

Community Infrastructure and Equipment Grants

Program Guidelines

CITY OF WODONGA VIC


Community Infrastructure Grants Program 2022
This certificate recognises
Bonegilla Hall Committee Inc
as a recipient of a
Community Infrastructure Grant
Cr Kev Poulton
May 23, 2022

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About the Program

The Community Infrastructure and Equipment Grants Program seeks to improve new or existing community assets by providing funding for community organisations to undertake infrastructure works or projects or purchase equipment for new initiatives that provide direct benefits to residents of Wodonga.

The program links to the key focus areas of the council. These include:

- Healthy, safe, and resilient community;
- Connected and engaged community; and
- Sustainable and forward-looking;

For more information, please refer to the *Wodonga Council Plan 2021-2025* available at: wodonga.vic.gov.au/About-Council/Our-Organisation/Corporate-documents/Council-plan-and-budget

How much money is available?

Funding of up to $10,000 is available to eligible organisations.

Before Submitting Your Application

All applicants MUST contact the Community Grants Officer prior to starting the application process. This will ensure your application meets the eligibility criteria and that you clearly understand the guidelines.

Please contact the Community Grants Officer on (02) 6022 9315
or email communitygrants@wodonga.vic.gov.au

What You Need to Know

- This grant program will fund small infrastructure and renewal projects where the total cost of the project does not exceed $30,000.
- Applicants can apply for up to $10,000 for their project.
- Applicants who co-contribute (financially or in-kind) towards the overall project costs will be looked upon favourably.
- Applicants should be aware the grant process is competitive, and funding cannot be guaranteed.
- Allocations made via the program are limited by the total amount of funding available.
- Funding is only provided for the purpose for which it has been granted.
- If an application is being supported by an auspicing body on behalf of another organisation, the application form must have written approval of the auspicing body submitted with the application, or the application must be submitted by the auspicing body.
- While you may submit more than one application, only one application per financial year may be successful in obtaining funding across any of council's grant programs.
- Grant applications will take a minimum of 12 weeks to consider and process. All applications must be submitted at least 12 weeks prior to the proposed project start date.
- All applications must be lodged through Smarty Grants online grant management system which is accessed at wod.city/grants.

Equity and Inclusion

Wodonga Council recognises diversity as one of our community's greatest strengths. The council commits to supporting the growth of a community that builds on the strengths of all people. It values diversity and tolerance and recognises that everyone has the right to respect, inclusion, and equitable access to services and opportunities.

Projects and programs can impact people of diverse genders, abilities, ages, and cultural and ethnic backgrounds in different ways. Applicants must demonstrate how their initiative/project will be inclusive and accessible to diverse populations.

For more information on council's commitment to equity, inclusion, and community wellbeing, please refer to council's *Municipal Public Health and Wellbeing Plan* and the *Wodonga Council Plan* 2021-2025 available at wodonga.vic.gov.au/About-Council/Our-Organisation/Corporate-documents/Plans-and-strategies

Eligibility Guidelines

Who is eligible to apply?

To be eligible for funding under the program, applicants must:

- Provide direct benefits to residents of Wodonga;
- Be not-for-profit as classified by the Australian Tax Office in the Income Tax Assessment Act 1936;
- Be an incorporated association, indigenous corporation, or a community group that has an auspicing body;
- Hold an adequate public liability insurance policy to the value of at least $10 million ($20 million for high-risk projects) to cover the staff, members, volunteers, and the public, as appropriate; and,
- Have an adequate risk management plan in place (as required).

Who is not eligible to apply?

An applicant will be ineligible to receive funding through the program if they:

- Are an individual;
- Are a government organisation;
- Are an unincorporated organisation, group, or club without an appropriate auspicing body;
- Are a private, for-profit organisation;
- Are already receiving ongoing financial support from the council for a project/event/service;
- Have an outstanding debt to council or have not satisfactorily reported back to council for a project/event/service;
- Are seeking funding as a source of sponsorship or fundraising; or,
- Are an educational institution requesting funding for a project/activity that forms part of a regular curricular program.

Applications will not be considered if they:

- Exceed a total project cost of $30,000;
- Are not being undertaken in the Wodonga municipal boundary and do not directly benefit Wodonga residents;
- Are seeking funds for retrospective infrastructure projects (or any project commencing within two months after the grant round closing date), or for already purchased equipment;
- Rely on ongoing funding from council;
- Are already receiving support from the council through either in-kind or financial support; or,
- Are seeking funding for any of the following;
    - Works to buildings that are managed and occupied by for-profit organisations; or
    - Works to buildings that are primarily used for religious or political purposes; or
    - Works to property that is owned or under the management of State or Federal Government bodies. (Property owned by Wodonga Council may be considered); or
    - Standard equipment such as team uniforms, balls etc., unless specifically forming part of a “new initiative”.

Funding conditions, requirements, and extra 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. The council can assist by providing advice on these permits.
- Applications which come from a body which leases or rents a facility from another body must have that body’s written permission submitted with the grant application.
- Successful applicants will be required to enter into a funding agreement for the life of the grant.
- It is the responsibility of the applicant to advise the council of any change to key project contact details.
- Wodonga Council’s assistance must be acknowledged on any promotional material related to the project with examples attached to the acquittal report.
- The council’s support must be acknowledged in any media relating to the project and the council’s media team notified so the publicity can be maximised through the council’s own communications channels.
- Successful applicants must provide the council with an invoice within four weeks of being notified of their successful application.
- All successful applicants must complete an acquittal and evaluation form within 60 days of completing their grant project.

Grant Categories

The program seeks to improve or build on new or existing local community assets.

CAPITAL RENEWAL AND UPGRADES (UP TO $10,000)

This category is for infrastructure, such as capital renewals or upgrades on a facility or building to support any recreational, sport and cultural activities.

EQUIPMENT FOR NEW INITIATIVES (UP TO $10,000)

This category is for equipment for *new initiatives* to assist with start-up costs or to improve community access and inclusion.

Examples:

- *Uniforms for a new club.*
- *Portable defibrillator for a new facility.*
- *Basketballs for a new refugee girls' program.*
- *Improvements to accessible wayfinding/signage to support vision or hearing-impaired persons.*
- *Technology or equipment upgrades to reduce paper or other waste.*
- *New appliances and kitchenware for a healthy eating program.*

Note: Standard equipment such as team uniforms, balls etc., will not be granted unless specifically forming part of a "new initiative".

Aims

- Build new infrastructure in response to an identified community need.
- Upgrade or improve existing community infrastructure.
- Improve accessibility of community facilities to increase use and promote inclusion.
- Improve community health and wellbeing.
- Enhance and diversify participation.
- Improve safety and perceptions of community safety.
- Address environmental sustainability issues and concerns.

Please note: The costs of planning and/or development application fees are not eligible under this program.

Supporting Documents

The quality of the following mandatory documentation will be assessed in addition to the criteria responses:

- Site specific plan of works (applies to *infrastructure* only).
- Quotes and proposed budget.
- Evidence of confirmation of funding sources (if the requested amount does not cover the entire project budget, include evidence of secured funds from other sources).
- Statement of how project addresses relevant sections of council reports/plans/strategies/ community consultation.

Should your application be successful, the below items will need to be supplied before distribution of funds:

- Relevant building permits and approvals.
- OHS and contractor requirements.

Assessment Process

Stage one:

1. Contact the Community Grants Officer on (02) 6022 9315 to discuss eligibility and the proposed initiative.
2. The council refers the applicant to a designated council officer to help guide and advise on the proposed initiative.

Stage two:

1. Organisations must complete a grant application form through the Smarty Grants online grant management system which is accessed at wod.city/grants. The council will send an acknowledgement to organisations that their application has been received.
2. All applications will be assessed and shortlisted by an internal panel for eligibility and alignment with the program aims, using a weighted assessment framework.

Assessment Criteria	Amount
Community impact – the project will benefit the community and is accessible and inclusive.	30%
Project rationale – the project meets a demonstrated need in the community and meets program aim/s. Projects must align with *at least one* of the program aims (refer to page 7).	30%
Sustainability – any ongoing or recurrent costs of the project can be met by the organisation/group once grant funding has been expended.	10%
Capacity – capacity of the organisation to successfully complete the project and to manage funded infrastructure or equipment.	10%
Financial management – budget is comprehensive, realistic and provides value for money.	10%
Planning – the applicant demonstrates a sound project plan, including community consultation and support.	10%

3. The council will determine the grant approvals and allocations at a council meeting.

   Note: the council may allocate less than the full amount requested.

The council reserves the right to request further information in considering any application as well as the right to reject any application that does not meet the criteria.

Stage three:

1. If successful, the council will notify the applicant in writing and will enter direct negotiations to draft a grant agreement, including key milestones and agreed timeframes.

2. If not successful, applicants will be notified by phone or email.

GET IN TOUCH

For more information, please contact the Community Grants Officer on (02) 6022 9315 or by emailing communitygrants@wodonga.vic.gov.au