

Guidelines and Assessment

1. GRANT OBJECTIVE

To support community groups to ensure all residents are engaged in their community and have access to a range of recreational, social and cultural activities and events.

A community event encourages local participation, celebrates the communities of Indigo and focuses on social inclusion and community wellbeing. It is usually small scale. Economic and tourism outcomes are not the main objectives of these events. They predominantly attract residents of Indigo Shire Council or specific interest groups.

2. GRANT AIMS

- To ensure fair and transparent access to Council funding for groups meeting the grant eligibility criteria.
- To ensure grant funding is used to support Council Plan objectives, with a particular emphasis on disadvantaged and specific need groups and organisations.
- To ensure all grant applications are considered in a consistent and objective manner.
- To provide access to funding for groups who may be unable to secure funding through alternative grants streams.

3. GUIDING PRINCIPLES

Indigo Shire Council is committed to working in partnership with local clubs, community groups, committees and service providers to deliver place-based projects that consider:

- Access and inclusion;
- Child safety;
- Gender equity;
- Cultural awareness

This practice ensures the broad engagement, participation, enjoyment and safety of community members in the program.

4. GRANT ELIGIBILITY

The eligibility criteria for Indigo Shire's Community Event Grants Program are:

- Applications will be considered only from locally based groups and organisations or those meeting a demonstrated need within the Shire.
- One application per group.
- Preference will be given to applications for events where funding is not available from other sources (ie. State or Federal funding).
- The group or organisation must be open to or accessible by Indigo Shire residents.
- All applicant organisations must either be incorporated, be auspiced by another group or become incorporated as a condition of funding.
- Groups must demonstrate a significant contribution in the form of cash, voluntary service or in-kind support.

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- The applicant must have appropriate public liability insurance.
- Applications will not be considered within the following categories:
 - Individuals.
 - Groups already in receipt of significant support from Council.
 - Programs considered the major responsibility of State or Federal Government.
 - Applications by commercial or private organisations.
 - Retrospective event funding i.e. projects that have already been started or have been completed.
 - Events supporting causes not aligning with Council values
- All funded projects must obtain relevant permits and approvals prior to project commencement.
- Applications received from organisations with outstanding acquittals from previous grant rounds will not be considered.

5. GRANT ASSESSMENT

The assessment of all Community Event Grant Applications is the responsibility of the Indigo Shire Community Event Grants Assessment Panel. This panel may include Council Officers, Councillors, a Sports North East representative, local health service representatives and a Murray Arts representative.

The panel will use the following list of criteria to assess applications to Indigo Shire's 2022-2023 Community Event Grants Program.

- The benefit the event will have on the community (score 0-3)
- The capacity to deliver the event by the applicant(score 0-3)
- Environmental Sustainability (including the completion of the Waste Wise Event Toolkit) (score 0-3)

The Panel will make a recommendation to Council on the distribution of the grant fund. Council makes the ultimate determination via the report prepared by Council officers. The panel will adhere to Conflict of Interest reporting requirements.

6. GRANTS GOVERNANCE POLICY

These grant guidelines align with Indigo Shire Council's Grants Governance Policy <https://www.indigoshire.vic.gov.au/Council/Council-documents/Policies/Grants-Governance-Policy>

Alternatively, the policy can be accessed in hard copy at our customer service centres

7. AVAILABLE FUNDING 2022/2023

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A total of \$15,000 is available for community events in 2022-2023.

Successful grants for all categories will range from **\$200 to \$2,000**.

Applications close **Monday 15 August, 2022 at 5pm. Late applications will not be considered.**

8. APPLICATION PROCESS 2022/2023

Indigo Shire Council uses the online Portal Smarty Grants for all grant applications. This grants management platform is used by local councils, State and Federal Governments to streamline the grants process from Application through to Acquittal.

You simply need to set up a login, choose the Grant round you are applying for and follow the instructions to answer the questions.

Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once.

If you aren't comfortable with using an online format, we encourage you to find someone who may be able to assist you. Council Officers are also available to assist you if required. Alternatively, if you need to collect a paper copy of the application form you can do this at any of the Indigo Shire Council Customer Service Centres.

Login or Register with Smarty Grants

You can access the online portal here to submit your application, simply choose which round and fill in the form <https://indigoshire.smartygrants.com.au/>

You must register with Smarty Grants before you can make an online submission.

Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once.

It only takes a moment to register and you can get started on your submission straight after registering.

Fields marked with * must be completed.

9. ACQUITTAL AND REPORTING REQUIREMENTS

Successful grant recipients will be required:

- to fill out and submit an acquittal form to Council by June 30 2023, failing to do this may impact your ability to obtain grants in the future.
- to submit appropriate invoice/proof of expenditure documentation and photos to demonstrate project delivery.

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10. TIMELINE

Applications Open	Wednesday 15 July 2022
Applications Close	Monday 15 August 2022 at 5pm
Recommendation considered by Council	17 September 2022
Successful applicants notified	Early October 2022
Payments	Early November 2022
Acquittals due	June 30 2023