, defibrillator, minor non-fixed equipment, etc.	\$1,500	Round 1 - 30 June – 11 July Round 2 - 3 Nov – 14 Nov
<b>Capital Works – Minor</b>	For small scale facility improvements for accessibility, renovations and built in or fixed equipment.	Upgrades to lighting at sporting grounds, shelter renovations, refurbishment of facilities, electrical upgrades, air conditioner, goal posts, etc.	\$7,000	Round 1- 14 July – 8 August
<b>Capital Works – Major</b>	Larger or more complex facility improvements for accessibility, renovations and built in or fixed equipment.	Construction of ramp, kitchen installation, new change room, accessible bathroom, electronic scoreboard, etc.	\$7,000– \$20,000	Round 1- 14 July – 8 August
<b>Community Wellbeing</b>	Community projects or programs of all sizes that support community health, wellbeing, connection and participation.	Arts and cultural programs, social inclusion and access programs, sport and recreation programs, health and wellbeing training or education programs.	\$15,000	Round 1- 14 July – 8 August
<b>Events – Minor</b>	For small scale community events that support local community participation and celebration.	Fairs, local sports competitions, cultural celebrations, etc.	\$4,000	Round 1- 14 July – 8 August
<b>Events – Major</b>	For large, high attendance community events, that attract significant visitation from outside of Latrobe City.	Events that provide an economic return to Council, Festivals, regional cultural celebrations, State, Federal or International sports competitions, etc.	\$8,000	Round 1- 14 July – 8 August

### Application method:

Applications are received via SmartyGrants (online). Event grants may require applicants to apply for an Event Permit as well.

### Reporting Requirements:

A signed acquittal. See the information about [Acquittals](#) below.

## Other Grants

Latrobe City Council supports other community benefits through these programs:

[SIAG Community Connection](#)

[Latrobe City Trust](#)

[DREAM Individual Support](#)

[Participation Sponsorship](#)

[Biodiversity on Rural Land](#)

[Weed Control](#)

## Eligibility

To be eligible for Community Grant Program funds, applicants must:

- Be a Not-For-Profit organisation.
- Be an incorporated body. If you are not an incorporated body but otherwise meet the eligibility criteria, you can use an auspice. See information below about auspice.
- Have a current Australian Business Number (ABN).
- Have no outstanding debts to Latrobe City Council.
- Physically operate and/or be registered within the municipality of Latrobe City.
- Be able to provide a satisfactory budget, including quote requirements outlined in the [Mandatory Documents](#) section below .

**If you do not meet the above criteria, you are ineligible to receive funding.**

## Mandatory Documents

**Applications will be rendered ineligible if the following documents are not submitted by round closure date:**

- One written quote for projects up to \$5000 and two written quotes for projects over \$5000 from appropriate businesses e.g. a registered tradesperson. Screenshots of catalogues or online advertising will be accepted as sufficient quotes, provided they are an Australian company.
- For Event Major and Event Minor stream applications: One written quote for expenses over \$500. Screenshots of catalogues or online advertising will be accepted as sufficient quotes, provided they are an Australian company.
- Current Certificate of Public Liability (minimum coverage of \$10 million).
- Written approval from other user applicants who share the existing facilities associated with the project.
- Written permission from the asset owner to complete the project.
  - Where the asset owner is Latrobe City Council, written approval must be provided. [Contact](#) the grants team with the project location and a brief overview of the project and we can source this approval for you, so you can attach it to your application.
- Letter from auspice organisation (if applicable) confirming their commitment to assume full legal and financial responsibility for the project.



## Ineligibility

### Who cannot apply?

Your group will be ineligible to apply if:

- You are a State or Federal government department, agency or authority.
  - Rural Country Fire Authority Brigades and State Emergency Services Units will be permitted to apply under the quick response streams.
- You have an outstanding acquittal from a previous Community Grant.
- Your group, organisation or club hosts or promotes gambling.
- You are a company limited by guarantee.
- Your group is a school or educational institution.
- You already have an existing, active Community Grant Program funding agreement in place.
- You are a for-profit entity.

If Latrobe City is made aware of disputes or legal proceedings pertaining to the applicant which may negatively impact the delivery of the proposed project, or cause reputational risk or damage to Latrobe City, the application may be ruled ineligible with General Manager approval.

### What cannot be funded?

Your project or expenses will not be eligible for funding if they include:

- Items that are part of an organisation's core business or regular operational expenses.
- General maintenance expenses. This includes the ongoing care of an existing asset.
- Sponsorship agreements including signage.
- Requests for the purpose of raising funds.
- Trophies, awards, scholarships, subscriptions, prizes and honorariums.
- Projects or events at venues where there are gaming machines, gambling, and betting; unless there is no appropriate alternative venue, and you have addressed the impact in the application.
- Projects, events or works that exclusively benefit applicant members and do not benefit the broader community.
- Projects, events or works that engage in activities or items which promote discrimination, violence or anti-social behaviour.
- The repair of used goods or equipment.
- Projects or items that have already been purchased, started or completed. We do not fund retrospective costs.
- Repair of facilities damaged by vandalism, fire or other natural disasters where the incident will be covered by insurance. Expenses not covered by insurance will be considered eligible for funding where documentation demonstrating that insurance will not cover the costs, such as a letter from insurer is supplied, and the project aligns with the funding stream.
- Purchase of land.
- Projects or events where the primary focus is to advocate for religion or faith.
- Projects or events that promote political views.
- Catering, alcohol, tobacco and e-cigarettes, firearms and fireworks.
- Projects that duplicate existing services and programs.
- Latrobe City Council owned or run activities, projects, programs and events.

### Applications that cannot be accepted:

- Multiple applications for the same project. Only individual organisations may apply for funding.
- Incomplete applications.
- Applications submitted by Councillors or Council Officers. Councillors and Council Officers may assist applicants in the application process.

## Successful Applicants

Successful applicants will be required to:

- 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. See information about [variations](#) below.
- Liaise with the Grants Team to obtain the necessary approval for works on Council owned assets.
- Liaise with Latrobe City Council's Senior Events Officer to ensure that the relevant Event Permit Conditions have been met. See [Events](#) information below. (Event applications only).
- Expend funds within six months of signing a Funding Agreement, unless written approval has been given for an extension.
- Acquit funds within two months of identified project completion, unless written approval has been given for an extension. See details about the [acquittal](#) below.
- Return any underspend and/or excess funding to Latrobe City Council when requested upon submitting the Acquittal form. We may also request you return funds if they are spent on things that were not approved for funding in your application or through appropriate variation request channels. See [Variations](#) for more information.

## Auspice

If a community applicant is not an incorporated body, they can approach an organisation to auspice the project.

The auspice organisation will:

- Work with the applicant on the funding application, although the application will still be in the applicant's name.
- Receive any funding that may be granted to the applicant.
- Partner with the applicant to deliver the project.

The auspice organisation must meet the Community Grant Program 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.

## Events

### Cancellation of an event

If your event is cancelled due to unforeseen circumstances, you are required to advise Council's Senior 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), you can request a [variation](#) to transfer the funds to the next Community Grant round, pending approval. Contact Council's Senior Events Officer to confirm the date change and request transfer of grant funds.

### Event Permit

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.

All successful applicants 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 of 30 days prior to your event.

**Funding will not be released until the permit approval has been obtained.**

See [Contact details](#) below for phone and email address.



## Variations

Applicants must seek written approval from Latrobe City Council before making any changes to a funded project or event. This includes, but is not limited to, changes to project timelines, event dates, expenditure or requests for extensions of time to acquit funding.

To request a variation:

- Submit a written request outlining the proposed changes to the Grants team at **grants@latrobe.vic.gov.au**. Please include your application number in this request.
- Await written confirmation of the outcome of your variation request before proceeding with any changes.
- Do not implement any variations until formal written approval has been received.

**Please note:**

Failure to follow this process may result in the applicant being required to return the funding to Latrobe City Council.

## Assessment Criteria – General

Applications for all grants, excluding quick response streams, will be assessed by Council Officers against the following criteria:

<b>STANDARDISED SCORING CRITERIA (40)</b>	<b>WEIGHT</b>
Amount of Latrobe City Council Community Grant funding received over the previous five financial years.	20
Demonstrated in-kind contributions e.g. monetary, voluntary services, etc.	20
<b>ASSESSMENT PANEL SCORING CRITERIA (60)</b>	<b>WEIGHT</b>
The project addresses a community need and describes how the community will benefit from the project.	20
The applicant has demonstrated ability to deliver the project.	20
The application is consistent with the Council Plan, Municipal Public Health and Wellbeing Plan (integrated) and other strategic documents.	20

## Assessment Criteria – Quick Response

Applications for quick response streams will be assessed by Council Officers against the following criteria:

<b>STANDARDISED SCORING CRITERIA (50)</b>	<b>WEIGHT</b>
Amount of Latrobe City Council Community Grant funding received over the previous five financial years.	25
Demonstrated in-kind contributions e.g. monetary, voluntary services, etc.	25
<b>ASSESSMENT PANEL SCORING CRITERIA (50)</b>	<b>WEIGHT</b>
The project addresses a community need and describes how the community will benefit from the project.	50

To understand what assessors are looking for from the above criteria, get in touch with the Grants Team! See [Contact details](#) below.

## Assessment Process



### Eligibility Check & Standardised Scoring

Grants Team confirm your application meets all eligibility criteria. A score is also calculated based on in-kind contributions and funding received over the past five (5) years.



### Assessment

Eligible applications are assessed by trained Council Officers using the assessment criteria.



### Scoring & Recommendation

Applications are scored based on the information provided in the application using the assessment criteria.



### Sent to Decision-Maker in Council

For final decision.



### Outcome Notification

Applicants are notified in writing via email. Successful applicant will need to complete a Funding Agreement before payment is released.

## Funding Agreement & Payment



### Funding Agreement Issued

All successful applicants must complete a Funding Agreement in SmartyGrants, which outlines any conditions attached to the grant. Additional funding conditions may be applied to your project during assessment.



### Attach Required Documents

Applicants must attach any requested supporting documents outlined in the funding conditions (e.g. insurance, permits) to the signed Funding Agreement.



### Agreement Deadline

The agreement will include an offer expiration date. If not completed in time, Council may withdraw the funding offer.



### Payment Processed

Once the signed agreement and all documents are received, payment will be processed. Payments are made electronically to the applicant's nominated bank account in line with Council's Procurement Policy.

### Grant Recipients please 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 signed and completed the funding agreement.
- 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.

## Acquittal

The Acquittal report will include a summary of income and spending for the grant and ask the applicant to describe the outcomes achieved through the project.

Applicants will also be required to attach:

- An actual income and expenditure budget for their project.
- Photo evidence that demonstrates the completed project and community participation.
- Evidence of how Latrobe City Council's support for the project was recognised.

The applicant must acquit their project within two months of the identified project completion date, unless otherwise agreed.

Acquittals will be considered overdue if they are not completed within these two months of the specified project completion date.

Applicants can only have one acquittal form open at a time.

By submitting the acquittal, the applicant provides permission to Latrobe City Council for the use and publication of the information provided.

### Logo Toolkit

You are required to 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 can request a copy of the Latrobe City Council logo and logo toolkit by contacting the Grants Team. See [Contact details](#) below.

## Contact details

### By telephone:

phone 1300 367 700

<b>Grants Team</b> Grant enquiries, including assistance and support to submit your application.	<a href="mailto:grants@latrobe.vic.gov.au">grants@latrobe.vic.gov.au</a>
<b>Property Team</b> Permission for projects on Latrobe City Council assets.	<a href="mailto:property@latrobe.vic.gov.au">property@latrobe.vic.gov.au</a>
<b>Senior Events Officer</b> For all enquiries regarding delivering an event in Latrobe City and Event Permit Conditions.	<a href="mailto:events@latrobe.vic.gov.au">events@latrobe.vic.gov.au</a>

### NRS users

If you are deaf, or have a hearing impairment or speech impairment:

- Contact us through the [National Relay Service](#);
- TTY users telephone 133 677 then ask for 1300 367 700;
- Speak and Listen users telephone 1300 555 727 then ask for 1300 367 700;
- Internet relay users connect to the NRS then ask for 1300 367 700.

### Translating and Interpreting Service (TIS)

To contact us in your own language through the Translating and Interpreting Service (TIS) telephone 13 14 50 and ask them to contact the Latrobe City Council on **1300 367 700**.

## Useful Documents

These documents may support you with your application:

[Community Grant and Sponsorship Governance Policy](#)

[Help Guide - SmartyGrants & GrantGuru](#)

[Community Grants Program - Repair, Renovations, Renewal and Maintenance](#)

[Community Grants Program - Events, Programs and Projects](#)

[Voluntary Support - Example and Proforma](#)

[Grants - Example Budget](#)

[Auspice Information Sheet](#)

[Community Group Resources](#)

## 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.

### **AUSPICE**

An arrangement where a legally incorporated organisation takes responsibility for a grant on behalf of another group that is not incorporated. The auspice manages the grant funds and is legally and financially accountable.

### **CHARITY**

An organisation set up to provide help and raise money for those in need.

### **FOR-PROFIT COMPANY**

An organisation 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, as part of an approved grant 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.