

Moirá Festive Funding

Guidelines 2023

For further information or enquiries, please contact Council on
0358 719 222 or email; info@moira.vic.gov.au

1. Governance and Structure

1.1 Introduction

This document has been prepared to assist community groups in preparing an application for the Moira Shire Council's Festive Fund.

There are three components to the Moira Festive Fund:

- Up to \$1,000 will be made available to community organisations in small towns to decorate or run an event in their Main Street and/or public space to celebrate the festive season. Please note – there will only be one successful application per small town for the best proposal submitted.
- Up to \$2,000 will be made available to community organisations to decorate or run an event in one of the 4 main towns and/or public space to celebrate the festive season (*Yarrowonga, Cobram, Numurkah or Nathalia*). Please note – there will only be one successful application per main town for the best proposal submitted. (*This decision will be at the discretion of Council's assessment panel based on suitable applications*).
- Up to \$1,000 will be made available to community organisations to decorate or run an event to celebrate their culturally significant day/s. Please note – there will only be one successful application per cultural group.

Funded projects must be able to demonstrate community support, have a clear scope on what will be delivered and address safety and risk issues in the installation of decorations and/or events.

Small Towns eligible to apply include Barmah, Bearii, Bundalong, Burramine, Invergordon, Kaarimba, Katamatite, Katunga, Koonoomoo, Kotupna, Lake Rowan, Peechelba, Picola, St James, Strathmerton, Tungamah, Waaia, Wilby, Wunghnu, Yabba North, Yalca and Yarroweyah.

A list of **culturally significant day/s** recognised for this funding can be found at:

<https://www.homeaffairs.gov.au/about-us/our-portfolios/multicultural-affairs/about-multicultural-affairs/calendar-of-cultural-and-religious-dates>

Please note this information is specifically provided for the Moira Festive Fund Program.

1.2 Program Owner

The Moira Festive Fund is funded by Council, and managed by the Marketing, Communications and Advocacy Department.

1.3 Target Groups

The program is of particular interest to community organisations who are seeking funding for festive decorations and/or events.

1.4 Overall Purpose

The overall purpose of the grants program is to empower communities to take ownership of presentation of their town in the festive season, assist the community to reconnect and enjoy the festive season post COVID 19 lockdowns and to celebrate and recognise other culturally significant day/s in our communities.

1.5 Grant Categories

Funding will be allocated under the following categories. Council retains the right to vary the amounts granted.

| Category | Detail | Amount per application |
|--|--|------------------------|
| Small town festive funding for decorations and/or events | Provided to decorate and/or run an event in a main street and/or public space of a town or locality to celebrate the festive season. | Up to \$1,000 |
| Main town festive funding for decorations and/or events | Provided to decorate and/or run an event in a main street and/or public space of a town or locality to celebrate the festive season. | Up to \$2,000 |
| Culturally significant festive funding for decorations and/or events | Provided to decorate or run an event to celebrate a culturally significant day/s. | Up to \$1,000 |

Some examples of initiatives that may be funded as part of Moira's Festive Fund:

- Purchase of decorations
- Installation of decorations
- Signage, banners and flags
- Hire of equipment
- Purchase of goods and services to hold an event
- Entertainment including music and lighting
- Promotions
- Signage

1.6 Funding Timeline

Applicants can apply through the Council's online SmartyGrants portal and applications can be submitted throughout the year to coincide with the date of the celebration.

Before applying, individual applicants/representatives of the organisations must read and understand the

program guidelines and are strongly encouraged to discuss their project with a Council officer before applying. Successful applicants who receive funding towards small town festive season celebrations must have decorations installed (no earlier than 1 of December) and removed by no later than 31 December.

1.7 Grant Aims

The Moira Festive Fund program seeks to:

- Assist the community to reconnect and enjoy the festive season post the COVID 19 lockdowns.
- Provide an atmosphere in towns to encourage retail spending. Encourage ownership of small and main town's presentation in the festive season.
- Encourage community to collaboratively deliver projects that benefit the community and support retailers or goods and services.
- Provide funds for the purchase of decorations.
- Provide funds for the purpose of running a community event.
- Provide an opportunity for all culturally significant days to be celebrated.

1.8 Responsible Officers

The following people will perform identified roles in the management and coordination of the Moira's Festive Fund:

| Job Title | Role in Program |
|---|--------------------------|
| Manager Marketing, Communication and Advocacy | Manager of program |
| Corporate Events Officer | Leader of program |
| Administration Support Officer | Administrator of program |

1.9 Eligibility

For community organisations to be eligible for a Moira's Festive Fund they must:

- Be committed to providing direct benefits to residents in Moira Shire.
- Be an incorporated not for profit community organisation with open membership to residents in Moira Shire.
- Have an Australian Business Number (ABN) or have a community organisation who is willing to auspice the application and accept responsibility for the administration of the grant.
- Hold adequate public liability insurance to cover the project or event as applicable (a current copy must be provided to Council).
- Not have their own grant giving program or fundraising program that provides money to finance other organisations community initiatives.
- Have satisfactorily accounted to Council for the expenditure of any previous Council grants.
- Comply with all relevant Local Laws, Australian and Victorian legislation, including but not limited to accounting and auditing requirements; equal opportunity and anti-discrimination laws; human rights laws; disability; occupational health and safety; privacy, confidentiality and freedom of information laws.

- Registration or accreditation of professional employees.
- Preparation and dissemination of annual reports.
- Have relevant management plans in place, including Risk, Project, and Event plans.
- Comply with all Council permit requirements and guidelines.
- Meet one or more of the Grant Aims listed in Section 1.6.
- Use and acquit all funds within six months of approval.

1.10 Funding Exclusions

The following will not be funded:

- 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).
- Community organisations that are in debt to Council and are not meeting the agreed repayment arrangements; receive direct income from electronic gaming machines.
- Have been non-compliant with Local Laws and or state or federal legislation over the preceding year.

Projects or Events that:

- Have demonstrated self-sufficiency by running at a profit that is not reinvested back into the community organisation or their next event.
- Have been, or are being, funded by other parts of Council.
- Have already started or have been completed (no retrospective funding).
- Are a clear duplication of existing services.
- Are not open to the wider community.
- Are for interstate or overseas travel.
- Are for operational expenses.
- Are for funding of prizes, sponsorships, donations or gifts.
- Will have a negative impact on the environment.
- Events that are not in the Moira Shire (boundary community events may be considered which form part of MOU).
- Operational costs, staffing and outgoings of organisations holding the event.
- Organisations that have previously failed to complete projects funded by Moira Shire Council
- Travel expenses

All applicants must complete the online application form and supply requested supporting documentation.

1.11 Promotion

The program will be promoted via the following methods:

- Moira Shire Council website www.moiravic.gov.au
- Moira Shire Council Facebook page
- Media releases and advertisements in local papers

1.12 Smarty Grants

Smarty Grants is an online grant administration system. It provides an easy way for grant applicants to complete their application form online. Some of the features of Smarty Grants are being able to save your progress and return to complete your application at a later time or date; your application is stored online, therefore there is nothing for you to save to your own computer, and; you can be certain that the grant maker has received your application when you submit.

2. Application Process

2.1 Application Process

Eligible community organisations can apply for a grant by completing an online application form via Smarty Grants. The website is <https://manage.smartygrants.com.au>. If you are a first time user of Smarty Grants you will need to register.

We suggest you use an organisational email address to register to ensure all your grant applications are in one place and can be accessed over time by relevant committee members.

2.2 Application Support

It is important to Moira Shire Council that applicants are able to submit a well thought through and well developed application that answers all compliance questions, addresses all criteria and provides the evidence and support documentation required.

If you are after some further guidance on how to complete an application form, Council offer one on one sessions to assist. Please contact the Community Wellbeing Health & Culture Department on (03) 5871 9222 to book an appointment.

Local Libraries and Community Houses are able to provide access to a computer and internet for grant applicants to work on their applications. The librarians can also provide applicant assistance if required. Please contact the library if you are interested in this service.

Library details are as below:

Tel: 1300 374 765

Cobram Library
14 Punt Road, Cobram

Yarrawonga Library
26-30 Belmore Street, Yarrawonga

Nathalia Library
75 Blake Street, Nathalia

Numurkah Library
Cnr Quinn & McCaskill Street, Numurkah

Cobram Community House
43 Punt Road, Cobram
Tel: 5872 2224

Yarrawonga Mulwala Community and Learning Centre
1 Hargrave Court, Yarrawonga
Tel: 57443911

Nathalia Community House
17 Harcourt Street, Nathalia
Tel: 58662449

Numurkah Community Learning Centre
99 Melville Street, Numurkah
Tel: 58622249

2.3 Application General Conditions

The following information is designed to guide applicants in preparing and submitting their applications. Adhering to these conditions is compulsory. Please read carefully, as failure to comply with these conditions may have a negative impact on the assessment of the application.

- a) Applications must be made via Smarty Grants.
- b) Funded projects and/or events must be for a specific project and/or event and have a defined operating period. Funding cannot be used for any other purpose without prior consultation and agreement by Council.
- c) Applicants must indicate all other sources of funding they have sought and/or received in relation to the project and/or event in their application.
- d) Groups that receive a grant must sign the Terms and Conditions of Grant before they are eligible to receive the allocated funds.
- e) A Completion Report (including all receipts for money expended) must be submitted at the completion of the project and/or event.
- f) Moira Festive Funds are made on the basis of a one off payment and no ongoing commitment by Council is implied.
- g) Grant monies must be accounted for separately within the organisations records and any unspent funds must be returned to Council.
- h) If the project and/or event is discontinued within 12 months from receipt of the grant, all unspent funds must be returned to Council.
- i) Applications must be supported by relevant permits, licenses and insurance (include a copy of current Public Liability Insurance to the value of \$20 million.).
- j) Applications must demonstrate how the funds sought will assist the town to decorate their town or hold a festive/cultural event.

- k) Applications should consider giving priority to local suppliers for delivery of their project. Applications that include the use of local suppliers will be given a higher priority for selection
- l) Council will look favorably at applications which show consideration for availability of water, shade and healthy food and drink choices at events along with smoke and alcohol free zones and provision of sustainable and recyclable materials.

3. Awarding Grants

3.1 Assessment

The Assessment Panel will conduct the initial assessment of the grant applications and 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 Councils budget.

Your application will be assessed by a panel of Council Officers with representation from across the organisation. In its assessment, the Panel will consider how the application meets/responds to the following:

- The aims of the grant program.
- Creates an increase in community involvement and participation.
- Addresses community safety and risk issues.
- Provides a clear identified project scope and outcomes.
- Has a clearly defined implementation and removal plan.

Applications will be scored against the funding criteria and applications ranked in order of the score. The panel's recommendation will be presented to Council's Manager Marketing, Communication and Advocacy who will consider the recommended funding allocations and provide approval.

Council reserves the right to offer less funding than requested, if it believes that the project or event can still proceed with a greater contribution from the applicant. Bank balance, equity and other funding opportunities are also taken into consideration during the assessment of applications.

3.2 Notification Process

Notification of successful and unsuccessful applications will occur within 2 weeks of application closing.

Successful applicants: Email notification via Smarty Grants.

Unsuccessful applicants: Initial email via Smarty Grants including details of Contact Officer to discuss the application and provide feedback.

4. Managing Grants

4.1 Funding Contract

Successful applicants will be required to enter a Funding Contract with Council by completing Terms and Conditions, Completion Report and any other requested documentation.

4.2 Payment Arrangements

The payment process for the Moira Festive Fund is as follows:

- Payments are made by Council on receipt of the completed Terms and Conditions and any other requested documentation.
- Payments will be made electronically or via cheque.

4.3 Application of GST to Funding

The imposition of the Goods and Services Tax (GST) applies to some funding submissions. In order for Council to comply, the following approach will be taken so that no applicant will be worse off:

- a) Successful applicants must have an Australian Business Number (ABN) to apply or be auspiced by a group / organisation that has an ABN.
- b) Applicants who are registered for GST must provide their GST details. Applicants that have applied for an ABN or for GST registration but have not yet received confirmation must state so on the form. Successful applicants will be required to provide completed details before funding can be paid.
- c) The Council will determine if the funding is considered a taxable supply for GST purposes and add GST to the funding if those conditions (set by the ATO) are met.
- d) If GST is added to the funding submission, applicants that are registered for GST will be required to report the funding on their BAS statement. Applicants that are not registered for GST will not be required to take any further action.

4.4 Terms and Conditions of Grant

If successful in this funding round, applicants will be subject to the following conditions:

- The Grant must be used solely for the project and/or event as detailed in the Application Form.
- The Grant will be paid in full when Council receives all of the required documentation.
- The Completion Report must be signed off by Council.
- The Grantee shall satisfactorily complete the project and/or event by the date nominated in the Terms and Conditions signed by successful applicants.
- The Grantee must ensure that Moira Shire's contribution to the project and/or event is acknowledged on promotional materials, media reports and/or by appropriate signage.
- 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.
- 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.

- 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.
- 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.
- 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.
- Council reserves the right to publicise the benefits accruing as a result of the provision of this Grant.
- Council has the right to issue a mutually agreed media release regarding the project and/or event.
- Council must include the name of the Grantee and the amount of the Grant in its annual report.
- The Grantee shall comply with all Acts and Legislation inclusive of but not restricted to: Equal Employment Opportunity Act 2010; Disability Discrimination Act 1992 (C'wealth); Occupational Health & Safety Act 2004.
- The Grantee shall engage where and when required, suitably qualified trades persons to complete works requiring certification.
- The Grantee shall ensure that their funded project and/or event and all contractors/employees have appropriate insurance coverage.
- The Grantee must obtain any necessary permits (for example – building, planning) and thereafter comply with the requirements of such permits.
- 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.
- The Grantee will sign and return the Terms and Conditions document by the date nominated.

5. Review and Evaluation

5.1 Reporting and Monitoring

Completion Reports are to be submitted as per the time frames listed in the Terms and Conditions. All reports will need to be signed off by the Project Applicant and Council.

Acquittal:

All successful applicants will be required to report back to Council when the project is completed.

- All projects must be completed and acquitted within six months of receiving funds.
- A summary of the project including your feedback on the things that went well and also the things that you have learnt from the project.
- An expenditure statement must be completed together with receipts attached.

- Copies of promotional materials, photographs or video for the purpose of promoting the grants scheme through Council publications and website.
- Proof of purchase and supply for all approved goods, works or services undertaken using the approved funds must be provided to Council.
- Any unspent part of the approved funds must be returned to Council by the end of the financial year in which they were approved.
- A group that fails to complete their acquittal documents is ineligible to apply for funding under the Moira Festive Fund program until their acquittal is completed and reviewed by Council.

5.2 Feedback

In order to continually improve the manner of grant allocation, feedback from the community regarding the criteria, timing and targeting of these grants is encouraged.

Any comments regarding these matters should be directed to:

Manager Marketing, Communication & Advocacy
Moirá Shire Council
PO Box 578
COBRAM VIC 3644
Or via email grants@moira.vic.gov.au