

Quick Response Grants

Guidelines

Surf Coast Shire Council’s Quick Response Grants assist diverse community groups and organisations to fund minor equipment purchases, upgrades or replacement as well as clever and creative projects that help our community and environment to thrive.

Funds available

Grants of up to \$3,000 are available in this program. A funding contribution from the applicant is not required in this grant stream.

Applications are assessed and funding is awarded on a monthly basis until the allocated budget is exhausted (per financial year).

Note: Council also offers Community Initiative Grants rounds open in March and September for projects seeking up to \$5,000 funding.

Grant purpose

Council values the knowledge, skills and motivation people have to take action on ideas that contribute to a thriving Surf Coast Shire community and environment.

Quick Response grants contribute funds towards community-led projects or equipment purchases that respond to current opportunities and/or needs.

This may include for example, projects or equipment that increase social connection, inclusion health, wellbeing, safety, community arts, cultural or environmental outcomes, and/or upskill local volunteers.

The [Council Plan](#) provides some information and insight into Council priorities and the [Municipal Public Health and Wellbeing Plan](#) identifies our Health and Wellbeing Pillars.

Before you get started

1. Read these Guidelines and check your eligibility.
2. Call our Grants Team on 5261 0600 to discuss your idea and ask any questions.

NOTE: Council officers can assist with the application process but are unable to review draft applications.

To apply

Applications must be submitted online at surfcoast.vic.gov.au/Grants.

Please contact our Grants Team on 5261 0600 if you require an alternative.

Key dates:

Quick Response Grants are open for applications year round, until the allocated budget is exhausted each financial year. Check our website or call our Grants Team for details on current availability.

Assessment criteria

All applications for Quick Response grants are assessed on their merit using these criteria:

Criteria	Weighting
The group’s activities contribute to a thriving community and environment as outlined in the grant program objectives. e.g. have positive outcomes for social connection, inclusion, health, wellbeing, culture, community arts, natural environments, climate change.	35%
The project assists the group with its purpose/function and responds to a current opportunity and/or need and meets one or more of the funding priorities listed above.	35%
The applicant has a demonstrated ability to deliver the project.	10%

The project has positive environmental outcomes.	10%
The budget is fully detailed, costed with quotes.	10%

Equity and inclusion considerations for your project:

The *Gender Equality Act 2020* means that Council has a legislated requirement and a responsibility to promote and support gender equality. For more information about the *Gender Equality Act*, visit genderequalitycommission.vic.gov.au/about-gender-equality-act-2020

Surf Coast Shire Council is committed to promoting equality and access for all people regardless of race, sex, sexuality, age, ability and disability, socio-economic status, education, ethnicities and faith.

We believe our diversity is what makes our community stronger.

To ensure our grants program is equitable and inclusive, projects that remove barriers to participation for marginalised groups and emphasise inclusion will be given preference over projects which encourage stereotypes or are not accessible to all. This might look like:

- Your facilities, publications and processes are accessible and inclusive as possible
- You make reasonable adjustments for marginalised groups
- You are open to feedback for how you can improve access and inclusion
- You actively promote the participation of women and girls in your project or group.

Important Note

Council typically receives greater demand for project funding than is available through the annual grants budget. If applications have equal merit, a lower priority may be assigned to projects/initiatives that:

- Received Council grant funds in the same or previous financial year
- Are recommended/are likely to be recommended for funding through other Council grants
- Receive their core funding from State or Federal governments
- Have greater access to funding from sources other than this grant.

Who can apply?

CAN APPLY	
✓	Groups that operate in or contribute to the Surf Coast Shire community.
✓	Incorporated not-for profit groups, or unincorporated groups who apply through an appropriate not-for-profit incorporated body that supports the application and is willing to accept responsibility for the funding (i.e. auspice agreement).
✓	Charitable organisations.
✓	Groups that operate as part of a larger governing body, where this grant is outside the scope of what is funded by the governing body, e.g. Churches, Cemetery Trusts, SES, CFA.
✓	Not-for-profit community groups and sporting clubs that lease or are licensed to use Council owned buildings within the Surf Coast Shire.
✓	Schools and kindergartens, if the activity is not part of the standard curriculum/learning framework.
✓	Individuals under an auspice agreement
CAN NOT APPLY	
✗	Individuals who are not applying on behalf of an eligible group.
✗	Groups that don't meet the eligibility requirements specified in these Guidelines.
✗	Groups that have received Surf Coast Shire Council funding for the same project within the same financial year (unless it is a new stage of that project).
✗	Groups that have an overdue Acquittal Report for previous funding received from Council.
✗	Committees of Surf Coast Shire Council, including Advisory Committees, Committees of Management or Sub Committees.
✗	Individual businesses.
✗	Elected members and employees of Council are not eligible to write applications, sign or be listed on any grant.

What will and won't be funded

YES		NO	
✓	Projects that align with and support this Grant Programs purpose as found at the top of these guidelines.	✗	Projects that do not align with this Grant Programs purpose.
✓	Activities and projects that support gender inclusion and equity.	✗	Activities and projects that do not support gender inclusion and equity or reinforce gender stereotypes.
✓	Activities that make positive contributions towards First Nations self-determination, Reconciliation and/ or allyship (this means listening to and supporting action on issues of importance to First Nations Peoples).	✗	Projects outside of Surf Coast Shire boundaries.
✓	Activities or resources that support positive outcomes for the environment, sustainability and/or climate action.	✗	Projects that have already commenced or equipment that has already been purchased.
✓	Activities or resources that celebrate and promote diversity and inclusion.	✗	Wages, contracts, registrations and general administration. One-off facilitator/trainer fees are accepted.
✓	Minor equipment purchases.	✗	Operational costs or items purchase on a frequent basis, e.g. telephone, electricity, cleaning/ maintenance, utility bills, ongoing insurance, stationary items, cricket balls.
✓	Equipment upgrades.	✗	Prizes, awards, fundraising items or trophies.
✓	Replacement equipment.	✗	Projects that provide direct benefit to a commercial business, individual or landholder without significant community or environmental outcomes.
✓	Equipment that encourages and enables participation.	✗	Projects that support political or lobbying activities.
✓	Equipment to meet Australian Standards, and/or Local/State/Federal regulations.	✗	Projects that do not align with the objectives of Council's Municipal Health and Wellbeing Plan (e.g projects that encourage unhealthy eating or include the consumption of alcohol).
✓	Equipment purchases where the applicant is contributing to the overall cost.	✗	Capital developments, e.g. renovations or additions/ changes to a structure or property.
✓	Activities that bring people together and/or enable participation, e.g. events*, support groups.		
✓	Activities or resources that increase opportunities for physical activity or recreation.		
✓	Activities or resources that provide arts or culture opportunities for community.		
✓	Activities, events* or resources that express or celebrate the unique values of individual places/ townships.		
✓	Activities that upskill volunteers, e.g. training or development opportunities.		

<p><i>Examples of eligible equipment include (but are not limited to) portable tools, technology, safety equipment, sports equipment with ongoing uses, garden beds, marquees and shade structures, stage lighting for performance spaces.</i></p>	<p><i>Examples of equipment that won't be funded include (but are not limited to) tennis balls, stationary, catering supplies.</i></p>
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*Note: Events such as markets must be for the primary purpose of community education and involvement, not commercial gain. Christmas Carol events must apply for Surf Coast Shire Community Event grant funding.

Eligibility requirements

These are the grant essentials to tick off before your application can be considered by us.

Grant program requirements:

- Activities/projects must take place in the Surf Coast Shire.
- Equipment must be for activities/projects that benefit the Surf Coast Shire community.
- Activities/projects must demonstrate how they act upon the grant purpose described in these Guidelines.
- Activities/projects should demonstrate environmentally sustainable practices and must not have negative impacts on the natural environment.
- Activities/projects must not discriminate against people based on gender identity, race, age, socio economic status, education, ethnicity, ability and disability, or faith.
- Activities/projects must not contradict the priorities of the Council Plan, including the Municipal Health and Wellbeing Plan.
- Completed applications must be received through the SmartyGrants online system. Please contact our Grants Team before the closing date on **5261 0600** if you are unable to access this system and require an alternative format/method.

Requirements of the applicant:

- Grants can be awarded to incorporated not-for profit groups, or unincorporated groups who apply through an appropriate not-for-profit incorporated body that supports the application and is willing to accept responsibility for the funding (i.e. auspice agreement).
- A certificate of currency for Public Liability Insurance (proportionate to the risk associated with the activity being undertaken) must be provided.
- Groups must have an ABN or be willing to complete an ATO Statement by Supplier Form.

Depending on what your project is, the following also need to be met:

- Where related to First Nations Peoples or Culture, applicants must demonstrate appropriate consultation with the applicable Registered Aboriginal Party (RAP), Traditional Owner consultant or First Nations organisation. We recommend reading local RAP Country Plans as a starting point, see links under 'More information' on the final page of this document.
- Projects involving children must comply with the Child Safe Standards [dhhs.vic.gov.au/publications/child-safe-standards](https://www.dhhs.vic.gov.au/publications/child-safe-standards).
- Where appropriate, projects must be inclusive of people with a disability or those who are marginalised. Please refer to Council's Disability Inclusion Guidelines. If successful, you may be required to complete Surf Coast Shire's Inclusive Events Checklist.
- Any relevant risk assessments, permissions, permits and/or maintenance must be worked through with Council officers prior to funding being distributed (e.g. permission from a facility or land manager to make changes).

Funding information

Funding details:

- Funds of up to \$3,000 are available per group, and multiple items of equipment can be applied for within the grant.
- The applicant may contribute to the cost of the project or equipment purchased, but grant funds cannot be used

for retrospective purchases or projects.

- Applicants may apply for funding in multiple Council grant streams if it is for different projects/purposes.
- When a grant is awarded, payment will be made to the organisation's nominated bank account after all relevant documentation is received by Council, including a signed Funding Agreement, invoice and evidence of Public Liability Insurance. If using an auspice, you will need to provide their banking details and an invoice issued by them.
- Council will not be responsible for costs over and above the grant amount awarded.
- Applicants should be aware of their responsibilities to comply with Federal Government taxation requirements. For information or advice on whether you should be registered for GST or need an Australian Business Number, contact the Australian Tax Office information line on **13 2866** or visit ato.gov.au.

In accepting a Surf Coast Shire Council grant these are the things you are committing to:

- Sign a Funding Agreement prepared by Council, specific to your project/activity.
- The funding provided must be used for the approved equipment. Any changes to budget items must be approved by Council prior to purchase.
- Applicants must obtain any necessary approvals and meet any costs associated with those approvals.
- Where required, the applicant will ensure that the activity complies with all the relevant acts, codes, standards and applicable legislation, including, but not limited to, *Victoria's Child Wellbeing and Safety Act 2005*, *Disability Discrimination Act 1992*, and *Occupational Health and Safety Act 2004*.
- An Acquittal Report, including an expenditure statement, must be provided in line with conditions outlined in the Funding Agreement.
- Council's logo shall be used on all material relating to the funded activities and an appropriate acknowledgement of funding must be given by the recipient in all promotional material, announcements and reports of the activities to the community.

Grievance Process

All applicants whether successful or not have the opportunity to discuss the application process. Applicants have the opportunity to write to the CEO if they are not satisfied with the grant process. The applicant will be notified of the outcome in writing.

Surf Coast Shire Council
GRANTS PROCESS



More Information

About this grant

Online surfcoast.vic.gov.au/Grants

Phone 5261 0600

Resources

Depending on the nature of your project, these resources may be useful.

Access and inclusion

surfcoast.vic.gov.au/Community/Access-for-all

Climate change and sustainability

environmentsurfcoast.com.au

Community Group Directory

surfcoast.vic.gov.au/Community/Community-Group-Directory

Energy efficient appliances

energy.gov.au

Registered Aboriginal Parties

We recommend reading the Country Plans available here:

Eastern Maar Aboriginal Corporation

easternmaar.com.au

Wadawurrung Traditional Owners Aboriginal Corporation

wadawurrung.org.au