

COMMUNITY RESILIENCE GRANT PROGRAM

A Flood Recovery Initiative

Funding Guidelines

February 2024



Australian Government



Pyrenees
Shire Council



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About the program

Pyrenees Shire Council in conjunction with the Australian and Victorian Governments recognise the significant impact the October/November 2022 flood event has had on individuals, families and the organisations and groups that provide services across the community.

The Community Resilience Grants Program provides funding of up to \$2,000 (plus GST if applicable) to eligible not for profit community organisations, groups, social enterprises, creative organisations and groups for programs/projects to assist and empower communities to recover and build resilience to potential future flood impacts on our community.

The program will fund events, programs and some equipment. No funding is available for capital works initiatives. All activities funded through the program, including expenditure, must occur by 30 March 2025.

These guidelines are provided to support applicants with information on making an application to Council. Referring to the Guidelines will improve your understanding of the assessment process and improves your ability to submit a quality and successful application.

Key program dates

The grant program dates as per the schedule below:

Community Resilience Grant Program	
Open Date:	1 February 2024
Close Date:	22 April 2024
Assessment Period:	April – May 2024
Council to Award:	27 May 2024
Projects completed and Acquitted:	30 April 2025

Our support to you

It is important to discuss your grant application with a Council Officer before applying. Council Officers can give advice on how to shape your application to give it every chance of success. Key contacts are provided at the end of these Guidelines.

Council also offers applicant support sessions to help you to complete your application. Dates may be subject to change, so please check our website at www.pyrenees.vic.gov.au/funding for dates and times.

Drop-in Session	Date/Time	
Avoca	Wednesday 14/2/2024	11am – 4pm
Snake Valley	Friday 16/2 /2024	2pm – 4.30pm
Redbank	Tuesday 27/2/2024	12.30pm – 2pm
Beaufort	Friday 23/2/2024	2pm – 4.30pm
Avoca	Wednesday 28/2/2024	11am – 4pm
Lexton	Monday 4/3/2024	9.30am – 11.30am
Beaufort	Tuesday 12/3/2024	9.30am – 11.30am
Avoca	Wednesday 13/3/2024	11am – 4pm
Beaufort	Friday 22/3/2024	1pm - 3pm
Redbank	Tuesday 26/3/2024	12.30pm - 2pm
Avoca	Wednesday 27/3/2024	2pm - 4pm
Avoca	Wednesday 10/4/2024	2pm - 4pm
Landsborough	Monday 15/4/2024	1pm - 3pm

Council's Community Development and Flood Recovery Teams offers online support sessions by appointment. To make a reservation please contact email commdev@pyrenees.vic.gov.au suggesting preferred time and nature of enquiry.

Council's website at www.pyrenees.vic.gov.au also has some great resources to support grant seeking, where you can find:

- A frequently asked question section
- Project best practice examples
- Previous successful grant applications
- Other grant opportunity links

Please leave plenty of time to prepare your application.

What can be funded?

Types of projects could include:

- **New community programs** - New community programs that bring individuals and groups together enabling social healing through connecting neighbours and towns (ie, sporting club come-and-try days, social groups).
- **Community strengthening events** - Events that seek funds to offset associated costs, particularly events focussed on empowering vulnerable / disengaged populations (ie. young people, ageing people, first nations people);
- **Capacity building initiatives** - Community-led recovery initiatives (ie. training in mental first aid, education programs on preparing for natural disaster events, mental wellbeing forums).
- **Project care** - Restoring natural environments following flood events.
- **Engagement activities** - Community information, seminars, and / or forums that support local emotional, psychological, and social well-being (ie. support groups, health issue awareness raising);
- **Support network and local group resilience** - New group / network development, volunteer recruitment initiatives, governance training, succession planning and volunteer support programs.
- **Targeting vulnerable groups** - Programs that better connect, educate and support disengaged community members and / or more vulnerable populations ie. older adults, transport disadvantaged residents, young people.
- **Equipment** - Equip community groups with response and recovery equipment and materials such as first aid kits to help with disaster preparation (on a case by case basis).

Funded projects will be those that strengthen community resilience and build a sense of belonging and community pride.

Who can apply?

Applicants must be either a:

- Community group or not-for-profit organisation operating in the Pyrenees Shire.
- Not-for-profit organisations located elsewhere but provide services or programs to Pyrenees Shire communities.
- A committee appointed by Council or a Council Community Asset Committee.
- Hold adequate public liability insurance to cover the project or event as applicable.

Government funded agencies operating primarily through volunteer effort may apply (i.e., SES and CFA units) but projects need to demonstrate broad community benefit.

Local schools can apply if the project:

- Is not curriculum-based;
- Can strongly demonstrate broad community benefit; and
- Is partnered with a community organisation.

Applicants are encouraged to speak to Council officers where you may wish to confirm eligibility requirements.

Need an auspice?

- If your group is not incorporated or does not hold current public and products liability insurance, you may still apply, but through an auspice organisation.
- An auspice is an incorporated organisation that holds current public and products liability insurance, agreeing to take responsibility for your grant. The organisation receives the funding on your behalf and distributes the funds to your group for the delivery of the project.
- The auspice organisation is also responsible for acquitting funds. A letter confirming the auspice arrangement, on the auspice organisation's letterhead, must be attached with your application. Find out more about how to auspice from Justice Connect - <https://www.nfplaw.org.au/auspicing>
- If you are not incorporated and would like to become incorporated, you may contact the Office of Consumer Affairs Victoria on 1300 558 181 or visit www.consumer.vic.gov.au

'Our Community' provides a great online supply of advice, resources, and training for community groups on applying for grants. More information is available on the 'Our Community' website: www.ourcommunity.com.au

What the program won't fund

The program is not able to fund:

- Individuals; applicants must be a community group or organisation.
- Passing on funding in the form of a sponsorship or donation.
- Repair works or activities covered by insurance, unless required to meet safety, all access, privacy, community or cultural requirements.
- Political and/or fundraising activities.
- Purchase of alcohol, gifts, prizes, rewards or incentives.
- Asset purchases such as chainsaws or radios.
- Projects requiring ongoing or recurrent funding to succeed or deliver benefit.
- Projects within the responsibility of another State, Federal or Local Government program and/or are more suitably funded (or have already been funded) under another program.
- Ongoing operational costs (ie. salaries, utility expenses, transport, venue hire).
- Routine and regular maintenance.
- Exclusive events (ie. those that do not include broad community participation).
- Projects unreasonably duplicating existing services in the Shire.
- Projects that have already commenced or have been completed.
- Projects designed to promote religions, discriminatory, or party-political views.
- Late or incomplete applications, including those without necessary supporting documents.
- Already administer a grant giving program or fundraising program that provides money to finance other organisation's community initiatives.
- Community organisations that are in debt to Council and are not meeting the agreed repayment arrangements.

Other things to consider

- Where applicable, applicants must identify what planning, building, event or other permits required to undertake the project. Permit processes, if required, can run in tandem with the application. Cost of required planning/building permits must be included in the project budget.
- Council may choose not to fund a project by applicants who have previously received funding, should the current program be oversubscribed.
- Groups may submit multiple applications, but they must be for different projects. If submitting multiple applications, applicants need to state priority order of applications.

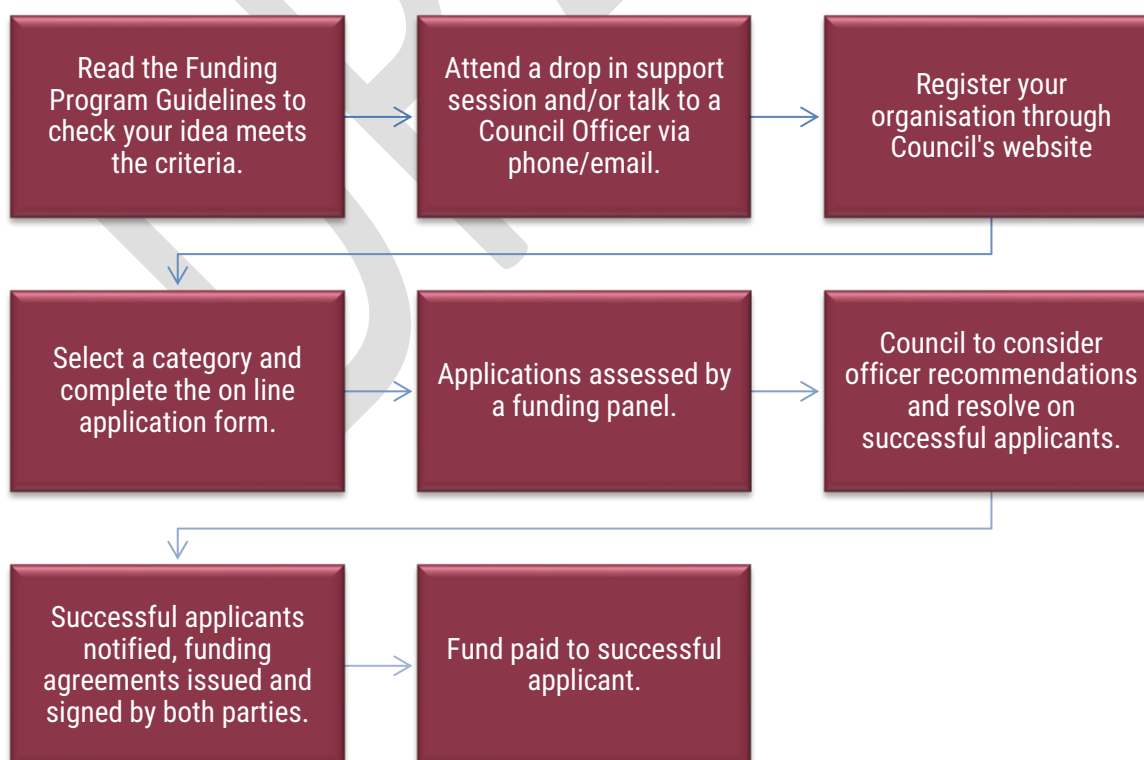
Completing an application

Begin your application as early as possible. Read and understand the program guidelines and submit your application before the due date. This enables officers to collaborate with you on any missing elements before the closing date of applications.

Please make sure you are eligible – do not waste time if your application will not be considered:

- Engage with Council's Flood Recovery Team, to seek advice and support.
- Ensure your project has evidence to justify support and make a link to a council strategy to ensure alignment to a council direction.
- Make certain you have all required budget documents and your budget balances.
- Answer all sections of the application form and focus on clear project justifications.

Applicants apply through Council's online Enquire portal [Client Portal \(enquire.cloud\)](https://enquire.cloud). You can preview the application form, save and return to your application as often as you like before the final submission.



Funding Criteria

Assessments are based on merit of the application in response to assessment criteria nominated.

The program may experience high demand. As such, not all applications may be successful. Consequently, applicants should make every effort to submit a comprehensive application.

Applications will be initially screened for eligibility and provision of required documentation. Any applications that do not meet eligibility requirements will not proceed to the formal assessment phase.

Ability to demonstrate	Description	Weighting
Criteria 1 – Need Why is the project important, needed and justified?	<ul style="list-style-type: none"> - Demonstrated evidence / link to strategic directions of council / community. - Clear expression of the project aims / objectives. - Evidence in addressing a need or opportunity. - Extent to which the project assists communities to recover better from the flooding events and build resilience to future floods. 	30%
Criteria 2 – Benefit Who will the project benefit and who are the target participants / audience?	<ul style="list-style-type: none"> - Number of positively affected partners, and the audience and participants involved. - Use of local suppliers and support partners. - Measurable impact on project participants particularly any hard to reach, vulnerable or priority community segments. 	40%
Criteria 3 – Delivery How will the project be delivered?	<ul style="list-style-type: none"> - Evidence of project planning with the demonstrated skills and experience to deliver the project. - Clear and accurate timelines / milestones and budget planning that is supported by other forms of funding and quotations (where applicable). - Considerations made of risk management, OHS and project sustainability (if applicable) 	30%

The application form provides questions that will guide your response to the above criteria.

How applications are assessed

- All applications are assessed in alignment with these Guidelines, the completed application form and in any associated attachments.
- An Officer Assessment Panel is appointed to assess all applications and make recommendation to Council for grants.
- Decisions on the allocation of funds are based on assessment criteria defined in this document. Only applications that meet the program criteria will be presented for decision.
- If required, consultation will occur with ineligible applicants on the status of their application, both prior and post- Assessment Panel meeting.

Outcomes of applications

- Applicants will be notified in writing of Council's decision, including the funded amount and any conditions of the funding agreement (if applicable).
- Those unsuccessful will be responded to in writing and offered opportunity to discuss the outcome.
- All successful grant funds will be released upon applicants signing their Funding Agreement.
- Council cannot release funds where a planning permit is required and has not / will not be granted.

Acquittal

- Upon success of a funding application and/or project completion, recipients must complete a Funding Acquittal, which includes financial acquittal and an outline of the achieved outcomes of the activity.
- Successful applicants will be required to complete the grant acquittal by 30 March 2025 or 2 months of completion of the project (whichever is sooner).
- It is appreciated that at times, factors outside of the applicant's control may delay completion timelines. These could include contractor availability or planning approvals. If this is the case, ongoing communication is required with Council's Community Wellbeing and Grants Coordinator to document timeframe extensions and other project changes through an Agreement Variation Form that will ensure your compliance with acquittal requirements.
- Failure to appropriately acquit will result in ineligibility for future grants.
- Any unspent funds at the conclusion of the project must be returned to Council.

Acknowledgement

- Information and detail provided in applications may be used in Council produced promotional and advertising material.
- The successful applicant must ensure that Council, the Commonwealth and Victorian Government's contribution is acknowledged by inserting their logos on promotional materials and media reports. This acknowledgement logo is available by contacting the Flood Recovery Team.
- Contribution by the Governments is to be acknowledged through any social media or any event/activity as an outcome of the funding. The logos are available from Council.
- The successful applicant must consult with Council to coordinate any announcements related to the project, including recognising Council at any event or activity as an outcome of the funding, including invitation to Pyrenees Shire Councillors at any opening, launch or celebration of the project.

Budget Management

There is no requirement for applicant financial contribution however should you wish to contribute this may be viewed favorably as evidence of your commitment to the project.

The budget you submit needs to include all income and expenditure related to the project, including:

- The anticipated grant amount appearing as income.
- Declaration of all income sources relating to the project, including other grants and sponsorships.
- Total Income (incl. the anticipated grant) should equal your Total Expenditure.
- Reflect donations and in-kind assistance (i.e., free venue hire) in both sides of your budget.
- Council will not be responsible for under estimation of costs.
- An example budget is provided for reference on council's website at:
<https://www.pyrenees.vic.gov.au/Community/Community-Funding-Program/Case-studies-and-templates>

Why we ask for a minimum funding amount on the application form.

- While Council strives to fund full amounts requested, if there is a full subscription of applications, funds may not be available.
- Successful applicants may be offered a lower amount than requested. Therefore, we ask what the minimum funding is required for the project to run and provide opportunity for you to describe any impact a lower funding amount may have.
- We strongly encourage applicants to make use of these questions when appropriate so that the assessors can make informed decisions.

Documenting in-kind support in your budget.

- The value of in-kind support should be reflected in both your income and expenditure.
- In-kind includes contributions by volunteers and suppliers in terms of time, goods or professional services donated.
- Estimating the work required will help you determine the level of applicant contribution required and helps to demonstrate the true value of your project.
- It is good practice to also supply a breakdown of estimated in-kind support to show how the figure in your budget was reached. i.e.:
 - General committee member contribution (e.g., planning, coordination, etc.) @ \$20 per hour.
 - Specialist/expert contribution (e.g., tradesperson, professional service) @ \$45/hr.

Requested Grant	Applicant Contribution		Total Project Value	Eligible
	Cash	In-kind		
\$2,000	\$0	\$500	\$2,500	Yes
\$2,000	\$1,000	\$0	\$3,000	Yes

How to manage GST

- If your organisation IS registered for GST – please do not add GST to any amounts in your budget.
- If your organisation IS NOT registered for GST – please include all GST on expenditure items.

Additional information you will need to attach.

Mandatory documents

- Third party supplier quotes (where applicable).
- Applicants must hold current Public and Products Liability Insurance (unless covered under Council's policy) to protect against legal liability for third party injury, death and/or Damage to Property caused by an occurrence in connection with the applicant's activity.

If your group does not wish to purchase liability insurance, you may make application through an auspice organisation. Applicants can purchase insurance from any insurance provider appropriate for the activity being funded or by contacting:

Local Community Insurance Services

Web: <https://www.localcommunityinsurance.com.au>

Phone: 1300 853 800

Email: insurance@lcis.com.au

Other documents where applicable

Applicants are encouraged to provide other supporting documents to demonstrate project need and vision. These may include:

- Current condition photographs, including affected area close ups.
- Photo examples of proposed equipment / design / outcomes, etc.
- Project/ event site map/s.
- Design plans.
- Confirmation of any other funding sources secured or applied for but not yet confirmed.
- Letters of support Including letter confirming auspice (if required).

Support and Assistance

- It is important to discuss your grant application with a Council Officer before applying.
- Initial enquiries and guidance can be managed through the Community Wellbeing and Grants Coordinator, however Flood Recovery Officers and other specialist staff are available to support applications.
- It is important that you talk through your project ideas with an officer responsible before applying. Council Officers can give advice on how to shape your application to give it every chance of success.
- All officers can be contacted via Council's main call line of 1300 797 363; please call and reference the officer you wish to talk to, quoting the project you wish to discuss.
- Please refer to the table below for suitable contacts:

Community Funding Program Support	
General Program, Application Enquiries and Support	Ned Patterson Community Wellbeing and Grant Coordinator 1300 797 363 - commdev@pyrenees.vic.gov.au
Community Resilience Funding Category Support	
Flood Recovery	Jane Bowker Flood Recovery Coordinator 1300 797 363 - recovery@pyrenees.vic.gov.au
Flood Recovery	Tony Grimme Flood Recovery Officer 1300 797 363 - recovery@pyrenees.vic.gov.au
Community Development	Ned Patterson Community Wellbeing and Grant Coordinator 1300 797 363 - commdev@pyrenees.vic.gov.au
Event Sponsorship – General Enquiry	Melissa Dimond Business Support & Events Officer 1300 797 363 - melissa.dimond@pyrenees.vic.gov.au