

Community Impact Grants Program Guidelines 2017-2018



KEY DATES AND TIMES

Round 1	Open: Tuesday, August 1, 2017 at 9am Closes: Tuesday, August 22, 2017 at 5pm
Round 2	Open: Tuesday, November 1, 2017 at 9am Closes: Wednesday, November 22, 2017 at 5pm
Round 3	Open: Thursday, February 1, 2018 at 9am Closes: Thursday, February 22, 2018 at 5pm
Round 4	Open: Tuesday, May 1, 2018 at 9am Closes: Tuesday, May 22, 2018 at 5pm

SUBMITTING YOUR APPLICATION

Complete applications online at wodonga.smartygrants.com.au

When applying for a community impact grant, the first step is to speak to the council's Community Impact Grants team on (02) 6022 9343.

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WHAT YOU NEED TO KNOW

- Applicants should be aware the grant process is competitive and funding cannot be guaranteed.
- Allocations made via the *Community Impact Grants Program* are limited by the total amount of funding available.
- Successful projects/events cannot be guaranteed continual funding; the council recommends that organisations work towards a sustainable model of funding for projects/events that are intended to be ongoing.
- All applications for categories two to five (\$500 to \$5000) must be submitted online at wodonga.vic.gov.au/cigp
- For grants of up to \$500, no online application is required, simply contact council's grants team.
- Funding is only provided for the purpose for which it has been granted.
- **When applying for a community impact grant, the first step is to speak to the council's Community Impact Grants team on (02) 6022 9343.**

ABOUT THE PROGRAM

Wodonga Council's Community Impact Grants Program was introduced in 2015. It aims to empower community organisations and individuals to grow ideas in an innovative and creative way, as well as looking to improve the city.

The grant program links to the key focus areas of the council. These include:

Healthy, safe and resilient community;

Connected and engaged community;

Sustainable and forward-looking;

Thriving and vibrant city; and

Strong, responsible and sound organisation.

For more information, please refer to the *Wodonga Council Plan 2017-2018 to 2020-2021* available at wod.city/CPlan17-21

The program provides funding to support projects/events under the five separate categories.

An individual can apply for a grant of less than \$500 by telling the council about your idea (see criteria). Community organisations, workplaces and individuals auspiced by a community organisation can apply for grants ranging from \$500 to \$5000.

The program provides funding to support projects and events under the categories below:

Category	Amount
Tell the council your idea	Up to \$500
Building stronger communities	\$500 to \$5000
Environmental sustainability	\$500 to \$5000
Community events	\$500 to \$5000
Arts and culture	\$500 to \$5000

COMMUNITY IMPACT GRANTS TEAM SUPPORT

All applicants **MUST** contact the Community Impact Grants Officer prior to starting the application process. This will ensure you are applying in the correct category, and that you clearly understand the guidelines. Please call the Community Impact Grants Officer on (02) 6022 9343.

ELIGIBILITY GUIDELINES (FOR ALL CATEGORIES)

Who is eligible to apply?

To be eligible for funding under the Community Impact Grants Program, applicants must be:

- Local, not-for-profit organisations, groups and associations which are incorporated or have an auspicing body;
- Individuals who have an idea which has demonstrated support and which will be able to be used by the wider community; or,
- Interest groups in the community.

Who is not eligible to apply?

An applicant will be ineligible to receive funding through the Community Impact Grants Program if they:

- Have not reported back on a previous grant, either via an acquittal or progress report;
- Are a government organisation, or an educational provider (however applications may be accepted from educational providers where projects are not focused within the school environment);
- Already receiving financial support from the council for a project/event/service;
- Are an unincorporated not-for-profit community group, organisation or club without an appropriate auspicing body;
- Are a private, profit making organisation;
- Are an organisation that does not meet child safety standards; or,
- Are seeking funding as a source of sponsorship or fundraising.

Applications will be considered eligible if they are:

- For a project, program, activity or event being delivered within Wodonga Council's municipal boundary which would directly benefit the local community;
- Complete, with all required supporting documentation

Applications will not be considered if:

The application is incomplete, or the application is for:

- Political purposes or is an event where there is demonstrated political intent;
- Ongoing organisational operating costs (for example, wages, utilities or insurances);
- Funding for monies already spent or for an event or project which has already been held, or is planned for earlier than the stated earliest commencement date;
- Funding for prizes, trophies and gifts, alcohol or gambling related activities, repairs or maintenance to council-owned facilities or property, or interstate or international travel costs;
- A project/event that will relies on ongoing funding from the council, or,
- Equipment, unless necessary for a project, event or service, above and beyond standard operations.

In the case of a large scale event:

- An event plan must be submitted with the grant application; and,
- Proof of public liability insurance to the value of at least \$10 million must be provided.

Funding conditions, requirements and extra information:

- All planning and building permits and other applicable authorisations, including public liability insurance, remain the responsibility of the applicant and must be received from the relevant authorities prior to starting the project/event. The council can assist with providing advice on these permits;
- Applications which come from a body which leases or rents a facility from another body must have that body's written permission submitted with the grant application;
- If the council is already supporting an event through either in-kind or financial support, supporting funds will not be provided to another organisation for the same event;
- All events, activities and projects must be held in the Wodonga municipality;
- An offer of a grant does not mean any ongoing funding commitment or obligation by the council;
- Successful applicants will be required to enter into a funding agreement for the life of the grant;
- It is the responsibility of the applicant to advise the council of any change to key project contact details;
- Wodonga Council's assistance must be acknowledged on any promotional material related to the project/event;
- The council's support must be acknowledged in any media relating to the project and the council's media team notified so that this publicity can be maximised through the council's own communications channels;
- All successful applicant groups must complete an acquittal and evaluation form within 60 days of completing their grant project or event;
- Applicants can only apply for funding once a year, unless auspicing another event/project. Community groups are encouraged to consider how they can work in partnership when developing their application; and,
- Successful applicants must provide the council with an invoice within four weeks of being notified of their successful application.



CATEGORIES

The program provides funding and support projects, programs and events that link to the following categories.

Tell the council your idea (up to \$500)

Individuals and community organisations looking for funding under \$500 can arrange a meeting with the council to describe their idea and how it meets one of the above categories.

Ideas will be assessed internally and applicants will be notified within seven days.

Please contact the Community Impact Grants Officer on (02) 6022 9343 who will direct your pitch for funding to the appropriate department in the council.

Building stronger communities

This is for projects which encourage people to strengthen their community.

This category has a special focus on healthy lifestyles, volunteers, social entrepreneurship, access and inclusion, capacity building, and connection.

Aims

- Create significant improvement to the community.
- Share and improve the skills of the community.
- Support social enterprise to be sustainable and have significant impact on the community.
- Improve health and wellbeing outcomes for targeted populations.
- Create and strengthen community partnerships.

Examples

Healthy lifestyles

- Increased healthy lifestyles.
- Starting up activities that encourage people to be active, such as a neighbourhood walking group.
- Running a neighbourhood fitness challenge.
- Promotion of healthy food options in workplaces.

Volunteers

- Recruiting volunteers to take part in and strengthen community groups.
- Increasing the skills and training of volunteers within organisations.

Social entrepreneurship

- Helping to build a social enterprise or encourage social entrepreneurship.

Access and inclusion

- Improving access for all abilities, genders, cultures and ages.
- Promotion of equality and respectful relationships.

Capacity building

- Provide training opportunities for community groups which will assist in building their skill base.
- Supporting emerging community leaders.

Connection

- The building or enhancement of community gardens.

Environmental sustainability (\$500 to \$5000)

This is for projects which will improve the natural environment of Wodonga.

Aims

- Create long-term environmental benefit to Wodonga's environment.
- Be sustainable and not rely on council's ongoing maintenance or upkeep.

Examples

- Projects that encourage the community to look after the care and maintenance of neighbourhood green spaces, such as adopt a park.
- Developing strategies that address climate change and a changing neighbourhood.
- Tree plantings or neighbourhood enhancements, such as a sensory garden.

Community events (\$500 to \$5000)

This is for events both small and large where there is a demonstrated benefit to the community.

Aims

- Celebrate the cultural, social and recreational diversity within the city.
- Cater for diverse community members.
- Nurture a sense of community identity and positive engagement.
- Attract visitors from outside of the region to the city and contribute to the economic growth of the city.
- Create opportunities for a maximum number of Wodonga residents to engage and tap into events and festivals within the municipal boundary of Wodonga.

Examples

- Bringing people together in celebrations and community events.
- Multicultural festival.
- State sporting event.
- National conference.
- Street festival.

Arts and culture (\$500 to \$5000)

This is to celebrate and showcase artistic abilities in a wide cross-section of areas and mediums.

Aims

- Develop and promote art and cultural works produced in the region.
- Preserve and interpret the history, heritage and contemporary stories of the people of Wodonga, their city and region.
- Cultivate professional development of the arts in Wodonga and foster partnerships between artists, cultural workers and the wider community.

Examples

- Public art development and installation.
- Community cultural workshops.
- Program of performing arts

ASSESSMENT

An assessment panel will assess the grant applications, using a weighted assessment framework.

Assessment criteria	Amount
Project rationale - meets a demonstrated need in the community.	25%
Demonstrated evidence that the project/event meets the criteria/aims of relevant category.	25%
Demonstrates sound project planning and financial management.	25%
The project/event meets key priorities of the council.	25%

Successful and unsuccessful applicants will be notified within four (4) weeks of applications closing.

GET IN TOUCH

For more information contact:

Community Impact Grants team on (02) 6022 9343