

2011-12 Community Grants Program *Guidelines & Information*



The Community Vision for Latrobe Valley

The Latrobe 2026 vision provides a clear direction for Latrobe Valley through outlining a series of objectives and actions required to achieve a liveable and sustainable region with collaborative and inclusive community leadership.

It is important that the 2026 vision provides a platform from which the key ingredients of the community's vision can be integrated into the planning framework for the future of the region.

2026 Vision for Latrobe City

Liveability

Liveability is about the characteristics that influence people to live in a place including infrastructure and services, employment opportunities underpinned by a strong economy, transport and accessibility, social inclusion and participation, and how safe we feel in our community.

Sustainability

Sustainability refers to our ability to meet the diverse needs of the community today in a way that will not compromise the ability of future generations to meet their needs. Whether we are considering the environment, the strength of our economy or our social and cultural wellbeing as a community, we are striving to identify solutions that will achieve sustainable outcomes for the future.

Leadership

Leadership is the ability to bring people together to achieve common objectives. It's about the capacity of leaders in our community to understand issues and use their expertise to encourage dialogue, participation and transparency in the decision making process. Leadership is about being proactive, having foresight, and initiating positive change in the best interests of the community.

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Aim

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Objectives

The objectives of Latrobe City Council's Community Grants Program are to:

- Encourage cooperation between community groups to ensure that all citizens can benefit from community resources.
- Increase the range of, and access to, quality community recreational, social and cultural activities, programs and services.
- Support community development initiatives and socially responsible community activities.
- Give particular consideration to those community groups that can demonstrate the greatest need.
- Encourage and support equity of access to community facilities, programs and activities for all citizens within Latrobe City, particularly those people who are economically or socially disadvantaged or have disabilities.
- Support those groups that are providing and developing local community services.
- Encourage communities to promote their region through promotional activities.
- Encourage the development of excellence in recreational, sport and cultural activities

Introduction

Latrobe City Council is a major sponsor of sporting and community groups within the municipality. For example, recreation reserves, halls, parks and other facilities are made available to clubs and groups at a cost that is up to 90% less than the actual cost of maintaining and operating these facilities.

The Community Grants Program represents a significant contribution by Latrobe City Council to programs, projects and events. The contribution by the community is funded from rate revenue and reflects the goodwill of the Latrobe community in supporting the activities of individual clubs and groups.

It is important that this significant community contribution is recognised by individual groups, and that members and/or participants are made aware of such contributions. Latrobe City Council therefore requires those clubs and groups that benefit from community support to recognise Latrobe City Council in all promotional and/or advertising material.

Grant Categories

Funding is available under the following categories:

Minor Capital Works Grants – Maximum amount of \$5,000

Financial assistance will be provided to those community groups who wish to assist in the development of community facilities for e.g. buildings, disability access, renovations, repairs, major items of equipment. In order to receive grant funds for a Minor Capital Works grant relating to a sport and recreation group, the successful applicant must liaise with Latrobe City Council's Coordinator Recreation Liveability on (03) 5128 5422. The successful applicant may be required to complete a Project Management Plan prior to the allocation of the funding and all costs for Latrobe City Council services and infrastructure must be accounted for within the grant funds.

Note: The maximum amount of funding per group in a financial year is \$5,000. For example, if a group applies for an 'Event' grant and a 'Minor Capital Works' grant; the combined total awarded will not exceed \$5,000

Community Development Grants – Maximum amount of \$2,000

Community Development grants are to provide assistance to community groups for a broad range of community development programs, services, and activities (e.g. community newsletters, community support activities and sporting development programs). If further information is required regarding a Community Development Grant please contact Latrobe City Council's Coordinator Community Development on (03) 5128 5648.

Events Grants – Maximum amount of \$2,000

Assistance to groups seeking financial support will be provided to conduct special events of significance or to develop or improve an event. An audience or spectators must be involved and local or regional promotion must be an intended outcome i.e. sporting carnivals, festivals, cultural events. In order to receive grant funds for an Event, the successful applicant must liaise with Latrobe City Council's Senior Events Officer on (03) 5128 5618 to ensure all requirements of the 'Event Planner' have been met. The applicant must ensure that they have completed the 'Event Compliance' documentation as part of their application and all costs for Latrobe City Council services and infrastructure must be accounted for from within the grant funds.

Community Venue Hire Grant – maximum amount of \$500

Community Venue Hire grants are to provide assistance to not for profit groups seeking financial support to conduct events/performances in halls/facilities owned and operated by Latrobe City Council. The successful applicant of a Community Venue Hire grant must liaise with the Venue Operations Team on (03) 5176 3566. Community Venue Hire grants are open until the funds are depleted.

Please note: Groups that receive an 'Event Grant' are not eligible to apply for a 'Community Venue Hire Grant'.

Latrobe City Council owned and operated halls/facilities:

- Latrobe Performing Arts Centre, Traralgon Court House, Traralgon East Community Hall, Cameron Street Hall, Loy Yang Latrobe Community Sound Shell, Kernot Hall, Moe Town Hall, Newborough Hall, Latrobe Regional Gallery, International Power Hazelwood Community Access Gallery and Churchill Public Hall for events.

A variety of different sized spaces are available across the venues, seating between 10 - 864 people. Venues are available for day or night events, subject to availability.

Eligibility criteria for a Venue Hire Grant

For your community event to be eligible for support from the Community Venue Hire Fund, your group must meet the following minimum requirements:

- A not-for-profit group
- Based within the municipality of Latrobe City or provide services or benefits to the Latrobe City community
- If the event is a fundraiser the group must hold a Deductible Gift Recipient status.
- Must offer free access to carers of people with disabilities, who require essential support, in accordance with the Disability Discrimination Act 1992
- Hold a current certificate of Public Liability insurance coverage

Additionally, the planned activity should meet at least one of the following criteria:

- Contribute to community building through activities that focus on skill development, fundraising or celebrate cultural vibrancy and diversity
- Build on informal and formal networks to strengthen relationships

Important information to be aware of when submitting a 'Venue Hire' application

1. Some venues will require technical support that must be provided by Latrobe City Council. While venue hire is subsidised, these additional services will be quoted and supplied as per the Council adopted fees and charges for the current financial year.
2. Groups must be capable of organising and resourcing their own planned activity, and agree to venue hire conditions and other conditions of support, such as logo recognition of Latrobe City Council on all promotional material. Failure to comply will result in the hirer being charged the commercial rate for venue hire. Groups must supply copies of all promotional literature, prior to the event, to the Latrobe Performing Arts & Venues team.
3. Should you wish to invite a representative from Council (e.g. the mayor or councillors); a written submission is required, addressed to: Mayoral & Councillor Support, PO Box 264, MORWELL VIC 3840.
4. Funds will not be issued directly to the grant recipients, an internal transfer of funds within Latrobe City Council will occur i.e. the amount will be deducted from the 'venue hire' account.
5. Groups receiving any other type of financial support from Latrobe City Council are ineligible to apply for this assistance.
6. Assistance is only for venue hire. Venue Hire grant funds are to the maximum value of \$500 or the cost of the venue hire, whichever is the lesser amount.
7. Successful applications will be granted once, per community group, per financial year.

Information to be included with your application

- Detailed event budget; including income, expenditure and Latrobe City venues cost estimate
- Brief background on the group promoting the event
- Brief description of the event

GUIDELINES

Applications must be for programs, activities/events or facilities that will assist in the ongoing development or maintenance of the recreational, social and cultural needs of the citizens of Latrobe City.

Applications must clearly outline the aims, objectives and provide a full description of the service or project. Latrobe City Council may request additional information, to assist in assessing an application for funding.

Where assistance is given to groups seeking support to conduct special events of significance, an audience or spectators must be involved with local or regional promotion/tourism being an intended outcome.

Evidence of co-operation and sharing between community groups is desirable.

It is not Latrobe City Council's intention to fully fund projects/events under the Community Grants Program. It is expected that groups will be able to demonstrate financial and/or in-kind assistance that will be obtained from other services and the level of contribution being provided by the applicant.

Note: Minor capital works projects require a quote from a registered tradesperson to be included with the application

WHAT WILL 'NOT' BE FUNDED

1. Applications from groups without an Australian Business Number (ABN) or a Statement by a Supplier (SBS) declaration. Prior to receipt of grant funds, an ABN or an SBS declaration must be supplied to Latrobe City Council.
2. General administration costs of groups (except for Committees of Management operating under the auspices of Latrobe City Council). General administration costs include wages, salaries and project management costs.
3. Projects or programs which are the responsibility of State or Commonwealth Government departments.
4. Applications from individuals or community groups submitting requests in support of other groups (for example; donation to the Royal Children's Hospital).
5. Scholarships or subscriptions to groups.
6. Allocations to government departments or government funded agencies will not be considered.
7. Applications for community grants for political groups or events.

8. Contributions to community groups or groups based outside Latrobe City boundaries.
9. Services based outside of Australia.
10. Areas within a facility designed for gaming machines or primarily for the sale of alcohol.
11. Where the need for funding is not clearly demonstrated or where insufficient information is provided to make a reasonable assessment of need.
12. The construction of facilities where little or no public access is available or encouraged.
13. Conferences, events, programs or activities not designed to attract or appeal to the broader community.
14. Private businesses and organisations.
15. Requests for retrospective funding, where projects have commenced or are completed prior to receiving funding approval.
16. Projects that require ongoing funding or support other than the initial grant.
17. Routine or cyclical maintenance works to existing facilities.
18. The purchase of land.
19. Facilities where little or no public access is available.
20. Repair of facilities damaged by vandalism, fire or other natural disasters where the incident should reasonably be expected to be covered by insurance.
21. Purchase of sporting equipment or uniforms (*refer to Sports Recreation Victoria grants*).
22. Tours, outings, travel or accommodation expenses for community groups.
23. Minor capital works projects where a quote from a registered tradesperson is not sought and included with the application.
24. Applications for programs/events/services/activities that are currently provided by Latrobe City Council and accessible to the broader community.
25. Applications for projects which are not compatible with adopted Council strategies and plans.

Conditions

Latrobe City Council's community grants are subject to the following conditions:

1. Projects or events funded must clearly identify and formally recognise and promote the level of assistance provided by Latrobe City Council in all publications/promotional materials, stationary, media releases, newsletters and at program launches/events (e.g. speeches and placards). Any public statement, media release, promotional material, advertisement or editorial which relates to a grant acquitted through the Community Grants Program which is published, issued or placed by the grant recipient, must first gain approval from Latrobe City Council.
2. If an electronic version of the logo is required, contact Carol Bolding, Latrobe City Council's Executive Assistant on (03) 5128 5664. This logo must be replicated in its existing form and not altered in anyway.
3. Latrobe City Council shall be given prior notice if invited to participate in any public relations activities associated with the event/project.
4. All programs and projects must abide by the terms and conditions outlined in Latrobe City Council's '*Disability Action Plan*'. Copies of the plan are available at Council's service centres, or by accessing Latrobe City Council's website at www.latrobe.vic.gov.au.
5. All programs and projects must abide by Federal and State Government legislation in relation to discrimination in the provision of goods, services or facilities.
6. All groups in receipt of a community grant will within 12 months of receiving the grant remit to Latrobe City Council an 'accountability report' or a reconciled statement of expenditure and income associated with the grant. This report is to detail what occurred, how the project compared with the stated objectives and how the money was spent.
7. Copy of 'tax invoices' and/or 'tax receipts' to be provided as evidence for the purchase of any equipment or other capital item with the 'accountability report'.
8. Applicants must have an Australian Business Number (ABN) from the Australian Tax Office or provide a Statement by a Supplier (SBS) declaration prior to receipt of any grant funds.
9. Applicants must have a bank account. If a bank account is not viable, the group may seek an Auspice however, that Auspice is to supply a declaration agreeing to managing the community grant funds on behalf of the group.

10. For Minor Capital Works Grants where funds will be spent on the purchase, construction, upgrade or renewal of community assets, groups must supply a copy of their constitution showing ownership of these assets in the event of that group disbanding. Capital contributions to Latrobe City Council owned assets on permanent fixtures on Latrobe City Council owned property remain the property of Latrobe City Council.
11. Any works on a Latrobe City Council building requires the approval of the Building Maintenance Team. The Building Maintenance Team can be contacted on telephone number (03) 5128 5733.
12. All grant monies are to be spent within twelve months of the funding being paid. Council must be notified in writing and approval sought if an extension of time is required.
13. Council must be notified in writing and approval sought if the approved project is changed or a different project becomes a priority.
14. Latrobe City Council may impose special conditions on any successful application at its discretion.
15. Grantees must apply for any appropriate approvals i.e. Town Planning, Building Permit and Latrobe City Council permission.
16. All events will be required to provide Latrobe City Council with participation statistics.
17. All events must meet the requirements of Latrobe City Council's event planner and liaise with the Senior Events Officer prior to the event commencing.

Other Consideration

1. The final decision rests with Council and in reaching that decision Council will have regard to these guidelines.
2. Council strongly encourages groups to undertake joint grant submissions. Council acknowledges the community and financial benefits that accrue through collaboration and cooperation, and accordingly strongly supports partnership projects which will effectively and efficiently respond to local community needs.
3. Latrobe City Council provides direct financial assistance, on an annual basis, to various community groups that are identified in particular budget allocations, as well as substantial 'in kind' contributions towards numerous groups, events/activities and special projects. The Community Grants Program involves local groups working collaboratively with Latrobe City Council to achieve positive outcomes for the betterment of the municipality's citizens.
4. Priority will be given to projects that address issues of safety and risk management.
5. Individuals will be given a lower priority than team, group and joint proposals. Individual applicants must demonstrate a high level of achievement in their field, together with the potential to develop the activity to a very high level.

Application Check List

In order to avoid any unnecessary delays or confusion in assessing your application, please ensure that you complete all relevant aspects of the application. Below are some points to use as a checklist:

- Have you provided all of the information requested on the application form?
- Does your proposed income match the proposed expenditure?
- Have all costs to complete the project been identified and included in the total project cost?
- Have you included a copy of a quote for your project?
- Have the delegated group officials signed the application?
- Have you included your group's current contact details?
- Have you included the Latrobe City Council Ward where your group resides?
- Does your group have an ABN or eligible to complete a SBS declaration?
- Does your group have a bank account? If not, has an 'Auspice' been appointed and supplied a signed declaration on your group's behalf?