



# COMMUNITY IMPACT GRANT PROGRAM FUNDING GUIDELINES 2016 - 2017

# PURPOSE

The City of Ballarat Community Impact Grant Program (CIG Program) encourages organisations to be innovative, creative and address needs within their community.

The CIG Program links to the outcomes and key priorities in the Council Plan 2013-2017.

The Community Impact Committee (the Committee) is a Committee of Council that operates under Section 86 of the Local Government Act. The Committee makes the final decision on all CIG Program applications.

The Committee is comprised of four community representatives (including one chairperson) and three Ballarat City Councillors.

Grants usually range between \$500 and \$5,000. Applications will be accepted for grants up to \$6,000 and the Committee reserves the right to allocate funding amounts.

Organisations may apply on more than one occasion during any year, however the amount of combined funding will not exceed \$6,000 each financial year.

Organisations who act as an auspice will not be disadvantaged by any funding allocation to the organisation to which they provide auspice support.

## GRANT APPLICATIONS WILL ONLY BE ACCEPTED ONLINE

For more information on the CIG program, contact the City of Ballarat Community Development team at 5320 5746 or visit [www.ballarat.vic.gov.au/pc/community-grants.aspx](http://www.ballarat.vic.gov.au/pc/community-grants.aspx)

## FUNDING CATEGORIES

The Community Impact Grant Program funding categories link closely with the Council Plan 2013-2017. The funding categories are based on key focus areas in the Council Plan with opportunities for community leadership.

### ENCOURAGING CONNECTED COMMUNITIES

*For example:*

- Recruiting volunteers to participate and strengthen community groups
- Bringing people together in celebrations and events
- Neighbourhood-based activities and initiatives

### PROMOTING HEALTHY LIFESTYLES

*For example:*

- Activities that build active community participation
- Minor facility upgrades and access improvements
- Broadening the use of facilities to cater to a wider range of groups and activities

### CELEBRATING ARTS AND CULTURE

*For example:*

- Participation in arts, festivals and events
- Cultural exchanges of knowledge, sharing and learning
- Developing community arts initiatives

### ENCOURAGING RESILIENT COMMUNITIES

*For example:*

- Providing opportunities to improve knowledge within community groups
- Supporting emerging leaders
- Establishing community enterprises

For more information on the categories, see page 3 of the Council Plan 2013-2017 at [www.ballarat.vic.gov.au/media/3046184/councilplan\\_review\\_16\\_06\\_2016.pdf](http://www.ballarat.vic.gov.au/media/3046184/councilplan_review_16_06_2016.pdf)

## Applications will be accepted from:

Local, not-for-profit organisations, groups and associations which are incorporated or have an auspicing body.

Community groups planning a project, program, activity or event in the City of Ballarat, that directly benefits the local community.

## Budget Requirements

Indication of other funding for the project/event is to be included in the budget.

Estimate of the number of volunteer hours expected to complete the event/project. Apply a rate of \$25 per hour to determine this figure and include in the project budget as the group's in-kind contribution.

Quotes for all goods and services needed for the project/event.

A copy of the group's bank statement (less than three months old) or an Annual Report.

Maximum grant amount requested **cannot exceed \$6,000**.

Requests for more than **\$3,000** must include a cash and in-kind volunteer hours contribution, at a ratio of 2:1.

*For example: Grant amount requested: \$4,000*

*Organisation's contribution: \$2,000 cash, or \$1,000 cash and \$1,000 in-kind volunteer hours.*

Maximum request for catering is \$500.

Budget in application form **MUST** be completed, accurate and totalled, with quotes supplied.

## Mandatory Event Planning Requirements for all Event Applications

An Event Plan (including risk management and emergency procedures) must be submitted with the application.

Proof of Public Liability Insurance to the value of at least \$10 million must be submitted with the application.

For more information on application requirements, contact Community Development at 5320 5746.

## FUNDING CONDITIONS, REQUIREMENTS & 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.
- Applications requesting funding for improvements to City of Ballarat-owned facilities must contact the City of Ballarat Facilities Management or Property Services units to obtain any forms, approvals or further advice.
- An offer of a grant does not constitute an ongoing funding commitment or obligation by City of Ballarat.
- The City of Ballarat's support should be acknowledged on any promotional material related to the project/event. The City of Ballarat can provide a JPEG version of logo.
- The CIG Program will fund the event/project once per funding period.
- Successful grant applicants will be required to enter into a formal agreement with City of Ballarat.
- If the project/event does not proceed, any grant monies must be returned.
- If the project/event does not adhere to the conditions of agreement, any grant monies must be returned.
- In the event a project/event is allocated part funding, the Committee will provide a written explanation.
- Improvements to building and facilities must demonstrate that the application complies with the City of Ballarat Environment Sustainability Strategy and Live Smart Policy 2007 where applicable (available at the City of Ballarat website: [www.ballarat.vic.gov.au](http://www.ballarat.vic.gov.au)).
- Multiple applications from organisations are accepted, however there is no guarantee of funding any or all applications.
- Multiple applications from organisations will be accepted, however the total amount funded in any financial year shall not exceed \$6,000 (an organisation supporting another as an auspice shall not be disadvantaged, the allocation amount affects the applicant organisation only).
- Organisations that can be considered to auspice must also be not-for-profit.
- Organisations are encouraged to contact the relevant City of Ballarat department to discuss their project or event.

# STAGE ONE: ELIGIBILITY

## The following will not be funded under the CIG Program:

|   |   |
|---|---|
| Schools and Government agencies   | Individuals   |
| Retrospective funding (including funding requests where an event or project occurs between the grant round closing date and committee meeting date) | Operating costs (wages, insurances, utilities)              |
| Prizes or gifts   | Projects already receiving City of Ballarat funding         |
| Political, alcohol or gaming related activities   | Projects covered by the City of Ballarat's Capital Programs |
| Ongoing funding   | Interstate or international travel                          |
| Marketing and advertising   | Publication of books and journals                           |
| Website creation  | Capital Works to State Government-owned buildings           |

## Eligibility Checklist

|   |     |     |
|---|-----|-----|
| Incorporated organisation   | Yes | N/A |
| Outstanding acquittals  | Yes | N/A |
| Quotes supplied   | Yes | N/A |
| Application completed   | Yes | N/A |
| Event Plan (if applicable)  | Yes | N/A |
| Risk Management Plan (if applicable)  | Yes | N/A |
| Certificate of Currency supplied (if applicable)                                    | Yes | N/A |
| Building Owners Approval (if applicable)  | Yes | N/A |
| Plans or Specifications supplied (if applicable)                                    | Yes | N/A |
| Project/Event commences AFTER the committee meet (refer to key dates and timelines) | Yes | N/A |
| Relevant City of Ballarat Officer has been contacted to discuss project or event    | Yes | N/A |
| Organisation bank statement supplied  | Yes | N/A |
| Australian Business Number (ABN) supplied   | Yes | N/A |
| Statement by Supplier Form supplied   | Yes | N/A |

# STAGE TWO: ASSESSMENT

The Committee use a standard scoring system to assess all applications.

| Applications  | Panel Scores |
|---|--------------|
| Links to the Funding Categories   | 0 - 10       |
| Demonstrated need for the project   | 0 - 10       |
| Budget:<br>- Complete and accurate<br>- Quotes supplied<br>- Group contribution | 0 - 10       |
| Overall community impact and benefit  | 0 - 20       |

The Community Impact Committee may request a grant applicant to present the proposal in person and in this case, applicants will be advised.

## KEY DATES AND TIMELINES

For more information, visit [www.ballarat.vic.gov.au](http://www.ballarat.vic.gov.au)