

LODDON SHIRE COUNCIL

Project Title –



2016 - 2017





Loddon Shire Community Grants

The Loddon Shire Community Grants Scheme is a competitive funding program which provides 2:1 funding to eligible organisations based within the Loddon Shire.

The scheme has an annual allocation of \$200,000 and funding is provided so local groups and organisations have the opportunity to enhance their facilities, provide activities and deliver services that improve the quality of life for people in their community.

What you need to know

- the grant will fund projects on a 2:1 basis, with Council contributing \$2 for every \$1 contributed by the applicant. The maximum amount that can be applied for is \$10,000, which would require a contribution of at least \$5000 from the applicant, either cash or in kind or both (for a total project of \$15,000)
- an example of a smaller project with a total cost of \$3,000 means that \$2,000 can be applied for with a \$1000 contribution from the applicant, either cash or in kind or both
- the grant will only fund not for profit organisations based in the Loddon Shire to deliver projects that directly benefit Loddon Shire residents
- projects designed to promote political or religious ideals will not be considered for funding
- external grants (for example from the state government or a philanthropic organisation) can be used to match the 2 for 1 community grants
- projects that are considered the sole responsibility of another authority (for example water authorities and health and welfare agencies) will not be funded
- the grant will not retrospectively fund a project that has commenced or has been completed
- the grant cannot be used to fund activities that are administrative (such as wages, rent or insurance), utility charges (such as a power bill) or projects of an ongoing maintenance nature (such as mowing lawns)
- successful applicants will be required to enter into a formal agreement prior to receiving any funds
- in kind and community contribution relates to the donation of materials, equipment and volunteer labour
- volunteer labour contribution can be calculated at \$20 per hour per person. Donation of materials is based on the items value, and use of equipment and contractors is based on standard hire rates
- the grant must be acquitted as per the terms and conditions of this application form. If a grant is not acquitted within the 12 month period Council will require in writing the reason as to why the project is not complete. Failure to notify or acquit the project will impact consideration of applications in the future
- funding is provided inclusive of GST
- where applicable, applicants must demonstrate what planning, building or other permits are required to undertake the project and demonstrate steps undertaken to obtain these approvals
- it is recommended that you contact the Council Community and Recreation Department to discuss your application prior to submitting it. Don't leave it until the last minute to submit your application.
- organisations who have not completed and acquitted previously funded projects will be ineligible for consideration in future rounds of Councils Community Grants Scheme.



Loddon Shire Community Grants

How projects are assessed

- demonstrated community need
- potential to increase or support opportunities for participation
- demonstrated multi-use or broad community benefit
- relevance of the project to an existing plan or strategy such as a community plan or facility master plan
- the applicant's ability to meet its financial commitment to the project

Where applicable, projects will also be assessed in consideration of:

- the efficient use of resources, for example energy efficiency components of the project or sharing of resources with the wider community
- ability to provide access for all, for example does the project consider the needs of people with a disability or the elderly
- projects that pose inherent risk in terms of public safety will be assessed in terms of the severity of the risk prior to being considered for funding.

Key dates

- 2 February 2016 – Program opens
- 1 May 2016 – Applications must be received by this date to be considered for funding
- June 2016 – Council consideration of applications
- July 2016 – Notification of successful and unsuccessful applications. Successful applicants will be required to sign and return an agreement form prior to the allocation of funds.
- 27 May 2017 – Project must be completed and acquittal received (***organisations who have not completed and acquitted previously funded projects will be ineligible for consideration in future rounds of Councils Community Grants Scheme***).

How to submit an application

Post: Loddon Shire Community Grants
PO Box 21
Wedderburn VIC 3518

Email: loddon@loddon.vic.gov.au
Attention: Community Grant

Contact: Council's Department of Recreation and Community Development

Manager Community and Recreation

Allan Stobaus 54 941 200 or Mobile 0417 537 279

Recreation Officer

Tony Bellenger 54 941 200 or Mobile 0437 955 265



Your project

Project title

•

Project location

•

Who owns and/or manages the site (and do you need a letter of support from the owner?)

•

Project contact

Name

Postal address

Phone

Mobile

E-mail address

Position

Secondary contact

Name

Postal address

Phone

Mobile

E-mail address

Position

Type of project (tick or shade one or more boxes)

Environment	Heritage	Recreation	Equipment	Landscaping	Building Upgrade	Community Development
-------------	----------	------------	-----------	-------------	------------------	-----------------------



Loddon Shire Community Grants

Project description (Keep typing and hit enter to continue on the next page or add another page if you are handwriting. Keep it brief and consider – who is the project for, why it is important, who will be involved and how the project will proceed.)



Loddon Shire Community Grants

Have you applied for funding elsewhere? (If so please attach a copy of that application)

Yes No

Background information (Is your project identified in a community plan, master plan or strategy?)

If yes please provide details

Timeline (When are you going to start and when are you going to finish)

Start date

Finish date

Who directly benefits from the project? (tick or shade one or more boxes)

All Community	<input type="checkbox"/>	Adults (25-60)	<input type="checkbox"/>	Adults (60+)	<input type="checkbox"/>	Families	<input type="checkbox"/>		
People with a Disability	<input type="checkbox"/>	Early Childhood (0-5yrs)	<input type="checkbox"/>	Children (6-13yrs)	<input type="checkbox"/>	Youth (13-17yrs)	<input type="checkbox"/>	Young Adults (18-25yrs)	<input type="checkbox"/>

If applicable does your project consider the efficient use of resources for example are energy efficient features included in the project or will recycled materials be used? If yes please provide details

If applicable does your project consider the requirement of special needs group such as people with a disability or seniors? If yes please provide details

Is planning, building or any other approvals required to undertake this project? If yes please provide details of progress made to date to obtain these

Financial details

Budget – The total income and total expenditure columns must match.

INCOME	AMOUNT	EXPENDITURE ITEMS	AMOUNT
Grant amount requested			
Your cash contribution			
Other income (i.e grants etc)			
Your total in kind contribution (see table below)			
TOTAL		TOTAL	

In Kind Calculator

IN-KIND SUPPORT (I.E LABOR/GOODS)	BY WHOM	HOURS	RATE	TOTAL VALUE
Put the total in kind value figure in the budget table above				

Example Budget (based on a \$9,000 project)

INCOME	AMOUNT	EXPENDITURE ITEMS	AMOUNT
<i>Grant amount requested</i>	<i>6,000</i>	<i>Materials</i>	<i>4,000</i>
<i>Your cash contribution</i>	<i>1,000</i>	<i>Contractors</i>	<i>4,000</i>
<i>Other source (if applicable)</i>		<i>In Kind site preparation and clean up</i>	<i>1,000</i>
<i>Community Bank</i>	<i>1,000</i>		
<i>Your total in kind contribution</i>	<i>1,000</i>		
TOTAL	9,000	TOTAL	9,000



Loddon Shire Community Grants

Attachments

Contractors involved (please attach copy of quotes or in kind contributions)

-

Bank account details for payment of funds (a bank statement must be attached showing the applicant has funds available if the contribution is cash)

Account name

-

Band State Branch Number (BSB)

-

Account number

-

Before you submit this application have you:

Spoken with a Council staff member? Who?

Determined if your project requires a permit?

Obtained letters of support if required?

Attached any documents as requested?

Authorisation

President

Secretary

Name _____

Name _____

Date _____

Date _____

Loddon Shire Council
 41 High Street, Wedderburn, Victoria
 P.O. Box 21, Wedderburn, Vic 3518
 Telephone: (03) 5494 1200 Facsimile: (03) 5494 3003
 Email: loddon@loddon.vic.gov.au
 Web: www.loddon.vic.gov.au

Privacy statement
 Personal information collected by Council is held securely and used solely for municipal purposes as specified in the *Local Government Act 1989*. Council may disclose this information to other organisations if required or permitted by legislation. Should you wish to access or modify this information, please contact Council on (03) 5494 1200 or email loddon@loddon.vic.gov.au



Loddon Shire Community Grants

Acquittal

On completion of your project

Please attach:

- any photos you would like to share
- any media related to your project
- details of an opening event for your project
- any feedback you would like to provide

Project Title

-

Project Location

-

I sincerely declare that the project stated above, funded in partnership with the Loddon Shire Council Community Grants Scheme, has been satisfactorily completed. I declare that the funding committed to the project was spent on the project.

President

Secretary

Signed _____

Signed _____

Print Name _____

Print Name _____

Date _____

Date _____

Loddon Shire Council
 41 High Street, Wedderburn, Victoria
 P.O. Box 21, Wedderburn, Vic 3518
 Telephone: (03) 5494 1200 Facsimile: (03) 5494 3003
 Email: loddon@loddon.vic.gov.au
 Web: www.loddon.vic.gov.au

Privacy statement
 Personal information collected by Council is held securely and used solely for municipal purposes as specified in the *Local Government Act 1989*. Council may disclose this information to other organisations if required or permitted by legislation. Should you wish to access or modify this information, please contact Council on (03) 5494 1200 or email loddon@loddon.vic.gov.au