



Community Quick Response Grant Guideline WEST WIMMERA SHIRE COUNCIL

COUNCIL GUIDELINE	
COMMUNITY QUICK RESPONSE GRANT	Guideline No:
	Adopted by Council: 17 April 2024
	Next review date: May 2025
Senior Manager:	Director Corporate and Community Services
Responsible Officer:	Manager Community Development and Tourism
Functional Area:	Corporate and Community Services
Introduction & Background	<p>Our Quick Response Grants Stream encourages community outcomes in line with West Wimmera Shire 2041 community vision, and the Council Plan 2021-25.</p> <p>It aims to build community capacity by encouraging:</p> <ul style="list-style-type: none"> • Participation and inclusion in events, projects, activities and programs. • Growing community partnerships. • Providing learning opportunities. • Supporting social connectedness, and • Activating our community spaces such as parks, halls and other facilities. • This grant stream provides for financial and/or in-kind support from Council.
Purpose & Objective	<p>The Quick Response Grants have been established to assist eligible Community groups who require funding for the purposes of:</p> <ul style="list-style-type: none"> • Unforeseen expenses or urgent issues. • To take advantage of an unexpected opportunity. • To support the establishment of a new group/program. • As a result of a disaster or emergency event.
Overview	<ul style="list-style-type: none"> • A maximum financial grant limit of \$1,000 will apply to any community group. • The grants are open all year round (subject to available budget) and available through https://westwimmera.smartygrants.com.au . • Council staff will assess the application for eligibility against the grant guideline. If assessed as eligible, the application will be referred to the CEO for determination.



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	<ul style="list-style-type: none"> • Grant need to be acquitted within three months. • Council reserves the right to increase the maximum allowable grant in emergency situations.
1.	<p>Criteria - General</p> <p>After reading the funding guidelines, please contact West Wimmera Shire Council’s Volunteers and Events Officer to seek feedback on your proposal. This will expediate the assessment of your applications’ eligibility. Grants are available for not-for-profit community groups operating with the West Wimmera Shire.</p> <ul style="list-style-type: none"> • Government Organisations, Departments and agencies are not eligible to apply. However, kindergartens, Committees of Management, other community committees and local branches of larger organisations, e.g., CFA and SES are eligible where significant community benefit potential can be demonstrated. • Applicants must be incorporate bodies. If your organisation is not incorporated or doesn’t have an ABN, you will be required to provide the details of an auspicng organisation. • If your organisation is incorporated but does not have an ABN, a ‘Statement by a Supplier – Reason for NOT Quoting an ABN’ form must be included with your funding agreement. This form is available for the Australian Tax Office website. • Activities must occur in the West Wimmera Shire Council area. • Applicants who have previously been successful in receiving Council grant funding, must have completed all Acquittal Reports and complied with Council requirements in relation to the previous grant before being eligible to apply for this grant. • All applicants must provide a copy of a current Public Liability Insurance certificate of currency with activity/events details, where applicable (for an event the P/L certificate of currency must include the event name, date and location). • All events must align with Key Council Plans: <ul style="list-style-type: none"> ❖ West Wimmera Shire Council Plan 2021-25. ❖ West Wimmera Shire 2041 Community Vision. • All activities must ensure inclusivity, social connectedness and accessibility has been considered. • Multiple applications for the same activity will not be accepted. • Applications must be completed in full and have sufficient evidence to enable assessment of the application to occur. Council reserves the right to further investigate aspects of the application. • Where possible, the goods and services in the funded activity (suppliers and contractors) be sourced from within the West Wimmera Shire. • For all expenditure items of \$1,000 or more, you must include a quote or evidence of the item cost. • Applications assessed to be for commercial benefit are not eligible. • The applicant is responsible for all ongoing maintenance and running costs of any equipment purchases from a successful application.



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	<ul style="list-style-type: none"> • Council may approve an application for less than the amount requested. • Successful applicants will be required to complete a Funding Agreement, via Council's grant web page which includes the conditions of grant funding. You may also be asked to comply with additional conditions. • You are required to acknowledge west Wimmera Shire Council's support of your activity as specified in the Funding Agreement. • Funding must be returned if the activity is not completed in line with the Funding Agreement. Any excess funding must be returned. • Quick response grants to be read in conjunction with the West Wimmera Shire Council's Grants Policy.
2.	<p>Council's in-kind Support</p> <p>West Wimmera Shire Council's in-kind contribution is a combination of a good or a service other than money. Some examples are:</p> <ul style="list-style-type: none"> • Preparation of an area out of normal works routine (mowing, slashing, etc.). • Allocation, preparation, delivery and removal of extra bins. • Allocation, delivery and removal of traffic management signage. <p>As with monetary support, in-kind contribution is a contribution by Council and as such, requires acknowledgment to the support and sponsorship of the West Wimmera Shire Council.</p>
3.	<p>Unincorporated Organisations</p> <p>An unincorporated organisation must have their application auspiced by an eligible incorporated organisation. Information on the auspicing body is required in the application including their ABN details, copy of current Public Liability Insurance (if applicable) and a completed Auspice Agreement attached to the application.</p> <p>Further information on auspicing can be found at Not For Profit Law – Auspicing.</p>
4.	<p>Supporting Documents</p> <p>(CEO may waive some or all of the required documents during an emergency or if the situation is urgent).</p> <p>The following documents are required with your application:</p> <ul style="list-style-type: none"> • Current bank statement showing date and bank balance. • Quotes are required for each item you are requesting funding for and should clearly show the service or company where the item is being purchased, what is being purchased and how much each item is. A screenshot is sufficient so long as all the above are included. Preference should be given to local suppliers.



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	<ul style="list-style-type: none"> • Current certificate of public liability insurance to cover the project (if applicable). • If your group is being auspiced you will need to complete an Auspice Agreement and attach a copy of the Auspice organisation's current certificate of Public Liability Insurance • An Australian Tax Office Statement by Supplier if you do not have an ABN. • Permission from the asset owner to undertake the project (if applicable).
5.	<p>Application and Assessment</p> <p>Applications are made through SmartyGrants which can be accessed on Council's Grants web page www.westwimmera.vic.gov.au/grants.</p> <p>The following criteria will be used to assess applications:</p> <ul style="list-style-type: none"> • how well the request meets one or more of the purposes of the grant. • how well the group has provided evidence of justification to support the request. • the level of benefit to West Wimmera Shire residents. <p>The Chief Executive Officer will determine the application following confirmation from Council staff that the application complies with the Grant eligibility criteria.</p> <p>Applicants will be advised of the outcome of their application as soon as practicably possible once the assessment and determination process has been completed.</p>
6.	<p>Grant Acquittal</p> <p>The project must be completed within three months of receiving funds.</p> <p>After you have completed your project, you must tell us how you spent the money by acquitting the grant in SmartyGrants. You will need to provide copies of receipts, invoices and packing slips are not accepted.</p> <p>Please note that you are required to acknowledge Council's funding contribution within any media associated with the project.</p> <p>If your project is delayed, please contact Council's Community Development Team as soon as possible to discuss your specific circumstances.</p> <p>Failure to complete an acquittal report for any successful grant funding received through Council's Community Grants Program may result in applicants being ineligible for any further funding through the Community Grants Program.</p>
7.	<p>Contact</p> <p>For assistance in completing the online application please contact the Volunteer and Events Officer via phone 13 99 72 or email grants@westwimmera.vic.gov.au</p>



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8.	Disclaimer
	These Guidelines are updated on a regular basis. Please ensure your application aligns with the latest most current Guidelines which are available on Council’s Community Grants webpage

Guideline Adopted:	Council Meeting 19/04/23	Minute Book	Policies and Procedures Team
Guideline Reviewed:	Council Meeting 16/08/2024	Minute Book	Policies and Procedures Team
	Council Meeting 17/04/24	Minute Book	Policies and Procedures Team