

# 2023/24 Minor Community Grants Scheme Guidelines



## What is the Minor Community Grant Scheme?

The Minor Community Grants Scheme is a Shire of Capel initiative established to support the development of the community through the provision of community funding opportunities.

Community groups, clubs and organisations that require financial assistance are encouraged to apply under these schemes for projects in the following areas:

- Sport and recreation
- Youth development
- Culture and the arts
- Equipment and minor projects

Council has made available two Minor Community Grant Scheme categories:

### **Projects under \$2,000**

Council may make available minor grants to a maximum of \$1,000, excluding GST being half the total project cost.

### **Projects \$2,000 up to \$10,000**

Council may make available grants to a maximum of 1/3 of the total project cost to a maximum of \$3,333, excluding GST per project.

The applicant's contribution to the proposed project may come from one or more of the following sources:

- Cash contribution from the applying organisation
- Donations of materials or resources
- Other funding bodies
- Voluntary labour

## Goals of the Minor Community Grants Scheme?

- To extend and support the level of participation in recreational, cultural and community activities within the Shire of Capel.
- To increase the number and variety of recreational, cultural and community opportunities in the Shire
- To assist in the improvement of community recreation
- To positively contribute to the wellbeing of the community

## Eligibility

The community group/organisation must have an Australian Business Number (ABN) and be incorporated. If your organisation is not incorporated with an ABN, please contact us to determine eligibility.

The project, activity, or equipment must be located within the Shire of Capel, and/or directly benefit residents of the Shire of Capel. The applying organisation must also be based within the Shire of Capel and the majority of members of the applicant organisation must be residents of the Shire of Capel.

Council will **NOT** fund the following:

- Deficit funding for organisations
- Recurrent salaries and operational costs
- Organisations or events where the primary purpose is to promote political or religious beliefs
- Individuals (or sponsorship of cash prizes for individuals or teams)
- Applications for completed projects or equipment already purchased
- Applications for capital works on private property
- Existing committees of Council

## Assessment Details and Criteria

Assessment of all applications will be made by Council and preference will be given to projects with demonstrated community support.

Applicants need to demonstrate:

- Benefits the project will bring to the community
- Achievable outcomes and objectives
- Project involvement by groups within the Shire of Capel
- Complete budgetary details

## Conditions and Requirements

- Only one application per group will be funded each financial year
- The proposed project must take place within the financial year that funding is made available
- Prior approval must be sought for any substantial change of proposal
- Project and financial reports must be submitted to the Shire of Capel, on the form provided, within one month of the completion of the project

## Acknowledgement

It is expected that organisations that receive funding through the Minor Community Grants Scheme will:

- Acknowledge Council's support in its advertising, promotion, and media
- Utilise Council's logo where approved
- Abide by any other conditions placed on the approval of the grant

## Invoice

The organisation is required to supply an invoice to the Shire of Capel consistent with its GST registration.