



City of Ballarat

**COMMUNITY IMPACT GRANT PROGRAM  
FUNDING GUIDELINES**

2015 - 2016



## Purpose

The **City of Ballarat Community Impact Grant Program (Grant Program)** encourage organisations to be innovative, creative and address needs within their community.

The **Grant Program** links to the outcomes and key priorities in the Council Plan.

The **Community Impact Committee (the Committee)** is a Committee of Council that operates under Section 86 of the Local Government Act. The Committee makes final the decision on all Community Impact Grant applications.

The Committee membership is comprised of four community representatives (one of which is chair) and three Councillors from the City of Ballarat.

Grants usually range between \$500 and \$5,000; applications will be accepted for up to \$10,000 and the Committee reserve the right to allocate funding amounts.

Organisations may apply on more than one occasion during any year; however the amount of combined funding will not exceed \$10,000 in any one financial year.

Organisations who act as an auspice will not be disadvantaged by any funding allocation to the organisation that they are providing auspice support to.

## Funding Categories

The **Community Impact Grant Program funding categories** link closely with the **City of Ballarat Council Plan 2013-2017**. The **Council Plan** documents the projects and initiatives Council is committed to over a four year period. The funding categories are based around key focus areas in the **Council Plan** where there are opportunities for community leadership.

<b>Encouraging Connected Communities</b>
<i>For example</i>
Recruiting volunteers to take part in and strengthen community groups
Bringing people together in celebrations and events
Neighbourhood based activities and initiatives
<b>Promoting Healthy Lifestyles</b>
<i>For example</i>
Activities which seek to build active community participation
Minor facility upgrades and access improvements
Broadening the use of facilities to cater to a wider range of groups and activities
<b>Celebrating Arts and Culture</b>
<i>For example</i>
Participation in arts, festivals and events
Cultural exchanges of knowledge, sharing and learning
Developing community arts initiatives
<b>Encouraging Resilient Communities</b>
<i>For example</i>
Providing the opportunities to improve knowledge within community groups
Supporting emerging leaders
Establishing community enterprises

For more information on the categories refer to page 3 of the Council Plan, located at [http://www.ballarat.vic.gov.au/media/3046184/councilplan\\_review\\_07\\_\\_07\\_2015\\_\\_.pdf](http://www.ballarat.vic.gov.au/media/3046184/councilplan_review_07__07_2015__.pdf)

## Applications WILL be accepted from:

Local, not-for-profit organisations, groups and associations which are incorporated or have an auspicing body  
 Community groups planning a project, program, activity or event within the City of Ballarat's municipal boundary and which directly benefits the local community

## All applications must include:

A completed budget, this MUST be in the Budget Table provided in the application form  
 An indication of other funds that will be put towards the project/event are to be included in the budget  
 An estimate of the number of volunteer hours expected to complete the event/project. Use the rate of \$25 per hour to determine this figure. Include this figure in the project budget as the group's in-kind contribution  
 Quotes for all goods and services needed for the project/event  
 A copy of the group's bank statement – not more than three months old or an Annual Report

## Mandatory Event Planning Requirements for all Event Applications

An Event Plan (including risk management and emergency procedures) must be submitted with the application  
 Proof of Public Liability Insurance to the value of at least \$10 million must be submitted with the application

## 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/event
- Applications for funding for improvements to City of Ballarat owned facilities must include:
  - *Signed Community Facility Development Form*  
To access the form, contact the City of Ballarat Sport and Recreation unit at 5320 5500 or Community Development at 5320 5746
  - *Lease/tenancy arrangements*
  - *Plans and specifications of proposed works*
- An offer of a grant does not mean any ongoing funding commitment or obligation by City of Ballarat
- City of Ballarat's assistance should be acknowledged on any promotional material related to the project/event  
City of Ballarat to provide a JPEG version of logo to use
- The Grant Program will fund the event/project once per funding period
- Successful grant applicants will be required to enter into a formal agreement with City of Ballarat
- If the project/event does not proceed, any grant monies must be returned
- If the project/event does not adhere to the conditions of agreement, any grant monies must be returned
- In the event of a project/event being allocated only part funding, the Committee will provide an explanation
- Improvements to building and facilities must demonstrate that the application complies with the City of Ballarat Environment Sustainability Strategy and Live Smart Policy 2007 where applicable (available on City of Ballarat's website)
- Multiple applications from organisations are accepted; however there is no guarantee of funding any or all applications
- Multiple applications from organisations will be accepted; however the total amount funded in any financial year shall not exceed \$10,000 (an organisation supporting another 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 from the Not For Profit sector

## Stage One: Eligibility

### Exclusions:

Government agencies (including schools)	Individuals
Retrospective funding	Operating costs (wages, insurances, utilities)
Prizes or gifts	Projects already receiving City of Ballarat funding
Political, Alcohol or Gaming related activities	Projects covered by City of Ballarat's Capital Programs
Ongoing funding	Interstate or International Travel

### Eligibility Checklist:

Incorporated Organisation	Yes	N/A
Outstanding acquittals	Yes	N/A
Quotes supplied	Yes	N/A
Application complete	Yes	N/A
Event Plan (if applicable)	Yes	N/A
Risk Management Plan (if applicable)	Yes	N/A
Certificate of Currency supplied (if applicable)	Yes	N/A
Building Owners Approval (if applicable)	Yes	N/A
Plans or Specifications supplied (if applicable)	Yes	N/A

## Stage Two: Assessment

The Committee use a scoring system to assess applications

Applications	Panel Scores
Previous Grant Funding	0 - 10
Links to the Funding Categories	0 - 10
Demonstrates need for the project	0 - 10
Budget: - Complete and accurate - Quotes supplied - Group contribution	0 - 10
Overall community impact and benefit	0 - 20

**The Community Impact Committee may request a grant applicant to present in person, their grant proposal. Applicants will be advised if this is the case.**

## Key dates and timelines

- Applications must be lodged by the second Tuesday of the month (please note the committee do not meet in January)
- The Community Impact Committee meet on the third Tuesday of the month to assess and allocate funding

## Grant Applications will only be accepted online

If assistance is required contact the City of Ballarat's Community Development team on 5320 5746.