

Quick Response Grants

Guidelines & Assessment Criteria



2018 -2019

Introduction

This fund aims to fulfil community need by providing a quick turnaround for funding and provides an option for the community to access funding outside the Community Grant timeline. This scheme supports the delivery of outcomes that have positive impacts on the wider Wellington community. Eligible projects submitted under this program will be assessed within two weeks.

We understand that there are circumstances where the community may need some financial assistance to complete a project, run an event or undertake some maintenance on their facility. This grant is provided to support minor initiatives that encourage partnerships, celebrate an occasion and assist with maintenance of community assets.

Overview

Not for profit community groups operating in the Wellington Shire can apply for a Quick Response Grant of up to \$2,000. There are three minor community funding categories (Events, Projects and Facilities) and individuals can apply for up to \$500 under the Individual Sponsorship category.

The grants are open all year round. Applications must be received 3 weeks prior to the commencement of your project or event.

Categories	Funding Available For	Funding Amount
Facilities	Minor Capital Works – kitchen upgrades, water tanks, building extensions, storage, accessibility improvements, shade shelters etc.	Up to \$2,000
Projects	Projects that have a benefit to the community – Arts initiatives, accessible equipment, equipment, community gardens, community development programs, cultural projects etc.	
Events	Community Events – festivals, mardi gras, activities, open days, fun days, forums, garden parties, celebrations and anniversaries etc.	
Sponsorship	Participation costs - Funding for costs associated with attending and participating in a recognised activity or event. (go to Individual Sponsorship application form at http://www.wellington.vic.gov.au/Enjoying-Wellington/Grants/Quick-Response-Grants)	Up to \$500

Event Grants

Event grants aim to bring the community together and actively engage them in an event or activity. This includes activities and events that signify the social, cultural, historic and environmental identity of the area.

Applicants must show evidence of bringing the community together and a demonstrated capacity to deliver the event.

Community Events funding provides assistance to increase the range of events and activities that the wider community can access and be a part of.

Facilities Grants

The aim of the Facilities grant is to provide assistance to community groups to undertake minor capital works projects and maintenance on community facilities.

Capital works are defined as building extensions and improvements. Playing surface improvements and lighting projects are also considered to be capital works items. Built in or fixed equipment may also be considered for funding. This funding category does not include portable items.

Community Facilities Funding should aim to increase the access and use of a facility for the community. Applicants must show evidence of the use of the facility and demonstrated capacity to deliver the project.

Projects Grants

This grant aims to support a broad range of community initiatives and provide financial assistance to projects that are important to the community.

Successful applicants will be able to demonstrate a community need that will be filled through receiving the funding and show a community benefit through project outcomes.

Equipment purchases are also considered under this fund.

Criteria – Quick Response Grant Scheme - grants for Events, Projects & Facilities

After reading the funding guidelines, and prior to completing the application form, you are encouraged to contact the Grants Officer (contact details available on page 4) to seek feedback on your proposal. This will ensure that you are applying in the correct funding category and your application meets the funding guidelines.

1. Grants are available to not for profit community groups operating in the Wellington Shire. Schools are not eligible, although they could be partners in projects.
2. Projects must service the residents of and be administered in the Wellington Shire.
3. All applicants must provide a copy of a current Public Liability Insurance policy that will be used to cover the event/project. Funding will not be processed until this is received.

4. All Events/Projects must ensure inclusivity, social connectedness and accessibility has been considered.
5. Events/Projects that are primarily for the purpose of fundraising will be required to demonstrate the Community benefits in addition to the fundraising outcome.
6. Applicants must be incorporated bodies or have an established legal entity. If your organisation is not incorporated or doesn't have an ABN you will be required to provide the details of an auspice organisation. The auspice will receive the grant funding on your behalf and will ultimately be responsible for the acquittal.
7. If your organisation is incorporated but does not have an ABN, a 'Statement by a Supplier – Reason for Not Quoting an ABN' form must be completed and attached. This form is available from the Australian Tax Office website.
8. A \$3 to \$1 contribution is required for all applications, Council will provide \$3 for every \$1 contributed by the applicant i.e. if you are applying for a \$2,000 grant you must contribute \$667.
 - The contribution can be in-kind support, volunteer labour or a monetary amount. If the contribution is listed as in-kind support or volunteer labour complete the applicable table of the application.
9. Unsuccessful applications will be ineligible to apply for the same project in the future, unless otherwise advised.
10. You will be notified in writing of the outcome of your grant. You are welcome to contact the Grants officer for further feedback.
11. Application forms must be completed and returned 3 weeks prior to the commencement date of your project. You will be notified in writing of the outcome of your grant 10 business days after the submission date. Once you receive confirmation it can take six working weeks for the funding to arrive in your bank. Applications will be accepted a maximum of 3 months prior to your project.
12. Applications deemed to be for commercial benefit will be considered ineligible. This will be determined on a case by case basis. This will include applications where the main beneficiary is a business/es.
13. **Applicants who have previously been successful in receiving council funding will need to have completed all acquittals and have previously complied with council requirements.**
14. Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application. Council reserves the right to further investigate aspects of the application.
15. Applicants must not already be receiving substantial financial support from council. This will be determined on a case by case basis.
16. Applicants who are under agreement to receive no further financial contribution from Council are ineligible to apply.
17. Funding must not be regarded as a recurrent commitment from council. There is no guarantee a recurring project, activity or event will be funded in the future. Funding is limited.
18. Successful applicants will be required to complete a Funding Agreement, which includes the conditions of grant funding. You may also be asked to comply with additional conditions
19. Council may reduce the amount allocated to you if the if the funding applied for is considered unsubstantiated, excessive, or if you have previously received funding.
20. Funding must be returned if the project is not completed in line with the Funding Agreement. Any excess funding must be returned.
21. Council encourages the sharing of resources in the community as a way of creating partnerships. If Council is aware of an alternative option to you, they will recommend it as an alternative to funding.
22. You are required to acknowledge Wellington Shire Council's support of your project as specified in the Funding Agreement.
23. The grant must be fully expended and acquitted within eight weeks after the event or project is completed.

Criteria – Events Category

1. Applicants must include a current a copy of their public liability insurance that will be used to cover the event/project. Funding will not be processed until this is received.
2. All successful applicants must display Wellington Shire Council banners/signs at their event. These will be automatically booked if you are successful. If you would like to book extra equipment, you will need to complete and return an Equipment Booking form available on the Council website www.wellington.vic.gov.au
3. The brief description provided in your application of your event will be used for promotion and for the Wellington Shire calendar.
4. Successful applicants will be provided with an Event Marketing Toolkit which provides advice on marketing your event and information regarding the use of the Wellington Shire Council Logo.

Criteria – Facilities/Projects Category

1. Committees of management or user groups of community facilities in the Wellington Shire are eligible to apply.
2. All applications must attach a written quotation for all items.
3. It is unlikely that more than one application for a facility will be funded. User groups must prioritise their projects before submitting their applications.
4. Applicants must include written permission from the land owner/manager to complete works on the facility.
5. For all purchases of \$1,000 or more please include a quote, or evidence of the item cost.

What will not be funded?

Funding cannot be used for the following;

- Scholarships and awards. Applicants who request Council funding for trophies, uniforms, prizes, wages and honorariums will need to provide specific reasons why the funds are required for these items, prior to their application being assessed.
- Projects/Events that deliver a religious or political message.
- Projects/Events associated with or hosted at venues with electronic gaming machines, gambling and betting facilities and commercial licensed venues.
- Funding deemed to be used for a primarily commercial benefit.

Important Things to Note

- The not for profit community group applying for the grant will be referred to as the 'organisation' throughout the application.
- The applicant is the organisation, not the individual representative or person completing the application form.
- A community group does not have to be an official or legally recognised body; it can include any loosely affiliated community members joined by interest, geography or culture etc.
- The event, project or minor capital works upgrade is referred to as the 'project' in the application form, assessment criteria and guidelines.

Assessment Process

Applications undergo an initial eligibility check to determine whether they meet the funding guidelines and will then be scored against the criteria by an assessment panel from the Wellington Shire Council. This panel provides advice, recommendations and final decision.

Section	Category – Criteria	Maximum Points
Section 1	Planning and Capacity	20
Section 2	Community Outcomes	20

Applicants can have special funding conditions placed on their application. These conditions will be included on the Funding Agreement form. These can be conditions that must be met prior to receiving funding or included in the acquittal phase of the project to ensure compliance.

If your application is successful but your project has been recommended for part funding, you will be notified prior to receiving grant confirmation.

Assessment Criteria

The assessment criteria below is used to assess applications received for Quick Response Grants and should be used as a reference when completing the application form.

Section 1 - Planning and Capacity (out of 20)	
<p>Has the applicant:</p> <ul style="list-style-type: none"> planned their project; completed all sections of the application; provided a realistic project timeline; attached relevant support material; Considered the needs of the community and user groups? Does the applicant have the ability to deliver the project? Is the project achievable? 	
<ul style="list-style-type: none"> There has been minimal planning completed for the application, including large gaps of information missing from the application. There is no identified need for the project. The applicant has had difficulty with completing projects in the past. There are concerns about the operation of the applicant within the community. It would be difficult for the applicant to achieve the outcomes listed in the application. 	0-4
<ul style="list-style-type: none"> The applicant has planned their project and the information provided in the application will be used by the applicant to guide planning. The applicant wants to see the project completed but it is not identified as a priority. The project is not the core business of the applicant. There are some concerns about the operation of the applicant within the community. The applicant will require extra support. The applicant may not deliver all outcomes listed in their application. 	5-8
<ul style="list-style-type: none"> The applicant has planned their project well and the information provided in the application was additional to planning completed by the applicant. The applicant is applying because they have identified a need for the project and the funding will help its success. The project has been recognised as a priority. The applicant has completed similar size projects, or the same project in the past. There are no concerns about the operation of the applicant within the community. The applicant will complete the project with minimal assistance from council. The applicant will achieve their grant outcomes. 	9-12
<ul style="list-style-type: none"> The applicant has completed extensive planning for the project and the applicant has provided additional evidence to support the project. The applicant is applying because they have identified a need for the project and the funding will ensure its success. Internal planning has been undertaken and the project has been recognised as a priority. The applicant has completed the same or similar or larger size projects in the past. The project is the core business of the applicant organisation. The applicant organisation works well with the community. There are no concerns that the project will not be completed aligning to their proposed outcomes. 	13-16
<ul style="list-style-type: none"> The application is the result of strategic planning completed by the applicant. The applicant has completed extensive planning for the project. The applicant is applying for funding because it fits the project. Evidence and support material has been attached to support the project. The applicant is applying because they have identified a strong need for the project and the funding will guarantee its success. Strategic planning involving the organisation and community has been undertaken and the project has been recognised as a high priority The applicant has completed similar or larger size projects in the past and achieved outstanding results. This is the core business of the applicant organisation. The applicant organisation is important to the community. The applicant will complete the project with ease and achieve the long term outcomes listed in their application. 	17-20

Assessing Community Outcomes

Applicants are asked to determine what community based outcomes will be achieved if they are successful in receiving grant funding. A large factor for assessing these criteria will be the applicant's ability to demonstrate the community benefit and how a community need will be achieved by delivering their event or project or completing the minor capital works upgrade.

Community benefit and community need has been defined in the following table. A successful application will have a number of the points listed or could be particularly strong in one area. Not all points will apply to every grant application.

Community Need
<ul style="list-style-type: none">• Evidence<ul style="list-style-type: none">○ There is more than one source of evidence showing a need for funding e.g. ABS Stats, Community Newsletters, Local Paper, data from the organisation, community demographics, letters of support/community feedback etc.; and/or○ This project responds to changes in our community.• Solutions<ul style="list-style-type: none">○ The project provides a sustainable solution to a problem;○ The project is the best solution, and multiple solutions have been considered;○ The project improves the quality of service and/or introduces a new group or service;○ The project is an innovative solution that has not been tried before; and/or○ The project helps identify the solution.• Community<ul style="list-style-type: none">○ The community relies on the project. It is important for the community that the project goes ahead;○ The project enables the applicant to broaden or deepen its role in the community; and/or○ The project endeavours to engage diverse groups.
Community Benefit
<ul style="list-style-type: none">• Economic<ul style="list-style-type: none">○ The project will bring new visitors to the area;○ The project encourages people to stay overnight (Accommodation, food etc.); and/or○ The application encourages residents of the Wellington Shire to spend money in local communities or townships.• Skill Building for Community Members<ul style="list-style-type: none">○ Personal development as the result of direct or indirect involvement in the activity;○ Participating in the activity will increase an individual's skills;○ The project is educational in nature and aims to increase knowledge; and/or○ The project increases the understanding of social issues in the community.• Social<ul style="list-style-type: none">○ The project encourages networking and collaboration including the creation of partnerships and pooling of resources;○ The project encourages people who are not currently engaged in their community to become involved;○ The project encourages the community to continue to work together; and/or○ The partnerships developed through the project will be ongoing.• Facility Improvements<ul style="list-style-type: none">○ The project will result in increased usage of the facility;○ People with diverse needs will now be able to access the facility;○ The project provides a solution to underutilisation of a facility; and/or○ The project will bring the facility in line with current best practice principles, Universal Design principles or Occupational Health and Safety Requirements.

Section 2 - Community Outcomes (out of 20)

Section 2 - Community Outcomes (out of 20)	
Does the project provide a community benefit and demonstrate a community need that will be filled through receiving the funds?	
<ul style="list-style-type: none"> • The applicant is not working with community groups / user groups. The applicant is the only beneficiary. The project doesn't encourage networking and collaboration. • There is no community benefit. • The project does not fulfil a community need. 	0
<ul style="list-style-type: none"> • The applicant is working with 1 other community group / user group • There is no increase to community participation, benefits only those currently engaged in the organisation. There is no evidence of networking and collaboration between community groups to deliver project outcomes. • The project meets at least two Community Need/Benefit points. • There is minimal community benefit and impact on community need. • The applicant has not provided any evidence to support the project. • The project or equivalent is already accessible and available to the community. 	1-4
<ul style="list-style-type: none"> • The applicant is working with 2 other community groups / user groups. There is little evidence of networking and collaboration between community groups to deliver project outcomes. • Minimal increase to community participation. • The project meets at least four of the Community Need/Benefit points. • The project provides some benefit to the community, will have a community impact and there is a need in the community for the project. • The applicant has provided their own information to support the project. • The project is already available but it is not readily accessible to the community. Not everyone can participate. 	5-8
<ul style="list-style-type: none"> • The applicant is working with 3 other community groups / user groups • The project will increase community participation. Community groups and organisation will interact. There is evidence of networking and collaboration between community groups to deliver project outcomes. • The project meets at least six of the Community Need/Benefit points. • The project provides benefit to the community and will have a short term community impact. There is a need in the community for the project. • The applicant has provided more than one source of evidence to support the project. • The project has worked elsewhere, and will work for the community. 	9-12
<ul style="list-style-type: none"> • The applicant is working with 4 other community groups / user groups • The project increases community participation and promotes participation in other community activities. • The project meets at least eight of the Community Need/Benefit points. • The project has a large community benefit and will have a long term community impact. There is a strong need in the community for the project. The community expects the project to go ahead. • Community groups and organisations will work together to plan and deliver the project. There is evidence of networking and collaboration between community groups to deliver project outcomes. • Groups that currently don't work together will deliver the outcomes of the funding. • There are multiple sources of evidence to support the application. • The applicant has researched their community and identified a community need. The project fulfils a need for a specific group in the community. 	13-16
<ul style="list-style-type: none"> • The applicant is working with 5 other community groups / user groups. Community groups will continue to seek input from their community after the completion of their project • The project will make a significant impact to community participation. The project will make a long term increase to individual's participation in their communities • The project meets at least ten of the Community Need/Benefit points. • The project provides benefit to the community and will have a long term community impact. This project is sustainable and will continue to encourage people to work together there is an important need in the community for the project. The project is important to the community and will have an impact if it doesn't go ahead 	17-20

<ul style="list-style-type: none"> Community groups and organisation will work together to plan and deliver the project. As a result of funding long term partnerships will be developed between individuals, community groups and organisations. Groups will continue to work together following the completion of the project. There is a large evidence base to support the application. The project fulfils a need for a specific group in the community. The applicant has completed extensive research on their community and worked with other organisation and community members to identify a community need. The project fulfils a need for a specific group in the community and will be ongoing. 	
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Assessment Criteria - Individual Sponsorship

The Individual Sponsorship category of the Quick Response Grants uses a separate set of criteria from the Minor Community grant categories under this scheme.

Your application will be assessed by the Community Facilities Planning and Grants Officer, Manager Healthy Lifestyles and a third manager from the organisation.

Your application will be initially assessed against the funding Guidelines and then against the Assessment Criteria. Each application will receive a score out of 30 that will be used to determine if the application is successful or unsuccessful.

Assessment Criteria	
<ul style="list-style-type: none"> The applicant has made a reasonable individual contribution or is being resourceful in seeking financial support. Relevant support material has been included with the application. The applicant has demonstrated that they will fulfil a community benefit through the sharing of skills and sharing of information learnt by attending the event or activity. The applicant is applying for funding because it will assist them in attending the event or activity. The applicant is affiliated with an officially recognised national/international governing body or peak body in the field. The applicant has demonstrated disadvantage. There are barriers for the individual to attend the event or activity. 	0 - 30

Contact

For general grant enquiries or if you require assistance in completing the application form please contact:

Community Facilities Planning and Grants Officer
 Phone: 1300 366 244
 Email: enquiries@wellington.vic.gov.au