



COMMUNITY IMPACT GRANT PROGRAM

Funding Guidelines 2017 - 2018

PURPOSE

The City of Ballarat Community Impact Grant Program (CIGP) is one of several grant programs delivered by the City of Ballarat.

The CIGP encourages organisations to be innovative, creative and address needs in the community. The Community Impact Committee (CIC) assesses and allocates 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; comprised of four community representatives (including one chairperson) and three of Ballarat City Councillors.

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

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

Organisations which act as an auspice will not be disadvantaged by any funding allocation received by the organisation they provide auspice support to.

GRANT APPLICATIONS WILL ONLY BE ACCEPTED ONLINE

For more information on the CIGP, contact the City of Ballarat 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 INFRASTRUCTURE TO SUPPORT COMMUNITY PARTICIPATION

Non-fixed capital equipment and items

ENCOURAGING CONNECTED COMMUNITIES

Websites, online community hubs, community newsletters, publications and documentaries

PROMOTING HEALTHY LIFESTYLES

Healthy eating and education programs, active ageing, community participation initiatives

BUILDING RESILIENT COMMUNITIES

Training workshops, community forums, volunteer development

Applications will be accepted from:

Local, not-for-profit organisations, groups and associations which have their own bank account, ABN, are incorporated, or have an auspicing organisation

Community groups planning a project or activity in the municipal boundaries of the City of Ballarat which directly benefits the local community

Budget requirements

Indication of other project funding is to be included in the budget

Estimate of the number of volunteer hours needed 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 goods and services needed for the project

A copy of the organisation's bank statement (not less than 3 months old) or recent Annual General Report

Maximum grant amount requested cannot exceed \$10,000 (GST exclusive)

Budget in application form **MUST** be completed, accurate and totalled, with quotes supplied (Refer to the Budget Help Sheet)

For more information on application requirements, contact City of Ballarat 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
- If successful the CIGP will 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 monies must be returned
- If the applicant does not adhere to the conditions of the agreement, any grant monies must be returned
- In the event of a project being allocated partial funding, the CIC will provide a written explanation
- 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 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 City of Ballarat to discuss their project

STAGE ONE: ELIGIBILITY

The following will not be funded under the CIGP:

- Schools and Government Agencies
- Individuals, Sole Traders, Family Trusts, Public Trading Trusts
- Retrospective funding (including funding requests where the project commences between the grant round closing date and the committee meeting date)
- Operating or recurring costs (e.g. wages, insurances, utilities, rent, telephone, internet)
- Prizes or gifts
- Projects already receiving City of Ballarat funding
- Political, alcohol or gaming related activities
- Projects covered by the City of Ballarat's Capital Programs
- Ongoing funding requests
- Interstate or international travel and accommodation costs
- Capital works to buildings
- Fundraising or sponsorship proposals or events
- Environmental related projects
- Events, festivals, markets, performances or productions
- Tourism projects or events
- Club based sporting projects, events or equipment
- Heritage based projects or events
- Arts and culture based projects or events
- Youth based projects or events

If your project is ineligible, other grant programs are available. Please call City of Ballarat Customer Service on 5320 5500 for more information

ELIGIBILITY CHECKLIST:

Please use this checklist before submitting of the grant application

Eligibility and Application Checklist		
Not-for-profit organisation	Yes	No
Organisation contact details complete	Yes	No
ABN Registration or incorporation details supplied	Yes	N/A
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)	Yes	No
Incomplete applications will be returned to the applicant		

STAGE TWO: ASSESSMENT

The CIC uses 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: - Complete and accurate - Quotes supplied - Organisation contribution	0 - 10
Overall community impact and benefit	0 - 20

KEY DATES AND TIMELINES

For more information, visit www.ballarat.vic.gov.au

Rounds	Open	Assessed	Funds Received
One	August	September	October
Two	October	November	December
Three	February	March	April
Four	April	May	June

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