



**FORMER COLLECTOR PUMPKIN FESTIVAL FUNDS
ONE OFF COMMUNITY GRANT ROUND**

PROJECT GUIDELINES

2022

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1. THE COMMUNITY GRANT

1.1 General Guidelines

What is the Community Grant?

The Community Grant is intended to provide funds from the former Collector Pumpkin Festival funds to enhance and enrich community initiatives throughout the local community.

The Community Grant will provide financial contributions to community projects and initiatives such as equipment purchases, facility construction, renovation/rehabilitation projects, new programs or special funding that will enhance the community's quality of life and wellbeing.

Who administers the Community Grant?

The Upper Lachlan Shire Council will administer the Community Grant via an internal Committee.

How do I apply for funding?

Application forms will be made available on the Upper Lachlan Shire Council website and can be requested at any time at Council's offices. Applications should be sent to Upper Lachlan Shire Council via email or post. Incomplete application forms will be returned.

Applications will be subject to the administration and review periods as outlined in this document.

Who can apply for funding?

The eligible target community for the Community Grant includes incorporated or Not for Profit community groups, funds, projects/programs or facilities that are located within, or provided a direct benefit to, the community within a 10km radius of the Collector Village within the Upper Lachlan Local Government Area.

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Map showing the extent of 10km radius from Collector village

How will applications be processed?

Applications will open on Monday 12 December 2022 and close at 5.00pm on Friday 20 January 2023. Applications will be reviewed by the Committee and recommendations put to the Upper Lachlan Shire Council in February 2023 for endorsement. Applicants will be informed of decisions following the February 2023 Upper Lachlan Shire Council meeting. Funds will be released in March 2023.

What criteria will be used to evaluate applications?

Due to the limited funds available all requests that meet the established criteria may not be approved. General selection criteria may include:

Project benefits

- direct and indirect community benefit.
- quality of life/community wellness enhancement.
- program/project operational efficiencies.
- demographics served.

Target community need

- public safety/improved access.
- provide a direct service to the community.
- Council/community support.

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Availability of funding

- prior funding to applicant.
- demonstration of need for financial assistance.

Project/ program viability

- background of applicant (ie. organisation size/representation, prior experience).
- the extent to which project or program duplicates other available facilities or programs in the area.
- Landowner approval (Crown Lands/Council).

In addition to the above, applications must satisfy the following criteria:

- The target community shall be within 10km of the Collector village within the Upper Lachlan Local Government Area;
- The project should aim to improve the quality of life for the people in the target community;
- The project should aim to provide facilities and services for the target community;
- Applicants should be Incorporated or Not for Profit entities;
- Applicants should provide full financial and legal disclosure on the activity and be subject to independent audit;
- The project must not have a detrimental or negative impact on other community facilities and services; and
- Projects may be subject to conditions which may include, but not be limited to, compliance with relevant safety or Australian Standards as deemed appropriate by the Committee.

All eligible applications from Incorporated or Not for Profit Entities meeting the selection criteria will be reviewed and considered by the Committee. The Committee will meet to discuss and determine, through consensus, the successful application(s).

Is the information in my application protected?

The *Privacy and Personal Information Protection Act 1998* applies to information that is provided to the Committee. Personal information provided in the application form will be used for the purpose of administering the Community Grant only.

This information may be disclosed in response to an access request under the *Government Information (Public Access) Act 2009*, subject to applicable exceptions under the Act.

Once an application has been approved and funding issued, the recipient, project, amount funded and fiscal year will be a matter of public record.

How will I know if my application is successful?

All applications lodged will receive a response from the Committee, via email or post, advising of the outcome of their application. In addition, successful applications will be publicised through the Upper Lachlan Shire Council's website, The Bulletin and any

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other media deemed applicable by the Upper Lachlan Shire Council. All applications are treated as public documents. Should applicants not want details or components of their application made public, this should be stated clearly within the application.

When an application has been approved and accepted by the successful applicant, the Committee will make the necessary payment arrangements.

What if the project applied for changes once the funding has been approved?

If the scope of the project applied for changes, the applicants must request, in writing to the Committee, approval for changes. The scope of the program or project funding may only be adjusted with written approval from the Committee.

What happens if the actual costs are less than the approved funding?

If actual costs are less than the approved funding the applicant may:

1. submit a written request to change the scope of the project and, if approved, apply the unexpended funds for this purpose;
2. send a cheque, made payable to the Community Grant, for the remaining unexpended funds once the final amount has been confirmed by the Committee. Repayments must be submitted to the Community Grant.

1.2 Project/Program Reporting

What reporting is required for approved applications?

Reporting on completed projects is required to ensure that the target community and the Committee can be confident that allocated funds have been used effectively.

Standard templates will be provided to all successful applicants. Applicants must submit final reports using these templates. Funding recipients must permit a representative of the Grant to examine records relating to the expenditure of funds to determine if the Grant has been properly spent.

When will the report on completed programs/projects be due?

Timing will be agreed at the application approval stage. Agreed project delivery timing will be decided upon on an individual project basis and will follow guidelines stipulated by the Committee.

Can the final reporting date be extended?

Yes. If a project/program is not completed within the required timeframe the applicant may request, in writing, an extension. All extension requests must be submitted to the Committee.