

LatrobeCity

# Community Grant Program Guidelines



*Latrobe City Council acknowledges that it operates on the traditional land of the Brayakaulung people of the Gunaikurnai nation and pays respect to their Elders past and present.*



## Our Community Vision

In 2031 Latrobe City will be known for being **smart, creative, healthy, sustainable and connected**. It will be the most liveable regional city and at the forefront of innovation.

Working together we are a diverse, connected and resilient community, supporting the equitable diversification of our economic base and transition towards a low emissions future.

We are known as a community that is equitable, liveable and sustainable, with a continued focus on healthy lifestyles supported by high quality recreational and cultural facilities and a natural environment that is nurtured and respected.

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*Volunteer Group – Mathison Park*

## Program Overview

Latrobe City Council has a proud history of working in partnership with the community to meet local needs.

One of the ways Latrobe City Council supports community groups is through the Community Grant Program, which delivers funding for projects that:

- Reflect our community's priorities and vision as set out in the Council Plan and Living Well Latrobe – Municipal Public Health and Wellbeing Plan;
- Strengthen communities and provide opportunities for enhanced participation in public life and community groups;
- Provide benefits to the local community;
- Improve accessibility or inclusion for priority groups as per the Municipal Public Health and Wellbeing Plan;
- Provide health, wellbeing and safety to the community; and
- Contribute to the social, cultural, environmental and economic development of our community.

The Community Grant Program represents a significant contribution by Latrobe City Council to local projects. Grant funding is a way of acknowledging the contribution that individuals and groups make to the Latrobe City community life.

# Council Objectives

The objectives of the Latrobe City Council Community Grant Program align with Latrobe City Council's Plan 2021-2025 and Municipal Public Health and Wellbeing Plan 2022-2025.

The grant streams provide an opportunity for applicants to develop projects that complement the key objectives.

The Latrobe City Council Plan is available online and applicants are encouraged to review the relevant document/s prior to developing or submitting an application.

## **Council Plan 2021–2025**

### **Living Well Latrobe – Municipal Public Health and Wellbeing Plan 2022-2025**

## Important things to know before you start

- Read the guidelines carefully. It is important to have a full understanding of the guidelines before you start completing the online application.
- In a 12-month period, applicants are eligible to receive a maximum of one grant per community grant program round.
- A Certificate of Currency is required as proof of Public Liability Insurance (PLI).
- All previous community grants from Latrobe City Council must be acquitted to a satisfactory standard. Unacquitted, or insufficiently/unsatisfactorily acquitted grants, will deem the current application ineligible.
- Funding must not be regarded as a recurrent commitment from Latrobe City Council. There is no guarantee a recurring project will be funded in the future.
- Variations to projects and change of project dates must be sought in writing and permission received, prior to any changes commencing. This includes requests for extensions of time to acquit the project.



Volunteer Group – Coinda Op Shop

# Community Grant Streams

## COMMUNITY ESSENTIALS – QUICK RESPONSE GRANT

<b>Description</b>	<ul style="list-style-type: none"> <li>Fast turnaround and easier application for simple community needs.</li> </ul>
<b>Examples of projects</b>	<ul style="list-style-type: none"> <li>IT equipment, uniforms, printing costs, newsletters, plaques and signs, training, defibrillator, minor equipment, etc.</li> </ul>
<b>Maximum grant amount</b>	<ul style="list-style-type: none"> <li>\$1,500</li> </ul>
<b>Application dates</b>	<ul style="list-style-type: none"> <li>Round 1 – 1 August 2024 to 14 August 2024</li> <li>Round 2 – 1 November 2024 to 14 November 2024</li> <li>Round 3 – 1 February 2025 to 14 February 2025</li> <li>Round 4 – 1 May 2025 to 14 May 2025</li> </ul>
<b>Application process</b>	<ul style="list-style-type: none"> <li>Online application via SmartyGrants</li> </ul>
<b>Reporting requirements</b>	<ul style="list-style-type: none"> <li>Signed acquittal, a summary of income and expenditure, including copies of invoices.</li> </ul>

## CAPITAL WORKS – MINOR

<b>Description</b>	<ul style="list-style-type: none"> <li>Small scale facility improvements for accessibility, renovations and built in or fixed equipment.</li> </ul>
<b>Examples of projects</b>	<ul style="list-style-type: none"> <li>Upgrades to lighting at sporting grounds, renovation of shelters, refurbishment of facilities, electrical upgrades, air conditioner, security cameras, goal posts, etc.</li> </ul>
<b>Maximum grant amount</b>	<ul style="list-style-type: none"> <li>\$7,000</li> </ul>
<b>Application dates</b>	<ul style="list-style-type: none"> <li>Round 1 – 3 June 2024 to 1 July 2024</li> <li>Round 2 – 3 February 2025 to 3 March 2025</li> </ul>
<b>Application process</b>	<ul style="list-style-type: none"> <li>Online application via SmartyGrants</li> </ul>
<b>Reporting requirements</b>	<ul style="list-style-type: none"> <li>Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project.</li> </ul>

## CAPITAL WORKS – MAJOR

<b>Description</b>	<ul style="list-style-type: none"> <li>Medium to large scale facility improvements for accessibility, renovations and built in or fixed equipment.</li> </ul>
<b>Examples of projects</b>	<ul style="list-style-type: none"> <li>Construction of ramp, kitchen installation, new change room, accessible bathroom, electronic scoreboard, etc.</li> </ul>
<b>Maximum grant amount</b>	<ul style="list-style-type: none"> <li>\$7,000 to \$20,000</li> </ul>
<b>Application dates</b>	<ul style="list-style-type: none"> <li>Round 1 - 3 June 2024 to 1 July 2024</li> <li>Round 2 – 3 February 2025 to 3 March 2025</li> </ul>
<b>Application process</b>	<ul style="list-style-type: none"> <li>Online application via SmartyGrants</li> </ul>
<b>Reporting requirements</b>	<ul style="list-style-type: none"> <li>Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project.</li> </ul>

## COMMUNITY WELLBEING

<b>Description</b>	<ul style="list-style-type: none"> <li>Community projects or programs of all sizes that support community health, wellbeing, connection and participation.</li> </ul>
<b>Examples of projects</b>	<ul style="list-style-type: none"> <li>Arts and cultural programs, social inclusion and access programs, sport and recreation programs, health and wellbeing training or education programs.</li> </ul>
<b>Maximum grant amount</b>	<ul style="list-style-type: none"> <li>\$15,000</li> </ul>
<b>Application dates</b>	<ul style="list-style-type: none"> <li>Round 1 - 3 June 2024 to 1 July 2024</li> <li>Round 2 – 3 February 2025 to 3 March 2025</li> </ul>
<b>Application process</b>	<ul style="list-style-type: none"> <li>Online application via SmartyGrants</li> </ul>
<b>Reporting requirements</b>	<ul style="list-style-type: none"> <li>Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project.</li> </ul>

## COMMUNITY EVENTS – MINOR

<b>Description</b>	<ul style="list-style-type: none"> <li>For small scale community events that support local community participation and celebration.</li> </ul>
<b>Examples of projects</b>	<ul style="list-style-type: none"> <li>Fairs, local sports competitions, cultural celebrations, etc.</li> </ul>
<b>Maximum grant amount</b>	<ul style="list-style-type: none"> <li>\$4,000</li> </ul>
<b>Application dates</b>	<ul style="list-style-type: none"> <li>Round 1 – 3 June 2024 to 1 July 2024</li> <li>Round 2 – 3 February 2025 to 3 March 2025</li> </ul>
<b>Application process</b>	<ul style="list-style-type: none"> <li>Online application via SmartyGrants and Event Permit approval process.</li> </ul>
<b>Reporting requirements</b>	<ul style="list-style-type: none"> <li>Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project.</li> <li>An economic impact statement if requested.</li> </ul>

## COMMUNITY EVENTS – MAJOR

<b>Description</b>	<ul style="list-style-type: none"> <li>For large, high attendance community events, that attract significant visitation from outside of Latrobe City.</li> </ul>
<b>Examples of projects</b>	<ul style="list-style-type: none"> <li>Events that provide an economic return to Council, Festivals, regional cultural celebrations, State, Federal or International sports competitions, etc.</li> </ul>
<b>Maximum grant amount</b>	<ul style="list-style-type: none"> <li>\$8,000</li> </ul>
<b>Application dates</b>	<ul style="list-style-type: none"> <li>Round 1 – 3 June 2024 to 1 July 2024</li> <li>Round 2 – 3 February 2025 to 3 March 2025</li> </ul>
<b>Application process</b>	<ul style="list-style-type: none"> <li>Online application via SmartyGrants and Event Permit approval process.</li> </ul>
<b>Reporting requirements</b>	<ul style="list-style-type: none"> <li>Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of the completed event.</li> <li>An economic impact statement is to be completed on completion of the event.</li> </ul>

# General Guidelines

## Eligibility

To be eligible for Community Grant Program funds, applicants must:

- Be a not-for-profit organisation that is an incorporated body holding a current Australia Business Number (ABN) and that is not within the categories of ineligible applicants below. An applicant that is not an incorporated body but is otherwise eligible may arrange an auspice agreement with an eligible organisation that is willing and able to accept legal and financial responsibility for the project.
- Have no outstanding debts to Latrobe City Council.
- Hold appropriate public liability insurance.
- Physically operate and/or be registered within the municipality of Latrobe City.
- Be able to provide a satisfactory budget, including one quote for projects under \$5000 and two quotes for projects over \$5000.

**If you answered no to any of the above criteria, you are ineligible to receive funding.**





## Ineligibility

Meeting any of the following criteria will render an applicant or application ineligible, meaning that it will not progress to assessment.

### INELIGIBLE APPLICANTS

- State and Federal government departments, agencies and authorities.
  - Rural Country Fire Authority Brigades and State Emergency Services Units will be permitted to apply under the quick response streams.
- Applicants who have an open acquittal form from previous Community Grant streams provided by Latrobe City Council.
- Community groups, organisations, or clubs that host or promote gambling.
- Companies limited by guarantee.
- Schools and educational institutions.
- Any organisation who has an existing, active Community Grant Program funding agreement in place.
- Any for-profit entity, applicant operating to support for-profit activity or entity that has any purpose that is not a charitable purpose for the public benefit. This includes but is not limited to any entity that is able to distribute profits, capital or income to members or beneficiaries under its governing documents, whether or not those documents also allow distribution for not-for-profit purposes.

If Latrobe City is made aware of disputes or legal proceedings pertaining to the applicant which may negatively impact the delivery of the proposed project, or cause reputational risk or damage to Latrobe City, the application may be ruled ineligible with General Manager approval.

### INELIGIBLE EXPENDITURE

Ineligible expenditure items include:

- Items that are part of an organisation's core business or regular operational expenses.
- General maintenance expenses. This includes the ongoing care of an existing asset.
- Sponsorship signage and sponsorship agreements.
- Requests for the purpose of raising funds.
- Trophies, awards, scholarships, subscriptions, prizes and honorariums.
- Projects or events at venues where there are gaming machines, gambling, and betting; unless there is no appropriate alternative venue and the applicant has considered the potential impact to participants.
- Projects, events or works that exclusively benefit applicant members and do not benefit the broader community.
- Projects, events or works that engage in activities or items which promote discrimination, violence or anti-social behaviour.
- Projects or items that have already been purchased, started or completed.
- Repair of facilities damaged by vandalism, fire or other natural disasters where the incident will be covered by insurance. Expenses not covered by insurance will be considered eligible for funding where documentation demonstrating that insurance will not cover the costs, such as a letter from insurer is supplied, and the project aligns with the funding stream.
- Purchase of land.
- Projects or events where the primary focus is to advocate for religion or faith.
- Projects or events that promote political views.
- Catering, alcohol, tobacco and e-cigarettes, firearms and fireworks.
- Projects that duplicate existing services and programs.
- Latrobe City Council owned or run activities, projects, programs and events.
- The repair of used goods or equipment.

### INELIGIBLE APPLICATIONS

- Multiple applications for the same project. Only individual organisations may apply for funding.
- Incomplete applications.
- Applications submitted by Councillors or Council Officers. Councillors and Council Officers may assist applicants in the application process.

## Mandatory documents

Applications will be rendered ineligible if the following documents are not submitted by round closure date:

- One written quote for projects up to \$5000 and two written quotes for projects over \$5000 from a registered tradesperson or business using a consistent specification. Screenshots of catalogues or online advertising will be accepted as sufficient quotes, provided they are an Australian company.
- One written quote for expenses over \$500 for event stream applications. Screenshots of catalogues or online advertising will be accepted as sufficient quotes, provided they are an Australian company.
- Current Certificate of Public Liability.
- Letter from auspice organisation (if applicable) confirming their commitment to assume full legal and financial responsibility for the project.
- Written approval from other user applicants who share the existing facilities associated with the project.
- Written permission from the asset owner to complete the project.
- For applicants completing works on Latrobe City Council buildings, written approval, or acceptance of the project in full is required from Latrobe City Council's Building Maintenance Team; and
- For Sport and Recreation Clubs, written approval from Latrobe City Council's Coordinator Recreation and Open Space is required. This evidence must clearly show that permission has been requested and granted for the entirety of the project.

## Successful applicants

Successful applicants will be required to:

- Enter into a funding agreement and adhere to the conditions of the agreement. Additional funding conditions may be applied to your project during assessment.
- Spend the grant money only as stated in the original application. Variations to projects and change of project dates must be sought in writing and permission received, prior to any changes commencing. This includes requests for extensions of time to acquit the project.
- Expend funds within six months of signing a Funding Agreement, unless written approval has been given for an extension.
- Acquit funds within two months of identified project completion, unless written approval has been given for an extension.
- Return any underspent and excess funding to Latrobe City Council when submitting the Acquittal form.
- Liaise with Coordinator Recreation & Open Space and obtain all necessary approvals. Applications from Sport and Recreation Clubs for projects on Latrobe City Council Land ONLY must contact Latrobe City Council's Coordinator Recreation & Open Space to discuss their project. (Minor Capital Works applications only).
- Liaise with Latrobe City Council's Senior Events Officer to ensure that the relevant Event Permit Conditions have been met a minimum 30 days prior to your event. Approval of funding does not constitute permission to deliver your event. It remains your responsibility to seek the appropriate permissions and approvals to deliver the event. (Event applications only).
- Acknowledge Latrobe City Council's contribution to your project. This acknowledgement, depending on the amount of funding received, may include logo presence on supporting publications, displays or signage. You will be provided with copies of the Latrobe City Council, 'Supported by' logo and guidelines on its correct use when you receive your outcome notification.

## Cancellation of an event

If your event is cancelled due to unforeseen circumstances, you are required to advise Council's Senior Grants Officer and Senior Events Officer immediately and any unspent funds are to be returned.

In the instance that your event can be postponed to a later date (within the same financial year) to the next Community Grant round. Contact Council's Senior Events Officer to confirm the date change and request transfer of grant funds.

## Variation to an event or project

Variation requests for projects and change of project dates must be sought in writing and permission received, prior to any changes commencing. This includes requests for extensions of time to acquit the project.

All variation requests must be sent in writing to Latrobe City Council's Grants team at [grants@latrobe.vic.gov.au](mailto:grants@latrobe.vic.gov.au)

You will be notified in writing of the outcome of your variation request. You must not proceed with any variations to your project or event until you have received your outcome notification email.

Applicants who fail to comply with the process mentioned above will be required to return the funding to Latrobe City Council.



Volunteer Group – Traralgon Railway Reserve

## Assessment Criteria – General

Applications for all grants, excluding quick response streams, will be assessed by Council Officers against the following criteria:

### STANDARDISED SCORING CRITERIA

TOTAL SCORE OUT OF 40

ASSESSMENT CRITERIA	WEIGHTING
Amount of Latrobe City Council Community Grant funding received over the previous five financial years.	20
Demonstrated in-kind contributions e.g. monetary, voluntary services, etc.	20

### ASSESSMENT PANEL SCORING CRITERIA

TOTAL SCORE OUT OF 60

ASSESSMENT CRITERIA	WEIGHTING
The project addresses a community need and describes how the community will benefit from the project.	20
The applicant has demonstrated ability to deliver the project.	20
The application is consistent with the Council Plan, Municipal Public Health and Wellbeing Plan and other strategic documents.	20

## Assessment Criteria – Quick Response

Applications for quick response streams will be assessed by Council Officers against the following criteria:

### STANDARDISED SCORING CRITERIA

TOTAL SCORE OUT OF 50

ASSESSMENT CRITERIA	WEIGHTING
Amount of Latrobe City Council Community Grant funding received over the previous five financial years.	25
Demonstrated in-kind contributions e.g., monetary, voluntary services, etc.	25

### ASSESSMENT PANEL SCORING CRITERIA

TOTAL SCORE OUT OF 50

ASSESSMENT CRITERIA	WEIGHTING
The project addresses a community need and describes how the community will benefit from the project.	50

## Assessment Process – General

Once an application is received, Council Officers will:

- Complete an eligibility check against the Policy and Program guidelines.
- Confirm that outstanding acquittals have been received where funding may have been provided previously.

Determine assessors, who may include:

- Council Officers who possess the necessary level of expertise and subject matter knowledge to provide recommendations; and
- Inclusion of at least one assessor at a Coordinator level.
- Provide relevant assessment training to the assessor.
- Provide assessment guidelines for each grant stream which aid the assessors in their determination.
- Manage any Conflicts of Interest between the assessors and the application/applicants.

## Application Funding

Applicants will be advised of their assessment outcome in writing. The following payment process will be followed for successful applications:

- **No Funding Conditions:** Payment will be processed once outcome notification letter has been sent to the applicant.
- **Funding Conditions:** Applications with funding conditions applied during assessment will be required to complete a funding agreement which outlines the funding conditions. Applicants will need to agree to the funding conditions and attach any documents requested by the Grants Officer or assessment panel. Payment will be processed following signing and receipt of the funding agreement.

All funding agreements will include an offer expiration date after which Latrobe City Council may refuse to grant funds.

All payments are made electronically, direct to the applicant's bank account in line with Council's Procurement Policy.

### PLEASE NOTE:

The outcome notification email does not mean that your funds have been paid. If you are required to complete a funding agreement, you must do this prior to funds being paid into your nominated bank account. No grant funds should be spent until you have completed all relevant documentation and you have received your funding.

Applicants who fail to comply with the terms and conditions listed in the funding guidelines and supplementary agreements will be required to return the funding to Latrobe City Council.

## Auspice

If a community applicant is not a legal entity, they can approach an organisation to auspice the project.

The auspice organisation will:

- Work with the applicant on the funding application, although the application will still be in the applicant's name.
- Receive any funding that may be granted to the applicant.
- Partner with the applicant to deliver the project.

The auspice organisation must meet the Community Grant Program eligibility criteria and provide a letter indicating that they accept full financial accountability for the project.

The auspice organisation is not considered to be the applicant and may apply for their own funding.



Volunteer Group – Moe Toy Library

# Acquittal

The Acquittal report will be a reconciled statement of expenditure and income associated with the grant and will ask the applicant to provide detail on the outcomes of the project that were achieved as a result of the funding.

Applicants will also be required to attach:

- Evidence of how Council's support for the project was recognised.
- An actual income and expenditure budget for their project.
- Photo evidence that demonstrates the completed project and community participation.

The applicant must acquit their project within two months of the identified project completion date, unless otherwise agreed. Acquittals will be considered overdue if they are not completed within these two months of the specified project completion date.

Applicants can only have one acquittal form open at a time.

By submitting the acquittal, the applicant provides permission to Latrobe City Council for the use and publication of the information provided.



Volunteer Group – The Gathering Place



Volunteer Group – Morwell Historical Group

## Contact details for further information and assistance

Grant enquiries, including assistance and support to submit your application, contact the Senior Grants Officer:

**Caitlan Ponton**

**Phone:** 0429 270 149

**Email:** grants@latrobe.vic.gov.au

### **Sport and Recreation Clubs, delivering a project on Latrobe City Council Land**

Please contact the Coordinator Recreation & Open Space

**Phone:** 1300 367 700

### **For applicants completing works on Latrobe City Council buildings**

Please contact a member of the Building Maintenance Team

**Phone:** 1300 367 700

### **For all enquiries regarding delivering an event in Latrobe City and Event Permit Conditions**

Please contact the Senior Events Officer

**Phone:** 1300 367 700

# Glossary

## ACQUITTAL

Acquitting a grant means accurately reporting on the funded activities and the expenditure of the funding. Acquittals are provided on completion of the project.

## CHARITY

An organisation set up to provide help and raise money for those in need.

## FOR PROFIT COMPANY

An organisation which aims to earn profit through its operations and is concerned with its own interests, unlike those of the public.

## GRANT

A payment provided to a recipient for a specific purpose or project, as part of an approved grant program, with the understanding that there will be a defined outcome that directly or indirectly benefits the public, but with no expectation of commercial return to Council.

## INCORPORATED BODY

A legal entity (Organisation) whose status is registered with Consumer Affairs Victoria under the Associations Incorporation Reform Act 2012 (the Act).

## IN-KIND CONTRIBUTION

An applicant in-kind contribution is a product or service provided in lieu of cash, valued at actual cost or calculated at specified volunteer rate.

## NOT-FOR-PROFIT

An organisation that does not operate for the profit, personal gain or other benefit of particular people.

## PROJECT

The word 'project' refers to the project, activity, proposal or event that will be delivered if your application is successful.



Previous Grant Recipient – Toongabbie & District Pony Club

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*To obtain this information in languages other than English, or in other formats, please contact Latrobe City Council on 1300 367 700.*