



South Gippsland
Shire Council
Come for the beauty. Stay for the lifestyle

Community Grants Program 2009-2010

- Including:
- General Community Grants
 - Celebrations, Festivals and Events
 - Planning Development Studies and
 - Major Events

All applicants are encouraged to discuss their applications with Council prior to submission. Telephone enquires are welcomed or alternatively applicants may arrange a "one on one" Interview with the following officers:

- For General Community Grants or Planning Development Studies contact Penni Ellicott on (03) 5662 9200 or by e-mail - pennie@southgippsland.vic.gov.au.
- For Celebrations Festivals and Events & Major Events contact Penni Ellicott on (03) 5662 9200 or by e-mail at - pennie@southgippsland.vic.gov.au.

No appointments will be available after Friday, 8th May, 2009

NO APPLICATIONS WILL BE RECEIVED AFTER 15th MAY 2009

The late delivery of an application by Australia Post is **not** sufficient cause for it to be admitted.

South Gippsland Shire Council Community Grants Program 2009/10

Feature Community Issues in 2009

Promoting Community Events

South Gippsland Shire Council encourages community groups running events to help promote other South Gippsland events, and by doing so increase participation across the Shire, as well as attract more visitors to each event. Many local organisations who receive financial support from Council are supporting their colleagues in this manner already, by displaying promotional materials for other events and providing information for distribution to other groups through Shire -wide networks.

A great example of this collaboration is the South Gippsland Golf Classic, which devotes a page of their program to listing key South Gippsland events that fall between January and June.

Want more information? Contact Ned Dennis, Community Strengthening Unit Co-Ordinator on 5662 9288 or by e-mail at NedD@southgippsland.vic.gov.au.

Community Facility Funding Program & Country Football Netball Club Program

Many community groups will be aware and will have participated in the Department of Planning and Community Development's Community Funding Facility Program (CFFP) and the Country Football Netball Program (CFNP). Over the course of these programs many infrastructure projects within South Gippsland have been realised.

However, the introduction of an Asset Management Strategy at Council has highlighted some inconsistencies and issues associated with Council's Priority List System of selecting projects for these state funding programs. Previous practice meant that all projects submitted were accepted by Council and ranked in light of the State Government evaluation criteria regardless of their viability, cost or impact on Council's asset portfolio.

Subsequently, this process had the capacity to create problems, not the least of which were unrealistic community expectations when a project was added to the list, even though it may not have been in keeping with Council Plans and/or may not be financially viable, achievable or sustainable. Consequently Council has amended the process for selection of both Council and community projects to ensure all new projects are evaluated with consideration of Council Plans and, in particular, the principles of Council's Asset Management Strategy.

Projects on the existing prioritised list and are proposed to take place on Council owned or managed land will be re-evaluated.

Want more information? Contact Fred Boreham Council's Recreation Officer on 5662 9259 or by e-mail at fredb@southgippsland.vic.gov.au.

SOME OF THE KEY CHANGES

Applications for grants to fund projects that are currently funded by or listed under either the Council's Capital works program, a Council budget item or through Councillor's Discretionary Funds will not be eligible for funding under the Community Grants program.

The "Feasibility Studies" category has been renamed to "Project Development Studies". Council have made this amendment to broaden this category of funding to encourage applications for such activities as the development of master plans, and also, to provide Council with a mechanism to offer support for specific elements or projects of a group's strategic plan rather than just the narrow focus of a preliminary feasibility study. Applications will still need to be infrastructure related and in the case of specific projects that it reflects an appropriate level of planning by the applicant.

HAVE YOU GOT YOUR ATTACHMENTS ORGANISED?

To give your application the best possible chance, do not forget to attach supporting evidence, which may include:

- Last annual report, financial report or the group's latest bank statement
- Quotations
- Letters of support
- Photos and/or newspaper cuttings
- Plans and drawings.

Without these attachments your application may lack sufficient detail to be considered. If you are unsure of what you need to attach contact Penni Ellicott.

OTHER KEY POINTS

Under the community grants program there are four grants categories, they are as follows:

Grant Category	Min. Funding Allocation	Max. Funding Allocation	Contribution Required**	
			Council Funding	Applicant Contribution required
General Community Grants;	\$500	\$5,000	\$1	\$1
Celebrations Festivals and Events Grants;	\$500	\$5,000	\$1	\$1
Major Events *	\$1,000pa	\$5,000 pa	\$1	\$2****
Planning Development Studies.	\$1,000	\$10,000	\$1	Nil

* Applicants under the Major Events applications will be able to apply for up to five consecutive years. Any such funding will remain subject to the terms and conditions as set out by Council, and will not be as of right; the allocation will be reviewed every year.

** An applicant's contribution may either be cash, in-kind or a combination of both,

*** May vary at discretion of Council, based on the number and merit of applications received within each category,

**** A Major Event applicant must demonstrate at least a contribution of \$2 for every \$1 Council contributes. Contribution may be in-kind or cash.

- All applicants must be incorporated or under the auspices of an incorporated third party.
- An applicant may only lodge one application in each grant category per year.

All Applications must be **received** prior to 5 pm, on 15th May, 2009.

NO APPLICATIONS CAN BE ACCEPTED AFTER THIS TIME.

The late delivery of an application by Australia Post is **not** sufficient cause for it to be admitted.

Community Grants Program 2009/10

1. PROJECT CATEGORY

Please indicate what category of grant you are applying for:

- General Community Grants
- Celebrations Festivals and Events
- Major Events (five year funding)
- Planning Development Studies

2. PROJECT LOCATION

Location of the Project or Event:

Is it located on Council owned/ controlled property? **Yes** or **No**

Is it located in a Road Reserve ? **Yes** or **No**

If no, who owns/ controls the property? :

3. APPLICANTS DETAILS

Applicant Organisation:

Contact Name:..... Position:

Postal Address:

Telephone: BH: AH: Mobile:

E-mail address:

Is the applicant a Section 86 Committee of Council? **Yes** or **No**

(What's a section 86 committee? See Attachment 4)

If **No** please complete details below:

Are you registered for the GST? **Yes** **No**

ABN Incorporation No

Is a third party auspicing this application? If so please complete the details below:

Auspicing Organisation:.....

Contact Name:..... Position

Postal Address:.....

Telephone: BH: AH: Mobile:

E-mail address:

Are you registered for the GST? **Yes** **No**

ABN Incorporation No:

See Attachment 3 – The Cheat Sheet. For tips on how to complete this application.

4. PROJECT DESCRIPTION

4 a Project Title / Name of Event: (Maximum 20 words)

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4 b Summary of Proposed Project:

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4 c Aims and Objectives of the Project:

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4 d Have you considered how your project/ event will address issues of access for all? What action have you or will you take?

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Editable word versions of this document are available from : <http://www.southgippsland.vic.gov.au/>

4 e Additional comments or information in support of Application .

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5. PROJECT/EVENT BUDGET AND TIMELINE

The next section of the grant application is made of four tables. You'll need to complete two, which ones you need to complete depends on the grant you're applying for:

- **General Community and Planning Development Study Grant Applicants** must complete Table A - Funding Sources & Table B – Key Stages/ Expenditure.
- **Celebrations, Festivals and Events as well as Major Events Applicants** must complete Table C – Budget & Table D Key Stages

Applicants should where possible attach quotations as proof of the costs and scope of the project. Council may, if the costs are considered unsubstantiated, or believed to be excessive, reduce the amount allocated to successful applicants.

If you have any difficulty in completing any of these tables,
or if you are just a little confused about which ones to fill in,
please contact Penni Ellicott on **5662 9200**.

TABLES A & B to be completed by General Community **AND** Planning Development Study Grant Applicants

(Celebrations, Events and Festival Grants and Major Event Applicants skip Table A and B, go straight to Table C & D)

Table A – Funding Sources

(Evidence of funding from a third party other than Council must be presented with application.)

Income Sources	Total \$
CASH Items	
Total Grant being requested from Council	\$
Applicant's Cash contribution	\$
State Government Cash contribution (if any)	\$
Federal Government cash contribution (if any)	\$
Other <i>(Please specify ie: local business.....)</i>	\$
Cash – Sub Total	\$
IN-KIND Items	
Value of voluntary labour or in kind support	
Total Hours of Labour..... X Hrly Rate	= \$
<i>(Description:.....)</i>	
Total Hours of Labour..... X Hrly Rate	= \$
<i>(Description:.....)</i>	
In-kind – Sub Total	\$
Total income anticipated for project	\$

Table B - Key Stages / Expenditure (General Community Grant and Planning Development Study Grant applicants to complete)

Key Stages of Project <small>(Purchase materials, conduct working bee etc)</small>	Who <small>(Volunteers, contractor etc)</small>	Date <small>(To be completed)</small>	Cost of Stage
CASH ITEMS			
1.			\$
2.			\$
3.			\$
4.			\$
Cash – Sub Total			\$
IN-KIND ITEMS			
5.			\$
6.			\$
7.			\$
In-kind – Sub Total			\$
Total Project Cost			\$

TABLES C & D to be completed for Celebrations, Festivals and Events **AND** Major Events Applicants.

(General Community and Planning Development Study Grant Applicants skip Table C and D, go straight to part 6 signing clause on page 10)

Table C –Budget (Celebrations, Festivals and Events)

Income	\$	Expenditure	\$
Earned Income	\$	Overheads	\$
Ticket Sales	\$	Venue Hire	\$
Retail Sales/ Merchandising	\$	Equipment hire/purchase	\$
Refreshments	\$	Sets/props/costumes	\$
Other (Please Specify)	\$	Scores and Scripts	\$
Sub Total Earned Income	\$	Music and Tapes	\$
		Royalties	\$
Other Income	\$	Materials	\$
South Gippsland Shire Grant	\$	Travel and Accommodation	\$
Other Grants/Subsidies	\$	Prizes and Trophies	\$
Private Sponsorship	\$	Publicity/Advertising	\$
Equipment Loans	\$	Programs/Catalogues	\$
Materials	\$	Council Services	\$
Publicity	\$	Other (please specify)	\$
Venue	\$	Equipment hire	\$
Other -	\$		
-	\$	Sub Total Overhead Costs	\$
Total value of in-kind assistance (complete "In-kind Contrib. Workings" below)	\$		
Sub Total Other Income	\$	Administration Costs	\$
		Administration Salaries	\$
Sub Total Other Income	\$	Postage	\$
Total Income	\$	Telephone/Facsimile	\$
		Printing/stationary	\$
In-kind Contributions workings		Office rent	\$
Total Hrs..... x Hrly Rate \$..... =	\$	Electricity	\$
Description:		Insurance/Public Liability	\$
		Audit/accounting charges	\$
Total Hrs..... x Hrly Rate \$..... =	\$	Bank Charges	\$
Description:		Repairs/Maintenance	\$
		Motor Vehicle Expenses	\$
Total Hrs..... x Hrly Rate \$..... =	\$	Other (please specify)	
Description:			
		Sub-Total Admin Costs	\$
Total value of in-kind assistance	\$	Total Expenditure	\$

Table D – Key Stages (Celebrations, Events & Festivals AND Major Events)

Key Stages of Project <small>(Purchase materials, conduct working bee etc)</small>	Who <small>(Volunteers, contractor etc)</small>	Date <small>(To be completed)</small>
1.		
2.		
3.		
4.		
5.		
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9.		
10.		

6. SIGNING CLAUSE

Please have two members of your organisation, group or club complete the details below.

“We declare that we have been authorised by the applicant organisation to prepare and submit this application to South Gippsland Shire Council for consideration in the 2009/2010 Community Grants Program. We declare that the information included in this application is true and correct, and that we will abide by the South Gippsland Shire Council grant conditions.”

	Representative One	Representative Two
Name		
Position		
Telephone		
Signature		
Date		

Please note: Signatories must be office bearers of your committee or organisation eg: President, Secretary or Treasurer.

CHECKLIST

- Ensure that applicant details are complete.
- Ensure that all questions are answered.
- Ensure that application is signed by two officer bearers of your committee.
- Attach Supporting evidence, including:
 - Last Annual Report or Financial Report
 - Quotations
 - Letters of support
 - Photos and/or newspaper cuttings
 - Plans and drawings

Ensure you meet the deadline. Application must be received by the Council on the date specified. Late applications will not be accepted.

ADDITIONAL INFORMATION

Approved 2009/10 Community Grants Program

Program Item	Dates	Budget Allocated
1 st Round Opens	April 6, 2009	
- General Community Grants		\$172,900
- Celebrations, Festivals, and Events		\$15,960
- Major Events		\$26,600
- Planning Development Studies		\$39,900
Program advertised	March 31 & April 7, 2009	
Grants officer commences one on one meetings commence	April 13 to May 8, 2009	
Applications Close:	5pm Friday, May 15, 2009	
Letters of acknowledgement posted to all applicants	May 22, 2009	
Officer recommendations presented for Approval	July 1, 2009	
Community Grants Presentation	July 22, 2009	
2 nd Round of Celebrations, Events and Festivals commences (full program to be advised)	August 10, 2009	\$10,640
<u>Total Allocation</u>		\$266,000

All applications are to be addressed:

Attention: Penni Ellicott
 Grants & Volunteer Support Officer
 South Gippsland Shire Council
 Private Bag 4
 Leongatha VIC 3953
(They may be hand delivered to reception or posted)

Attachments

Item No.	Item	Item Description
1.	Eligibility Criteria	Extract from the Council's procedure for processing Community Grant Applications.
2	Grant Funding Conditions	Council's standard conditions for successful applicants. All applicants should familiarise themselves with them.
3	Planning Development Brief	Project Brief For Planning Development Studies Covers a series of standard issues that should be the subject of a Planning Development Study.
4.	CHEAT SHEET	Back ground information and some tips for the questions within the application document.

1.	Eligibility Criteria	Extract from the Council's procedure for processing Community Grant Applications.
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5. ELIGIBILITY CRITERIA

Each application must meet the following eligibility criteria to be recommended for funding:

- a) No application may be received after the advertised deadline for submitting applications. The late delivery of an application by Australia Post is **not** sufficient cause for it to be admitted.
- b) Applicants must be a section 86 Committee of Council or a properly incorporated and of a non-profit nature.
- c) Unincorporated applicants may be auspiced by a third party that is incorporated.
- d) There is no limit on the number of applications an organisation may auspice.
- e) Applicants must be based within the municipality South Gippsland Shire Council or be able to demonstrate that they significantly service residents of South Gippsland Shire Council.
- f) The maximum and minimum funding available per application is detailed in the table in Section 4, Program Categories.
- g) Grants will not be made for trophies or for the support of individuals.
- h) All grant applicant from Country Fire Authority (CFA) organisations need to submit a copy of their project application to the Municipal Fire Prevention Committee (MFPC) for assessment and priority ranking. The MFPC will forward their assessment of the project to Council's Grants Officer by the due date. Funding will only be made available to CFA projects requesting funds for equipment or projects that are not considered to be a State Government funding responsibility.
- i) Projects that are the subject of an application under the Community Grants Program must not be receiving or applying for any other funding from Council; ie projects cannot apply for both a General Community Grant and funds from a Councillor's Discretionary Fund. Moreover, projects that are already receiving funding in Council's Capital Works program or as a line item within the Council's budget are ineligible.
- j) An applicant may only lodge one application in each grant category per year.
- k) Government funded agencies are not eligible for funding.
- l) Church or religious groups are ineligible unless they are able to demonstrate that the project or event is predominately to the advantage of the general community of South Gippsland Shire Council, and does not include any religious instruction or promotional material. Church or religious groups remain eligible to auspice other not for profit groups that may not be incorporated or otherwise be eligible for funding; however, the same conditions apply.

- m) Political Parties or Special Interest groups are ineligible for funding.
- n) No application can compete with a local business on an on-going basis eg: run a bar or gambling machines.
- o) All applications must provide evidence of their financial status, whether this is an end of year report or a copy of the current bank statement. This is to prove that they have financial capacity to meet their commitment to the project.
- p) In the case of Celebrations, Festival and Events and Major Event Grants, a detailed budget estimate must be submitted, rather than quotes that are required for the General and Planning Development Studies Grants Categories.
- q) All applications other than Major Event applications must include a 50% contribution from the applicant, whether this is cash, in-kind or funds sourced from a third party.
- r) All Major Event applications must include a \$2 contribution for every \$1 requested from Council, whether this is cash, in-kind or funds sourced from a third party.
- s) An organisation that has not filed an acquittal with Council for a previous grant or in any other way not complied with the conditions of funding will be considered ineligible until said acquittal is satisfactorily filed or such conditions of funding are met.

All eligible applications are still subject to further evaluation by the Community Grants Program assessment officers.

2.	Grant Funding Conditions	Council's standard conditions for successful applicants. All applicants should familiarise themselves with them.
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- a) All applicants must provide Council with an ABN or evidence of tax exempt status. Failure to comply with this requirement will require Council to withhold 48.5% of the grant and remit it to the ATO. All grant recipients must provide a Tax Invoice or signed "statement by supplier" to obtain grant funds.
- b) Applicants must ensure that if their project requires building approvals, planning permits or is required to fulfil any other statutory requirements, that these obligations are met and evidence is cited by Council before commencement of the project.
- c) Applicants must be accountable for the grant by supplying copies of relevant receipts / invoices / accounts associated with implementing this project. On receipt of this information Council shall issue a cheque up to the total value of Council's grant allocation. Should this requirement cause applicant difficulties e.g. inadequate cash flow to proceed with works, Council will consider payment on production of quotes or satisfactory alternatives being agreed upon. The Grants Officer will determine these matters as required.
- d) Council also requires an acquittal by the end of the financial year in which the project was funded. Unless prior arrangements have been made any funds not expended by the end of the financial year may be withdrawn and/or reallocated. Failure to supply a final report will result in applicants being ineligible for funding in subsequent years until the report is provided.
- e) Under the Equal Opportunity Act 1995 (Vic) and the Disability Discrimination Act 1992 (Cwth) it is unlawful to discriminate against a person who requires the assistance of a companion to access leisure and recreational opportunities. As a condition of accepting this grant, Community organisations/groups must abide by the Companion Card Affiliate Terms and Conditions.
- f) The Occupational Health and Safety Act (2004) outlines the responsibilities for employers regarding the protection of Health and Safety in the work place. Even though groups may be "not for profit" organisations and using predominately volunteer labour, it is important to note that that the Act remains applicable. Therefore, as a condition of accepting this grant, Community organisations must ensure that any works undertaken are done in a manner that, as far as practical, is safe and without risk to health, as well as abide by any reasonable direction made by Council's authorised officers in this regard.
- g) Council may, if it considers a project to be of high risk, request the completion of a Job Safety Analysis Sheet(s) for the project, or elements of the project, as required, until such sheet(s) are provided to the satisfaction of Council; no grant monies may be paid.
- h) The Council may from time to time also request further documentation or other risk mitigation activities as it deems appropriate.
- i) Council's contribution is to be appropriately acknowledged in all publicity, media releases, commemorative plaques etc.

- j) In year's two to five of any successful Major Events funding, the applicant must provide an acquittal of the previous year's expenditure and a tax invoice to Council prior to any further monies being paid.
- k) All Major Event allocations will be reviewed after every year of funding to ensure that the funding is still reasonably required by the event, that the event still qualifies as a 'major event', and that it is still predominately sympathetic to the objectives and aspirations of the Council's Community Grants Program. If in the opinion of the CEO a funded Major event no longer meets these criteria, Council may withdraw funding.
- k) Council reserves the right to terminate any funding if it believes that the applicant has spent the funds on items not associated with its original application and allocated purpose or has otherwise misappropriated the funds, or any other reason Council deems sufficient cause. The Council may also seek the repayment of such funds.
- l) The Council may apply any special conditions it believes appropriate in regards to the funding of a particular application.
- m) All applications must demonstrate final approval from the landowners, whether this be the Department of Sustainability & Environment, Council or a third party prior to works commencing. No monies will be paid until this approval has been demonstrated to the satisfaction of Council.
- n) The Council reserves the right to appoint a Planning Development Studies Steering Committee for selected studies. The steering committee will consist of up to 3 community representatives and those officers deemed appropriate by the CEO.
- o) Successful grant funding does not imply permission to proceed with any project. Successful applicants must still comply with all relevant Acts, Regulations as well as all terms and conditions of funding, and any Council special conditions

3	Planning Development Brief	Project Brief For Planning Development Studies Covers a series of standard issues that should be the subject of a Planning Development Studies.
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Often everyone agrees that some planning should be done and that a planning development study would be a great idea prior to commencing a new project or service. But often it is difficult to know specifically the questions you want or need answered.

The following is a list of headings, with brief explanatory notes, that outline what might be covered in a Project Brief for Planning Development Studies. The most common cause of a poor Planning Development Study is that it has not been properly scoped and agreed upon, prior to the commencement of the study.

1. BACKGROUND

Include a brief summary of the background of the club/group instigating the proposal and the method or approach to be taken to the planning, development and scope of work.

Club background to include items such as:

- Club location,
- Land ownership,
- Membership numbers, and
- Facilities.

2. SUMMARY OF ISSUE/S

What are you proposing to be investigated? e.g: The installation/construction of a new building to replace the an existing hall, or it might be to renovate a building so that you can deliver a new service

What specific issues are to be investigated? e.g. Cost, impact on membership, impact on access and participation, ongoing maintenance costs, capital replacement, member feedback etc.

3. NEEDS ANALYSIS

Undertake work to determine the need for the proposed project and consult with all stakeholders. This section will include such items as; Consultation with key industry stakeholders e.g. state associations, bowls clubs at local, regional and state levels.

- Consultation with key Government authorities. e.g. DSE, Local Govt. SRV,
- Consultation with members and other interested parties e.g. sponsors, other facility users such as schools etc,
- Public consultation,
- Review current trends and industry research,
- Structure of Club,
- Participation levels,
- Player profiles,
- Facility provision in the relevant Town or area, as well as South Gippsland and Victoria,
- Infrastructure Provision Trends at local, regional and state level,
- Undertake research to determine the impact of current and future demographics e.g: Anticipated population growth, breakdown of population by age, income etc and weather patterns and impact.

3.1 COUNCIL POLICY AND STRATEGIC PLANNING CONTEXT

It is also essential that any Council policies or key strategic documents that may be relevant to the proposed project are also considered?

It should also be remembered if your Planning Development Study Application is successful, it maybe a condition of funding that a Steering Committee is appointed to oversee the management of the Study.

4 CAPITAL WORKS PROPOSAL

Examine the options available to implement the proposal and determine the pros and cons of the options. This will include:

- The objectives of the proposal
- The timing of the proposal
- The types of infrastructure available
- The construction methods
- Life cycle costs
- Impact on players
- Impact on club

5. DEVELOPMENT OPTIONS

What are the options available to the Club (proponents)? e.g. No change – Status Quo option, develop a hybrid proposal, conversion to all new infrastructure, or other alternatives

6. FINANCIAL ANALYSIS

Undertake a thorough analysis of the financial implications, both current and future, of both implementing the proposal to construct infrastructure along with the impact of not making a change. It is expected that the financial analysis will examine in detail the following;

- Capital costs associated with the proposed options
- Ongoing maintenance and life cycle costings (including capital depreciation)
- Impact on current and future income and expenditure
- Impact on the club viability both current and future
- Competitive advantage or disadvantage
- Other financial issues
- Possible sources of funding support to implement the project, including but not limited to grants and sponsorship

7. OPTIONS ASSESSMENT

What are the pros and cons of each proposal?

Look at the for and against for each of the options in specific reference to;

- the ongoing financial impact
- impact on club viability, strength
- impact on membership and participation
- impact in respect of obtaining Council support
- impact in respect of funding criteria guidelines

8. CONCLUSIONS AND RECOMMENDATIONS

Provide a concise summary of the outcomes and conclusions to be drawn as a result of the research. Provide a list of priority recommendations. Include a provision to present the report to the club members/the executive or to a potential funding partner. This can be quoted as an added extra if required.

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4.	CHEAT SHEET	Back ground information and some tips for the questions within the application document. Hypothetical Application Document – Acmetown Dart Club
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The following is some detail of what is expected at each question and some further tips. Chances are this document won't anticipate every question applicants may have; so please help make it better by sending your suggestions through to Penni Ellicott, Grants Officer on (03) 5662 9200 or by e-mail pennie@southgippsland.vic.gov.au.

Question 1 - Project Category

Which one to tick?

Celebrations Festivals and Events Grants: These grants are for the running of 'not for profit' Celebrations Festivals or Events. All such activities funded will have a focus on community strengthening and/or the enhancement of the quality of life, heritage, recreational and cultural opportunities of the citizens and visitors to South Gippsland Shire, and not be of a predominately commercial nature.

General Community Grants are usually for the purchase of equipment, minor capital works or the costs associated with the establishment of a new or improved service. An application cannot be made for any on-going or operating expenses for a program or service. This includes a regular annual program that your club runs, as these will be considered a recurrent cost and ineligible.

Planning & Development Studies Grants are for the development of documented research that details the viability of a proposed community based project or facility.

Major Event Grants are for events that can demonstrate that it will or does attract state and/or nationally recognised artists or competitors, and/or a large participation from outside of South Gippsland. That is, participation is not dependent on local attendance but has a focus on attracting a much wider audience or participation.

What happens if I choose the wrong one? Officers will simply redesignate it to the appropriate category, it will still be fully considered. However, if you have put a grant in under the feasibility studies category and it gets reallocated to say the General Community Grants program, it might mean that the application is no longer eligible as the Feasibility Grants do not require a contribution and are for a maximum grant of \$10,000, where as General Community Grants are for a maximum of only \$5,000 and require a contribution from the applicant.

Question 2. - Project Location

This refers to where is the project or event is going to happen, not the address of the club or organisation.

What's a Road Reserve ? This is not just the asphalted or trafficable area, it usually includes the space between one property boundary across to the opposite property boundary, ie: the land between one fence line and the fence line directly opposite across the 'road'.

Question 3. - Applicants Details

Do not use abbreviations. Give the full name of the Applicant Organisation,

The contact person should be the person that will be managing the grant application and will be the primary point of contact with the club through-out the life of the project.

What's a Section 86 Committee? These are committees directly appointed by Council under Section 86 of the Local Government Act, and are given a formal delegation to do certain things on the Council's behalf; such as look after a hall or a piece of land.

Current Section 86 Committees are:

- Allambee South Community Hall
- Foster WMAC & Senior Citizens
- Corner Inlet Seawall & Drainage
- Dumbalk Hall Foster Show Grounds
- Foster Swimming Pool
- John Terrill Memorial Park & Fish Creek Recreation Reserve
- Korumburra Access Centre
- Korumburra Public Park
- Korumburra Rec Reserve
- Korumburra Swimming Pool
- Leongatha Court House
- Mardan Hall
- Meeniyah Sports Stadium
- Mirboo North Hall
- Mirboo North Swimming Pool
- Poowong Sports Centre & Swimming Pool
- Port Welshpool Maritime Museum
- SG Leisure Centre Fundraising
- Stockyard Gallery
- Toora & District Swimming Pool
- Toora Tennis Reserve
- TP Taylor Reserve
- Venus Bay Community Centre and
- Walter Tuck Recreation Reserve.

If your group is not incorporated or a Section 86 Committee, you need to have another Group that is an incorporated group auspice your application. The details of the auspicings group should be completed in the space provided at the bottom of page 1 of the application.

Question 4 – Project Description

If you don't have enough room for any of these questions, simply write in the relevant space "see attached" and attach your response to the application.

The application form is also available in editable Word format on Council's website at www.southgippsland.vic.gov.au.

4 a Project Title / Name Of Event - Keep it short !

4 b Summary of Proposed Project – Keep it simple. Detail the specifics of what you intend to do, for example if you are going to purchase a ride on mower that's what you write, if you are going to do various works around a community hall list the various jobs you're going to do, if you are going to hold an event list the activities that are involved such as craft stalls, music etc.

4 c Aims and Objectives of the Project – What's the difference between this question and the last one. Well in question 4b you tell us WHAT you are going to do, in question 4c you tell us WHY you need to do it.

So if you were organising an event you might say something:

“Acme Town is a small rural town that has suffered significantly from the drought, and many local families are under stress. Therefore Acme Town Development Association wishes to hold the inaugural Back to Acme Town Festival, to provide some much needed recreational and cultural opportunity for locals. A feature of the festival will also be stalls manned by service and health agencies that will promote the assistance available to our farming community.

The Association is also hopeful that, through the festival, local business,, which is also struggling as a result of the on-going impacts of drought, will benefit from the foot traffic generated through the CBD during the course of the Festival.”

4 d Have you considered how your project/ events will address issues of access for all? What action have you, or will you take?

Accessibility is about developing events that are accessible by everyone, including any persons with a disability; it is also about ensuring that any works we undertake do not restrict access and/or incorporate accessibility issues.

For further information on developing an accessible event there is a wealth of information on the internet, such as Australian Federation of Disability Organisations, which has a “Checklist for Accessible events” See <http://www.afdo.org.au/node/4>

For a number of applicants this question will not be applicable, and applicants should just write ‘Not Applicable’. For example you may be purchasing a microwave for a hall's kitchen.

4 e Additional comments or information in support of application.

This is for any further material you might want to add that isn't covered above. For example,

- Tell us about your group. Especially if it's a newly established group, you might want to tell the officers how many members it has, what's the age break down of membership how often it meets, and what activities it undertakes in the course of an ordinary year,
- you might like to list the people that support the project and refer to their attached letters of support,
- you might want to say you have consulted with various stakeholders or persons that will be effected by the project, and they have provided letters of support as attached,
- you might talk about similar or other projects your club has completed in the past, as this will demonstrate a positive track record or
- you might talk about the wider impact the project or event will have on the community, eg: some works on a hall might mean more people will have access to the building or an event might have flow on economic benefits for a community.

Question 5 - Project / Event Budget and Timeline

All dollar figures given should be GST inclusive.

What's an In-kind contribution? Non-cash contribution made by the applicant, its members or other persons towards the completion or the conduct of a project that is the subject to a Grant Application. Commonly this will include the labour of members of the applicant or the use of members' equipment. A business may also supply material or services at a discount, the difference between the retail value of a product and the discounted price for the project can also be counted as an in-kind contribution.

In-kind labour rates will be in accordance with those utilised by the Department of Planning and Community Development. There are currently \$15 an hour for any labouring work, and the commercial rate for a trade or other specialist support is up to \$35. Any plant or machinery used can be 'charged out' at its commercial rate.

For the purposes of determining an applicant's total contribution, "in-kind" components will be considered as a financial contribution.

Question 6 – Signing Clause

Who should sign? If you have a constitution or articles of association, these should tell you who can sign the application. If you have neither, your 'president' and another office bearer should sign.

Checklist – Attachments

You need to attach either your club's latest annual report, financial report or bank statement. This is so Council can confirm that your club/ group has the ability to meet its financial commitments to the project. This is very important and is actually something the application will be assessed on, so make sure you include one of the listed documents.

Letters of support often get applications across the line. They can be used to demonstrate that your project has broad community support and that other stakeholders such as a co-tenant is aware and supportive of the project.

Disability Discrimination Act (1992)

Please Note: Highlighted area's may be particularly appropriate for your application

What's It All About?

Disability discrimination happens when a person with a disability is treated less fairly than someone without a disability.

The federal Disability Discrimination Act (DDA) provides protection for everyone in Australia against discrimination based on disability. It can be used to stop a person with a disability from being treated less fairly than people without a disability.

What areas of life does the DDA cover?

The DDA makes it against the law to discriminate against a person with a disability as a result of the person's disability in these areas of life:

- **Employment**

For example, when a person with a disability is trying to get a job, equal pay, training, or promotions.

- **Education**

For example, when a person with a disability is enrolling in a school, a course at TAFE, university or other colleges.

- **Access to premises used by the public**

For example, when a person with a disability wants to use libraries, places of worship, government offices, hospitals, restaurants, shops or other premises used by public.

- **Provision of goods, services and facilities**

For example, when a person with a disability wants goods or services from shops, pubs and places of entertainment, cafes, video shops, banks, lawyers, government departments, doctors, hospitals and so on.

- **Accommodation**

For example, when a person with a disability is renting or trying to rent a room in a boarding house, a flat, unit or house.

- **Buying Land**

For example, if a person with a disability wishes to buy a house, a group home or a drop-in centre.

- **Clubs and associations**

For example, when a person with a disability wants to enter or join a registered club, (such as a sports club, RSL or fitness centre), or if a person with a disability is already a member.

- **Sport**

For example, when a person with a disability wants to play, or is playing a sport.

- **Administration of Commonwealth Government laws and programs**

For example, when a person with a disability wants information on government entitlements, tries to access government programs, wants to use voting facilities.

Community Grants Program 2009/2010

Sample application

1. PROJECT CATEGORY

Please indicate what category of grant you are applying for:

- General Community Grants
- Celebrations Festivals and Events
- Major Events (five year funding)
- Planning Development Studies

This application is a sample only, intended to assist potential applicants in completing a application under the South Gippsland Community Grants Program.

2. PROJECT LOCATION

Location of the Project or Event: Acme Dart Club, 1 Dart St, Acmetown

Is it located on Council owned/ controlled property? Yes or No

Is it located in a Road Reserve ? Yes or No

If no, who owns/ controls the property? : Department of Sustainability & Environment

3. APPLICANTS DETAILS

Applicant Organisation: Acme Dart Club Inc.....

Contact Name Steve Davies Position: Project Manager

Postal Address 22 Possum Street, Acmetown.....

Telephone: BH 51234 567..... AH: Mobile:0407 342 657.....

E-mail address: Stephend@southgippsland.vic.gov.au.....

Is the applicant a Section 86 Committee of Council? Yes or No

(What's a section 86 committee? See Attachment 3)

If **No** please complete details below:

ABN 67816770785

Incorporation No A0077847D

Is a third party auspicing this application? If so please complete the details below:

Auspicing Organisation:.....

Contact Name..... Position

Postal Address

Telephone: BH: AH: Mobile:

E-mail address:

ABN

Are you registered for the GST? Yes No

ABN Incorporation No

See Attachment 3 – The Cheat Sheet. For tips on how to complete this Application.

4. PROJECT DESCRIPTION

4 a Project Title / Name of Event: (Maximum 20 words)

Acmetown Dart Club – provision of Access for all toilets and entrance to club rooms
.....

4 b Summary of Proposed Project:

- Install ramp at side entrance and signage for disabled access to club rooms.
- Reconfigure layout of existing men’s toilets, so that two current stalls are blocked off and become a space for a single uni-sex ‘access for all’ toilet. Install new cistern and basin, and door so it can be accessed from main hall in club room.
.....
- Please see attached plans of proposed works , and photos of existing conditions
.....
.....

4 c Aims and Objectives of the Project:

The Acmetown Darts Club is striving to achieve accreditation under the Australia Dart Federation, so that it can ‘host’ regional, state and national competitions. The club has been advised (please see attached letter of support from the Australia Dart Federation) that it will host at least three regional competitions and one state competition every year, as well as be in the running to host the National Competition every five years once it has accreditation.

The Club has been working through a development plan over the last five years with a view to achieving accreditation, and this project is the last works required. The club can be accredited two months after the works have been completed.

.....
Accreditation will greatly enhance the financially viability of the club, with the potential of thousands of dollars being generated through the hosting of the competitions. It will also greatly increase the club’s profile throughout the region and the state as well as mean that our local darts players will be exposed to the best talent within Australia, which can only assist their development.
.....

4 d Have you considered how your project/ event will address issues of access for all? What action have you or will you take?

This project has been designed to mitigate access for all issues associated with the current building.
.....
.....
.....

4 e Additional comments or information in support of Application ?

Please see letters of support from the National Dart Federation and the Victoria Darts Association. As outlined within these letters, if the Club can achieve accreditation and host said darts events, it will be a major economic impact on the economy of Acmetown. Gippsland regional competitions regularly attract 40-50 competitors for an entire weekend, while state competitions can often attract more than several hundred competitors.

.....
The Acme Darts Club is a committee of management under DSE and as such has requested & received its approval of the project (please see attached).

.....
The Club has 40 members and holds comp nights once a week with practice nights being held Mondays and Fridays throughout the school terms, with some 15-20 members attending each night. The rooms are available for community use when not used by the club, the Acme Town Kung Fu Club is a current user of the club rooms. The Acmetown indoor bowls club has also expressed an interest in reforming and using the hall if the project is completed, which will allow their members to access the club rooms more easily (please see letter of support attached).

5. PROJECT/EVENT BUDGET AND TIMELINE

The next section of the grant application is made of four tables you'll need to complete two of them, which ones you need to complete depends on the grant your applying for:

- **General Community and Planning Development Studies Grant Applicants** must complete Table A - Funding Sources & Table B – Key Stages/ Expenditure.
- **Celebrations, Festivals and Events Grant and Major Events Applicants** must complete Table C – Budget & Table D Key Stages

Applicants should where possible attach quotations as proof of the costs and scope of the project. Council may, if the costs are considered unsubstantiated or believed to be excessive reduce the amount allocated to successful applicants.

If you have any difficulty in completing any of these tables, or if you are just a little confused about which ones to fill in, please contact Penni Ellicott on **(03) 5662 9200**.

TABLES A & B to be completed by General Community **AND** Planning Development Studies Grant Applicants

(Celebrations, Events and Festival Grants and Major Event Applicants skip Table A and B, go straight to Table C & D)

Table A – Funding Sources

(Evidence of funding from a third party other than Council must be presented with application.)

Income Sources	Total \$
CASH Items	
Total Grant being requested from Council	\$5,000
Applicant's Cash contribution	\$4,000
State Government cash contribution (if any)	\$
Federal Government cash contribution (if any)	\$
Other (<i>Please specify ie: local business Toby's Dart Supplies</i>)	\$1,000
Cash – Sub Total	\$10,000
IN-KIND Items	
Value of voluntary labour or in kind support	
Total Hours of Labour 16 X Hrly Rate \$35.....	= \$560
(Description: Sam Spade & Co Plumbers, plumbing services...)	
Total Hours of Labour 32 X Hrly Rate \$35	= \$1,120
(Description: Bob Built & Sons – Building Services	
In-kind – Sub Total	\$1,680
Total income anticipated for project	\$11,680

Table B - Key Stages / Expenditure (General Community Grant and Planning Development Studies Grant applicants to complete)

Key Stages of Project <small>(Purchase materials, conduct working bee etc)</small>	Who <small>(Volunteers, contractor etc)</small>	Date <small>(To be completed)</small>	Cost of Stage*
CASH ITEMS			
1. Purchase of materials	Committee	30 Aug	\$9,000
2. Signage	Contractors	31 Aug	\$1,000
3.			\$
4.			\$
Cash – Sub Total			\$10,000
IN-KIND ITEMS			
5. Install ramp	Bob Built	30 Sept	\$500
6. Install door, hand rail and rearrange existing walls.	Bob Built	15 Nov	\$500
7. Install toilet and hand basin	Sam spade	30 Nov	\$560
In-kind – Sub Total			\$1,680
Total Project Cost			\$11,680

TABLES C & D to be completed for Celebrations, Festivals and Events **AND** Major Events Applicants.

(General Community and Planning Development Studies Grant Applicants skip Table C and D, go straight to part 6 signing clause on page 10)

Table C –Budget (Celebrations, Festivals and Events)

Income	\$	Expenditure	\$
Earned Income	\$	Overheads	\$
Ticket Sales	\$	Venue Hire	\$
Retail Sales/ Merchandising	\$	Equipment hire/purchase	\$
Refreshments	\$	Sets/props/costumes	\$
Other (Please Specify)	\$	Scores and Scripts	\$
Sub Total Earned Income	\$	Music and Tapes	\$
		Royalties	\$
Other Income	\$	Materials	\$
South Gippsland Shire Grant	\$	Travel and Accommodation	\$
Other Grants/Subsidies	\$	Prizes and Trophies	\$
Private Sponsorship	\$	Publicity/Advertising	\$
Equipment Loans	\$	Programs/catalogues	\$
Materials		LEFT BLANK – As this is only completed for Celebrations, Festivals and Events or Major Event Grants.	
Publicity			
Venue			
Other -			
-	\$	Sub Total Overhead Costs	\$
Total value of in-kind assistance (complete "In-kind Contrib. Workings" below)	\$		
Sub Total Other Income	\$	Administration Costs	\$
		Administration Salaries	\$
Sub Total Other Income	\$	Postage	\$
Total Income	\$	Telephone/Facsimile	\$
		Printing/stationary	\$
In-kind Contributions workings		Office rent	\$
Total Hrs..... x Hrly Rate \$..... =	\$	Electricity	\$
Description:		Insurance/public liability	\$
		Audit/accounting charges	\$
Total Hrs..... x Hrly Rate \$..... =	\$	Bank Charges	\$
Description:		Repairs/maintenance	\$
		Motor vehicle Expenses	\$
Total Hrs..... x Hrly Rate \$..... =	\$	Other (please specify)	
Description:			
		Sub-Total Admin Costs	\$
Total value of in-kind assistance	\$	Total Expenditure	\$

Table D – Key Stages (Celebrations, Events & Festivals AND Major Events)

Key Stages of Project <small>(Purchase materials, conduct working bee etc)</small>	Who <small>(Volunteers, contractor etc)</small>	Date <small>(To be completed)</small>
1.		
2.		
3.	LEFT BLANK – As this is only completed for Celebrations,	
4.	Festivals and Events or Major Event Grants.	
5.		
6.		
7.		
8.		
9.		
10.		

6. SIGNING CLAUSE

Please have two members of your organisation, group or club complete the details below.

“We declare that we have been authorised by the applicant organisation to prepare and submit this application to South Gippsland Shire Council for consideration in the 2008/2009 Community Grants Program. We declare that the information included in this application is true and correct, and that we will abide by the South Gippsland Shire Council grant conditions.”

	<i>Representative One</i>	<i>Representative Two</i>
Name	Bob Pacer	Arnold Chatt
Position	President	Secretary
Telephone	03) 56223 407	03) 56223 444
Signature	XXXXXXXXX	YXYXYXYX
Date	30 April	30 April

Please note: Signatories must be office bearers of your committee or organisation eg: President, Secretary or Treasurer.

ATTACHMENTS	
1.	Letters of support - Australian Darts Federation - Victorian Darts Association - Acmetown Kung Fung Club - Acmetown Indoor Bowls Club
2.	- Quotations for Works from Bob Built and Sam Spade - Letters of commitment from Bob Built & Co and Sam Spade & Sons for provision of labour at no cost. .
3.	Plan 1 - Current layout of building
4.	Plan 2 – Proposed alterations
5.	Photos of Club rooms and existing conditions
6.	2007/08 Annual Report
7.	Club Bank Statement as at 30 April
8.	E-mail from Department of Sustainability & Environment giving approval for project

NOTE : THIS IS JUST AN INDICATIVE LIST OF ATTACHMENTS YOU MAY ATTACH TO YOUR APPLICATION. NONE OF THE ABOVE DOCUMENTS ARE ACTUALLY ATTACHED.

**END OF 2009/10 COMMUNITY GRANTS PROGRAM
APPLICATION DOCUMENTATION**
