Community Impact Grants Program Guidelines
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 Officer on (02) 6022 9265.
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 four (up to $3000) must be submitted online at wodonga.vic.gov.au/cigp.
- Funding is only provided for the purpose for which it has been granted.
- Grant applications take time to consider. Funding may take up to eight weeks to be approved and processed.
- **When applying for a community impact grant, the first step is to speak to the council’s Community Impact Grants Officer on (02) 6022 9265.**
ABOUT THE PROGRAM

The Community Impact Grants Program 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 four separate categories.

Community organisations and community groups auspiced by a community organisation can apply for grants up to $3000.

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building stronger communities</td>
<td>up to $3000</td>
</tr>
<tr>
<td>Environmental sustainability</td>
<td>up to $3000</td>
</tr>
<tr>
<td>Community events</td>
<td>up to $3000</td>
</tr>
<tr>
<td>Arts and culture</td>
<td>up to $3000</td>
</tr>
</tbody>
</table>

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 9265.
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; or,
• Interest groups in the community that have an auspicing body.

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 a school;
• Are 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 not be considered if:
The application is incomplete, or the application is for:
• A project, event or activity that is not being held in Wodonga municipal boundary, or does not directly benefit Wodonga residents;
• Political purposes or is an event where there is demonstrated political intent;
• Ongoing organisational operating costs (for example, wages, utilities or insurances);
• A project or event that contains offensive or illegal content;
• 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;
- 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 per financial 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.
The program provides funding and support projects, programs and events that link to the following categories.

**Building stronger communities (up to $3000)**

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

This category has a special focus on health and wellbeing, access and inclusion, youth and volunteers.

**Aims**
- Improve health and wellbeing outcomes for targeted populations.
- Foster an inclusive and diverse community.
- Support volunteers and encourage volunteering.
- Share and improve the skills of the community.
- Create and strengthen community collaborations and partnerships.

**Examples**

**Health and wellbeing**
- Respond to local health and wellbeing issues.
- Promote physical activity and healthy food options.
- Build community capacity.
- Increase community and individual connectedness.

**Access and inclusion**
- Improve access for all abilities, genders, cultures and ages to participate in community life.
- Promotion of equality and respectful relationships.

**Youth**
- Develop the knowledge, confidence and skills of young people.
- Promote youth leadership.
- Link young people to employment, training and education opportunities.
- Promote social connectedness among young people.

**Volunteers**
- Establish volunteering programs.
- Increasing the skills and training of volunteers within organisations.
- Promotion of volunteering opportunities.
Environmental sustainability (up to $3000)

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

Aims
• Create long-term benefit to Wodonga’s environment.
• Be sustainable and not rely on council’s ongoing maintenance or upkeep.
• Raise awareness and understanding of environmental sustainability issues.

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 (up to $3000)

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 (up to $3000)

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.

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

GET IN TOUCH

For more information contact: Community Impact Grants Officer on (02) 6022 9265.