LATROBE CITY COUNCIL

# Community Connection Grant

## Social Inclusion Action Group

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.

# Before we start

Tea or Coffee

Slides or additional information

Questions

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# Overview

- Community Connection Grant
- Grant Eligibility
- How to Apply
- Assessment Process
- Variations
- Acquittals
- Recap and Timeline
- Questions

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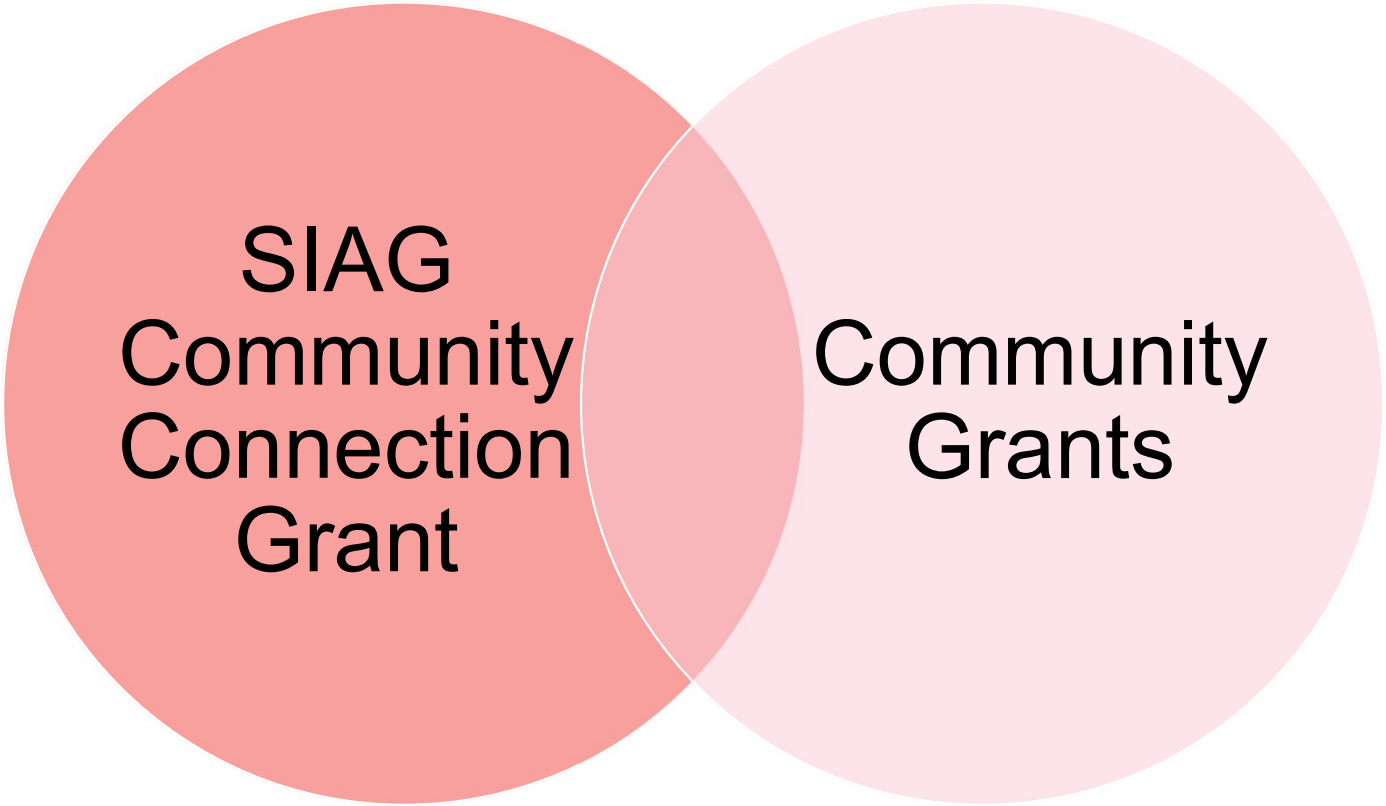
# Latrobe City Grants



# Community Connection Grants Overview

- Up to $5,000
- Focus on Social Inclusion, Connection and Equity
- Long Term Sustainability of Impact
- Rolling Grant Rounds
- 20% > Aboriginal and Torres Strait Islander Projects

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# Eligibility – Who can Apply?

- Be a not-for-profit & incorporated body OR use an auspice
- Have no outstanding debts to Latrobe City Council.
- Hold appropriate Public Liability Insurance
- Physically operate and/or be registered within Latrobe City.
- Be able to provide a satisfactory budget and quotes

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# Ineligible Applicants

- State and Federal Government departments, agencies and authorities.
- Applicants who have an open acquittal forms or owe funds to Latrobe City Council.
- Any for-profit entity.
- Community groups, organisations, or clubs that host or promote gambling.
- Companies limited by guarantee.
- Schools and educational institutions.

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# Ineligible Expenditure

- Catering
- Regular operational expenses, maintenance or repairs
- For fundraising or purchasing trophies etc.
- Promotes gambling or caters for alcohol, tobacco, e-cigarettes, firearms or fireworks.
- Duplicates a current program or service
- Has already been purchased, started or completed
- Exclusively benefits applicant members

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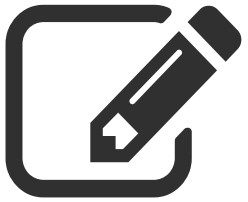
# Preparing to Apply

- Read the program guidelines carefully

- Prepare your mandatory documents
- Current certificate of Public Liability Insurance
- Quotes
- Evidence



- **Where Required**
- Approval from relevant people
- Auspice agreement letter

# What evidence is needed

- Public Liability Insurance
- 1-2 Quotes
- Evidence of Need
- Evidence of Community Engagement
- Evidence of Impact
- Evidence of Sustainability

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# Evidence - Need for your project

- This shows that there is a trend within the community you are trying to address

Examples

- Statistical data and research papers
- Testimonials or quotes from community members
- Results from local information
- Case studies or real-life examples illustrating the negative impact

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# Evidence – You have engaged the community

- After you have identified a need in the community, you need to show that your solution is what the community wants.

Examples

- Feedback on your project from community members
- Letters of support
- Partnership agreements
- Developing your project with community members

# Evidence – Making a Positive Impact

This shows that your project will improve connection and inclusion

Examples

- Research Papers and Statistics of similar projects
- Testimonials from pilot programs
- Clear links to why you think it will work
- Cultural knowledge

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# Evidence – Sustainable Impacts & Organisational Capacity

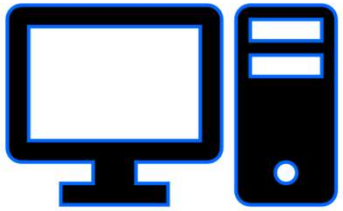
This will show how you will create ongoing connection to combat isolation and loneliness

Examples

- Continuing your project long term
- Regular meetings after a one-off event
- Partnership and collaborations
- Addressing common barriers

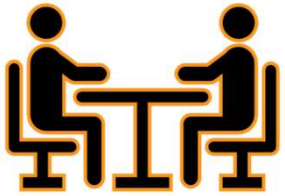
# Submitting an Application

## SmartyGrants



To apply, head to our website to find the link

## Additional Help



We are happy to assist you with your application over the phone or in person

# Overview of the Assessment Process – What happens after you submit your application.

Eligibility Check

SIAG Assessment Panel

SIAG Discusses and Provides Feedback

SIAG Provides Recommendations

Latrobe City Council Allocates Funds to Successful Applicants

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# Outcome Notifications

**Unsuccessful Applicants**

- Receive feedback
- Alternative grant streams

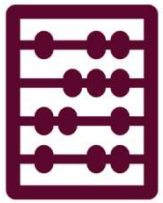
**Successful Applicants**

- Complete project as described
- Check for funding agreements
- Complete funding agreement (with auspice if relevant)

# Acquittal Process – Giving us a Receipt

After you are successful for grant funding, you will need to complete a new form that will include:

- Actual income and expenditure budget



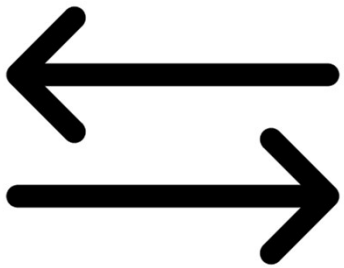
- Photo evidence of project completion and community participation
- Evidence of how council support for the project was recognised

- Report on your successes and challenges

# Variations – Making changes after you have been successful for funding

You will need to submit a variation request in writing if:

- The scope of the project changes
- Proposed expenditure items change
- If there is a change to the proposed outcomes



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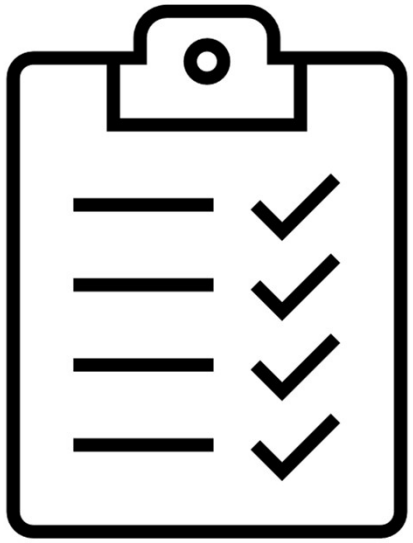
# Quick Overview

1. Identify eligibility
2. Prepare for your application
3. Submit your application
4. Outcome notification
5. Complete your funding agreement
6. Acquit your project



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# Useful Documents

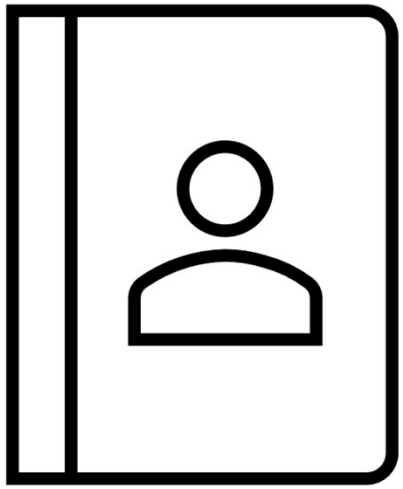
Head to our webpage to find important resources

- Make an application through **SmartyGrants**
- Community Connection Grant **Guidelines**
- Find more grants through **Latrobe Grant Guru**
- Look out for our upcoming grant writing workshops

# Contact Details

**Hannah**
Social Inclusion Project Officer

**Nic**
Grants Administration Officer



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# Questions

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