



Community Impact Grant Program Funding Guidelines

2018 - 2019

*Seeking to build capacity and strengthen local communities
through small grants*

Purpose

The CIGP seeks to build capacity and strengthen local communities through small grants.

The Community Impact Committee (CIC) assess and allocate grant funding decisions on all applications to the CIGP.

The CIC is a Committee of Council that operates under Section 86 of the Local Government Act. The CIC is comprised of four community representatives (including one chairperson) and three Ballarat City Councillors.

Applications will be accepted for grants from \$500 and up to \$10,000 (GST exclusive) and the CIC reserves the right to allocate funding amounts. Grants allocations usually range between \$500 and \$5,000.

Organisations may apply on more than one occasion during any financial year, however the amount of combined funding will not exceed \$10,000 in the 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 CIGP, contact the City of Ballarat Customer Service team on 5320 5500 or visit www.ballarat.vic.gov.au/pc/community-grants.aspx

Funding Categories

The CIGP categories are based on Council's key focused areas. Applicants must demonstrate in their application how their project links to at least two of the following categories.

Strengthening Community Participation	Encouraging Connected Communities	Promoting Healthy Lifestyles	Building Resilient Communities
<i>Youth engagement, multicultural connections, club-based equipment</i>	<i>Children's projects, community arts programs, community newsletters</i>	<i>Healthy Eating & Education Programs, Active Ageing, local community events and festivals</i>	<i>Environmental sustainability programs, community safety initiatives, volunteer development</i>

Applications will be accepted from

- Local, not-for-profit organisations, groups and associations who have their **own bank account, ABN, are incorporated or have an auspicing organisation**
- Community groups planning a project or activity **within the municipal boundaries of the City of Ballarat and that directly benefits the local community**

Budget requirements

- **Indication of other funding** for the project is to be included in the budget
- **Estimate of the number of volunteer hours expected** to complete the project (Apply a rate of \$30 per hour to determine this figure and include in the project budget as the group's in-kind contribution)
- Applicants are encouraged to **include matched contribution** (financial and in-kind) for all proposals
- **Quotes for all good and services**
- Where possible all goods and services **should be sourced from local based suppliers**
- A copy of the organisation's **bank statement** (not less than 3 months old) or an Annual Report
- Maximum grant amount requested cannot exceed **\$10,000 (GST exclusive)**

For more information on application requirements, contact Customer Service on 5320 5500

Funding conditions, requirements and information

- An offer of a grant **does not constitute an ongoing funding** commitment or obligation by the City of Ballarat
- **The City of Ballarat's support should be acknowledged** on any promotional material related to the project. The City of Ballarat can provide an electronic version of the logo
- The CIGP may fund the project **once per financial year**
- Successful grant applicants will be **required to enter into a formal agreement** with the City of Ballarat
- If the project does not proceed, any **grant funding must be returned**
- If the applicant does not meet the conditions of the funding agreement, **the grant funding must be returned**
- If the project is allocated partial funding, **the CIC will provide a written explanation**
- Multiple applications from organisations will be accepted, however the **total amount funded in any financial year shall not exceed \$10,000** (an organisation supporting 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**
- Applicants are **encouraged to contact the relevant City of Ballarat department** to discuss their project
- Event timelines should be well planned, **noting the 2-month assessment timeframe**

Stage One: Eligibility

The following will not be funded under the CIGP:

- Schools and Government Agencies
- Retrospective funding (including funding requests where the project commences between the grant round closing date and the committee meeting date)
- Prizes or gifts
- Political, alcohol or gaming related activities
- Minor capital infrastructure projects or refurbishment works
- Fundraising based events
- Interstate or International travel
- Individuals, Sole Traders, Family Trusts, Public Trading Trusts
- Operating or Recurring costs (eg. wages, insurances, utilities, rent, telephone, internet)
- Projects already receiving COB funding
- Ongoing funding requests
- Tourism based events and festivals
- Sponsorship proposals
- Accommodation costs

Eligibility Checklist

Please use this checklist prior to final submission of the grant application

Not-for-profit organisation	Yes	No
Organisation Contact Details complete	Yes	No
ABN Registration or Incorporation Details supplied	Yes	No
Organisation Bank Account or Annual General Report supplied	Yes	No
Statement by Supplier Form supplied	Yes	N/A
Quotes Supplied	Yes	No
Project Timelines supplied (refer to key dates & timelines)	Yes	No
Relevant City of Ballarat Officer has been contacted to discuss project	Yes	No
Previous Grant Funding Final Report submitted	Yes	N/A
Application Completed (all questions answered, budget template completed, quotes and relevant attachments supplied) Incomplete applications will be returned to the applicant	Yes	No

Stage Two: Assessment

The CIC use a standard scoring system to assess all eligible applications:

Applications	Panel Scores
• Links to the Funding Categories	0 – 10
• Demonstrated need for the project	0 – 10
• Budget <ul style="list-style-type: none"> - Complete and accurate - Quotes supplied - Organisation contribution 	0 - 10
• Overall community impact and benefit	0 - 20

The CIC may request a grant applicant to present their proposal in person and this case, applicants will be advised.

Key Dates and Timelines 2018/2019:

Rounds	Open	Assessed	Groups Rec. \$
One	August	September	October
Two	October	November	December
Three	February	March	April
Four (if funding available)	April	May	June

- Any unallocated funds may generate an additional round in April
- Program will be placed on hold if funds are fully allocated