Swan Hill Region

COMMUNITY FLOOD RECOVERY AND RESILIENCE GRANTS

Funding Guidelines

Australian Government

SWAN HILL
Rural City Council

VICTORIA
State Government

Swan Hill Rural City Council (Council) in conjunction with the Australian Federal and Victorian State Governments recognise the significant impact the October 2022 Flood Event has had in individuals, families and the organisations and groups that provide services across the community. As part of the supporting the community to respond to this impact, Council along with Emergency Victoria are providing Community Flood Recovery and Resilience Grants of up to $5,000 to eligible Community Organisations.

About the program

The Community Flood Recovery and Resilience Grants program aims to support events, activities, programs and projects to assist communities with increasing resilience and recovery from the October 2022 flood event. Eligible not for profit community organisations, groups, social enterprises, creative organisations and groups are able to apply for funding of up to $5,000 (plus GST if applicable).

The program will fund events, programs and some equipment. No funding is available for capital works initiatives. All activities funded through the program, including expenditure, must occur by 30 April 2025.

These guidelines are provided to support applicants with information on making an application to Council. Referring to the Guidelines will improve your understanding of the assessment process and improves your ability to submit a quality and successful application.

Key program dates

The program will continue until all funds are committed or 31 January 2025, which ever is earliest.

Community Flood Recovery and Resilience Grants Program	
Open Date:	1 August 2024
Close Date:	31 January 2025
Assessment Period:	From receipt of application it may take up to 6 weeks to process
Projects Completed and Acquitted:	30 April 2025

Who can apply?

For Community Organisations to be eligible for a Community Flood Recovery and Resilience Grant must:

- Have a formal legal structure (ABN) or are auspiced by a community group or organisation that fulfil this requirement (i.e. incorporated or auspiced by an incorporated organisation).
- Be located within the municipality and primarily serve residents of the Council, or are located outside the municipality but provide programs and services that primarily impacts upon Council residents and visitors (evidence of this service may be required).
- Ensure adequate legal and insurance requirements are met.
- If previously funded by Council, have satisfactorily fulfilled all requirements regarding financial acquittal and reporting.
- Hold adequate public liability insurance to cover the project or event as applicable.
- Not have their own grant giving program or fundraising program that provides money to finance other organisation's community initiatives.

Applicants are encouraged to speak to Council officers where you may wish to confirm eligibility requirements.

What can be funded?

Activities projects and/or events that provide community members affected by the flood event with the information, support, and services needed to pursue their recovery will be prioritised. This may include:

- Providing on-site and outreach recovery services (including mental health and wellbeing services).
- Community recovery capability building initiatives (for example: training, events, education, programs).
- Running events and services to bring community together and enable social recovery by increasing social connection and social capital.
- Supporting Aboriginal communities affected by the Flood Event, ensuring Aboriginal culture is valued and respected.
- Equipment - Equip community groups with response and recovery equipment and materials such as first aid kits to help with disaster preparation (on a case by case basis).

Eligible costs associated with running events, services and initiatives could include facilitation, promotional material, advertising, venue hire, catering, community residents transport and logistics support within reason, equipment hire or lease.
Funded activities must commence and be completed and full expended within the funding period to be eligible.

Funded projects will be those that strengthen community resilience and build a sense of belonging and community pride.

What is not eligible?

Funding will not be provided for:

- Events that have already commenced or been completed.
- Recurrent operating or maintenance costs for day-to-day operations.
- Salaries, where the salary forms part of the organisation's usual responsibility.
- Events costs that have already been expended.
- Events that are clearly a duplication of an existing event.
- Events that have a political or religious purpose and objective.
- Events that are deemed to be inappropriate or offensive.
- For purchase of alcohol, gifts, prizes, rewards or incentives.
- Events or activities that benefit a single person only.
- Costs associated with activities not related to community recovery.
- Passing on funding in the form of a sponsorship or donation.
- Events that have received funding through other Council programs/sponsorship.
- Organisations that support or the intended purpose of the event promotes gambling or alcohol, drugs, or tobacco use.
- Activities that will break any Federal, State, or local laws, including any current coronavirus (COVID-19) restrictions or health directions.
- Individuals and private profit-making organisations.
- Requests that are considered by Council to be the funding responsibility of other levels of Government (State or Federal government agencies).
- Applications from Primary or Secondary Schools (Council encourages partnerships between Schools and community organisations, whereby the community organisation is the applicant).
- Committees of Council.
- Community Organisations that:
1. Are in debt to Council and are not meeting the agreed repayment arrangements.
2. Receive funding from other areas of council; except where funding is proposed for a different purpose.
3. Receive direct income from electronic gaming machines.
4. Have been non-compliant with local laws and or State or Federal legislation over the preceding year.

Funding criteria

Assessments are based on merit of the application in response to assessment criteria nominated.

The program may experience high demand. As such, not all applications may be successful. Consequently, applicants should make every effort to submit a comprehensive application.

Applications will be initially screened for eligibility and provision of required documentation. Any applications that do not meet eligibility requirements will not proceed to the formal assessment phase.

Ability to demonstrate	Description	Weighting
Criteria 1 – Need Why is the project important, needed and justified?	• Demonstrated evidence/link to strategic directions of council /community. • Clear expression of the project aims/ objectives. • Evidence in addressing a need or opportunity.	30%
Criteria 2 – Benefit Who will the project benefit and who are the target participants / audience?	• Number of positively affected partners, and the audience and participants involved. • Use of local suppliers and support partners. • Measurable impact on project participants particularly any hard to reach, vulnerable or priority community segments.	40%
Criteria 3 – Delivery How will the project be delivered?	• Evidence of project planning with the demonstrated skills and experience to deliver the project. • Clear and accurate timelines / milestones and budget planning that is supported by other forms of funding and quotations (where applicable). • Considerations made of risk management, OHS and project sustainability (if applicable).	30%

How applications will be assessed

All applications will be assessed based on the information provided in the application and need to demonstrate they address the aims of the program.

An Assessment Panel of Council Officers will conduct the initial assessment of the grant applications, which will be awarded by the Flood Recovery Coordinator.

Allocation of grant funding is not guaranteed and will depend upon how well applications meet the assessment criteria, the number and quality of applications received, funds held by the community organisations, and the amount available in Council's budget.

Notification process

Applicant organisations will be advised in writing via email of the grant amount.

Successful applications will be required to enter into a funding agreement with Council.

Unsuccessful applicants will be formally advised, provided a reasoning for the outcome and will be offered the opportunity to inquire further.

Accepting grant conditions and payment

Successful applicants will be required to provide a Tax Invoice in the amount of your approved sponsorship.

The grant will be paid upfront in full once Council receives your Tax Invoice, meaning that community groups have access to the funds prior to the event or activity.

Successful applicants will be required to acknowledge the required Terms and Conditions (see Appendix 1).

Acknowledgement

The successful applicant must ensure that Council, the Commonwealth and Victorian Government's contribution to the project and/or event is acknowledged on promotional materials, media reports and/or by appropriate signage.

Acquittal

Upon success of a funding application and/or project completion, recipients must complete the Evaluation and Acquittal, which includes financial acquittal and an outline of the achieved outcomes of the activity.

Successful applicants will be required to complete the grant acquittal by 30 April 2025 or 2 months of completion of the project (whichever is sooner).

Failure to appropriately acquit will result in ineligibility for future grants.

Any unspent funds at the conclusion of the project must be returned to Council.

Budget management

There is no requirement for applicant financial contribution however should you wish to contribute this may be viewed favorably as evidence of your commitment to the project. The budget you submit needs to include all income and expenditure related to the project, including:

- The anticipated grant amount appearing as income.
- Declaration of all income sources relating to the project, including other grants and sponsorships.
- Total Income (incl. the anticipated grant) should equal your Total Expenditure.
- Reflect donations and in-kind assistance (i.e., free venue hire) in both sides of your budget.
- Council will not be responsible for under estimation of costs.

Why we ask for a minimum funding amount on the application form

While Council strives to fund full amounts requested, if there is a full subscription of applications, funds may not be available.

Successful applicants may be offered a lower amount than requested. Therefore, we ask what the minimum funding is required for the project to run and provide opportunity for you to describe any impact a lower funding amount may have.

We strongly encourage applicants to make use of these questions when appropriate so that the assessors can make informed decisions.

Documenting in-kind support in your budget

- The value of in-kind support should be reflected in both your income and expenditure.
- In-kind includes contributions by volunteers and suppliers in terms of time, goods or professional services donated.
- Estimating the work required will help you determine the level of applicant contribution required and helps to demonstrate the true value of your project.
- It is good practice to also supply a breakdown of estimated in-kind support to show how the figure in your budget was reached. i.e.:
  General committee member contribution (e.g., planning, coordination, etc.) @ $20/hr.
  Specialist/expert contribution (e.g., tradesperson, professional service) @ $45/hr.

How to manage GST

- If your organisation IS registered for GST – please do not add GST to any amounts in your budget.
- If your organisation IS NOT registered for GST – please include all GST on expenditure items.

Other things to consider

Where applicable, applicants must identify what planning, building, event or other permits are required to undertake the project. Permit processes, if required, can run in tandem with the application. Cost of required planning/building permits must be included in the project budget.

Council may choose not to fund a project by applicants who have previously received funding, should the current program be oversubscribed.

Groups may submit multiple applications, but they must be for different projects. If submitting multiple applications, applicants need to state priority order of applications.

Feedback

All applicants are encouraged to call for feedback on their application prior to submitting or post outcome, if not successful.

In order to continually improve the manner of funding allocations, feedback from the community regarding the criteria, timing and targeting of this funding is encouraged. Any comments regarding these matters should be directed to:

Senior Community Recovery Officer
Tameeka Hankin
tameeka.hankin@swanhill.vic.gov.au

Appendix 1

For information only. A separate Terms and Conditions form will be required to be completed by successful applicants.

Terms and conditions

1. The Grant must be used solely for the project and/or event as detailed in the Application Form.

2. The Grant will be paid in full when Council receives all of the required documentation.

3. The Completion Report must be signed off by the Swan Hill Rural City Council.

4. The Grantee shall satisfactorily complete the project and/or event by the date nominated in the Terms and Conditions signed by successful applicants.

5. The Grantee must ensure that both Swan Hill Rural City Council and the Australian and Victorian Governments contribution to the project and/or event is acknowledged on promotional materials, media reports and/or by appropriate signage.

6. The Grant recipient must advise Council immediately if the project and/or event is terminated. If a termination occurs, Council will request the refund of whole or part of the Grant previously paid to the Grantee.

7. The Grantee shall advise Council if the project and/or event is completed for less than the project and/or event total cost as set out in the Application Form. In such cases the Grant may be reduced on a pro rata basis.

8. Upon reasonable notice, the Grantee shall permit a Council Officer access to accounting records relating to the project and/or event and where relevant, to inspect any project and/or event site, works and/or equipment.

9. Any variations to the conditions of the Grant (as detailed in the Application Form) must be in writing and signed by both parties. Variations are subject to approval by Council. Council reserves the right to deny any variations.

10. If any Grant conditions are breached, or if Council is of the reasonable opinion that the project and/or event is not proceeding satisfactorily, Council may withhold payment to be made under this Grant and/or require the repayment to Council of the amount determined.

11. Council and the Australian and Victorian Governments reserve the right to publicise the benefits accruing as a result of the provision of this Grant.

12. Council has the right to issue a mutually agreed media release regarding the project and/or event.

13. Council must include the name of the Grantee and the amount of the Grant in its annual report.

14. The Grantee shall comply with all Acts and Legislation inclusive of but not restricted to:

• Equal Employment Opportunity and Anti-discrimination laws.

• Human rights laws.

• Disability.

• Occupational Health & Safety.

• Accounting and auditing requirements.

• Child Safety.

• Gender Equality.

• Privacy, confidentiality and freedom of information laws'.

• Registration or accreditation of professional employees.

• Preparation and dissemination of annual reports.

15. The grantee may be asked to provide evidence of compliance with the Victorian Governments Child Safe Standards if during their project there is expected to be direct and incidental contact with children.

16. The Grantee shall engage where and when required, suitably qualified trades persons to complete works requiring certification.

17. The Grantee shall ensure that their funded project and/or event and all contractors/employees have appropriate insurance coverage.

18. The Grantee must obtain any necessary permits (for example – building, planning) and thereafter comply with the requirements of such permits.

19. Should the Grantee not commence the project and/or event by the nominated date in the returned Terms and Conditions document, the Grant may be terminated at the discretion of Council and the funds requested to be returned to Council.

20. The Grantee will sign and return the Terms and Conditions document by the date nominated.