



Rural City of **Wangaratta**

Business and Community Recovery Grants Program

Guidelines for Applicants

Background

The Business and Community Recovery Grants Program has been established to provide financial support to businesses and community organisations within the Rural City of Wangaratta who have experienced disruption and hardship due to the devastating bushfires of January 2020 and the COVID-19 pandemic.

As part of Rural City of Wangaratta's 20/21 budget, Council approved the allocation of \$372,876 for the Business and Community Recovery Grants Program.

The Business and Community Recovery Grants Program for FY20/21 only will replace Council's Community Grants Program, Tourism Event Funding Program. These respective grant programs will recommence in FY21/22.

The Business and Community Recovery Grants Program is a competitive program open to:

- Non-profit community organisations
- Businesses

These Guidelines will provide information to applicants to assist when applying for grants and ensure that applications are assessed within a transparent and equitable process.



Categories and Funding

The Business and Community Recovery Grants are divided into two streams each with focus areas designed to achieve the purpose of the grants program.

STREAM ONE: COMMUNITY SUPPORT

- Projects to support the immediate social and physical wellbeing of vulnerable community members
- Build more connected, resilient and resourceful communities
- Sustainability focused projects that add value to the community's recovery
- Projects to ensure creative culture and arts sectors are reactivated and supported
- Events to enhance community participation.

Category and funding amount	What we can fund
Equipment \$1,000 - \$10,000	Purchase equipment that supports the delivery of bushfire and/or COVID-19 recovery initiatives for example furniture or equipment to support activities.
Festivals, Celebrations, Exhibitions and Events \$1,000 to \$10,000	Support creative, sporting and social events, exhibitions, festivals and celebrations that allow for broad community participation. Projects: <ul style="list-style-type: none"> • must be approved for funding before an event takes place, and comply with COVID19 rules and restrictions in place at the time the event is to be held • that support the virtual delivery of events and exhibitions during COVID-19 • are conditional upon obtaining, and providing, all relevant permits and permissions before the event is held
Capital Works \$1,000 to \$10,000	Capital Works projects that assist in the delivery of bushfire and COVID-19 response and recovery initiatives, for example kitchen refurbishments, storage facilities. A successful Capital Works application will be conditional upon obtaining, and providing, all relevant permits, permissions, inspections and approvals. The Project Plan must include reference to relevant permissions, approvals and permits required for the project to proceed. If your project is on/in Council owned or managed land or facilities, you will be required to speak to a Council Officer about the project before commencing the application.
Other Projects \$1,000 to \$10,000	Delivery of projects that address specific social or environmental issues in the community amidst bushfires or COVID-19. This may include: <ul style="list-style-type: none"> • costs associated with providing food, support services and medical relief

	<ul style="list-style-type: none"> • a project that delivers professional development, new work creation, and practice adaptation • a project that aims to increase membership and/or provide broad community participation in the group's activities
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STREAM TWO: BUSINESS SUPPORT

- Projects to develop or improve online and e-commerce capabilities building future resilience into the businesses
- Undertake training and professional development to better prepare for return to business activities
- Initiate innovative projects that will maximise local jobs and build business resilience and opportunities in a post bushfire and COVID-19 economy
- Invest in capital works and equipment during this challenging time and position their business to strongly benefit from the economic recovery when it happens.
- Events to attract people back into our region

Category and funding amount	What we can fund
<p>Online and e-commerce</p> <p>\$1,000 to \$5,000</p>	<p>Costs associated with online and e-commerce activities including the purchase of hardware, software and services in any of the following areas:</p> <ul style="list-style-type: none"> • Website design and development • E-commerce platforms (selling online and receiving payments) • Online content development (web pages, mobile apps, audio and visual media) • Mentoring and training in online and e-commerce activities • Digital marketing and promotion
<p>Training and Professional Development</p> <p>\$1,000 to \$2,000</p>	<p>Costs associated with increasing and enhancing staff capability to better prepare for return to business activities. Examples include:</p> <ul style="list-style-type: none"> • Online learning, webinars • Attendance at training courses, workshops and forums • In-house courses delivered by a qualified external provider or other training
<p>Capital Works and Equipment</p> <p>\$1,000 to \$10,000</p>	<p>50% of costs associated with capital works and equipment used to produce income, including in any of the following areas:</p> <ul style="list-style-type: none"> • Equipment, including major catering, processing and production equipment • Business fittings, including retail and hospitality shop fittings

	<ul style="list-style-type: none"> Physical alterations, including remodeling of premises <p><i>Example: The total cost of a new piece of catering equipment is \$20,000. The applying business can apply for \$10,000 through the grants program and <u>must</u> contribute \$10,000 of their own funds if successful.</i></p>
<p>Festivals and Events \$1,000 to \$10,000</p>	<p>Projects that support the growth of events in the region that attract intrastate, interstate and international visitors.</p> <p>Events supported will have a strong tourism focus that demonstrate the potential to promote the destination and aligns with the strategies of the Rural City of Wangaratta.</p> <ul style="list-style-type: none"> must be approved for funding before an event takes place, and conducted within COVID-19 social distancing restrictions in place at the time the event is to be held that support the virtual delivery of events during COVID-19 are conditional upon obtaining, and providing, all relevant permits and permissions before the event is held
<p>Other Projects \$1,000 to \$10,000</p>	<p>50% of costs associated with initiating innovative projects that will maximise local jobs and build business resilience and opportunities in a post bushfire and COVID-19 economy</p>

Applying for a grant

Application forms are available via www.wangaratta.vic.gov.au/emergency/recovery-grants or Council's Customer Service desk.

Eligibility

COMMUNITY SUPPORT

To be eligible for the Business and Community Recovery Grants Program, community support applicants must:

- Be committed to providing direct benefits to residents of the Rural City of Wangaratta
- Be not-for-profit, as classified by the Australian Tax Office in the Income Tax Assessment Act (1936)
- Have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration
- Have a current Australian bank account in the name of the incorporated not-for-profit organisation or the auspicing body
- Hold an adequate public liability insurance policy to cover the volunteers, staff, members and the general public as appropriate
- Not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- Have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)
- Comply with all other relevant Australian and Victorian legislation, including accounting and auditing requirements; equal opportunity and antidiscrimination laws; human rights laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- Have an adequate risk management plan in place (as required)
- Demonstrate an ability to adhere to the timeframe of the grant program
- Submit a completed application form before the program closing date

BUSINESS SUPPORT

To be eligible for the Business and Community Recovery Grants Program, business support applicants must:

- Be committed to providing direct benefits to residents of the Rural City of Wangaratta
- Be a legally constituted entity (eg a co-operative, incorporated association, company or company limited by guarantee) or have an auspice
- Have an Australian Business Number (ABN)
- Hold an adequate public liability insurance policy to cover the volunteers, staff, members and the general public as appropriate

- Not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- Have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)
- Comply with all other relevant Australian and Victorian legislation, including accounting and auditing requirements; equal opportunity and antidiscrimination laws; human rights laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- Have an adequate risk management plan in place (as required)
- Demonstrate an ability to adhere to the timeframe of the grant program
- Submit a completed application form before the program closing date.

What Cannot be Funded

- Individuals
- Organisations or groups that own or operate poker machines, explicitly promote sports betting, or meet in venues that promote gaming
- Projects that duplicate an existing service, activity or item
- Funding requests that are considered by Council to be the funding responsibility of other levels of government
- Applications from registered political parties
- Projects that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
- Religious projects or activities run by (or involvement with) religious groups seeking to promote their spiritual beliefs
- Prizes or gratuities
- Requests for retrospective funding for projects already commenced or completed
- Repeat applications for the same projects, activities or equipment
- Payment of salaries/wages (employed by the organisation or business)
- Maintenance works to buildings that are owned and/or the responsibility of the Rural City of Wangaratta
- Initiatives that do not focus or directly benefit the Rural City of Wangaratta community
- Applications seeking funding to cover outstanding loans or debts
- Projects that are considered to be high risk or undeliverable

Key Dates

Grants Open	Friday 31 st July 2020
Grants Close	Friday 11 th September 2020
Grants Announced	Friday 16 th October 2020* *subject to change

Assessment Process

Applications will be assessed initially by Council Officers to ensure the application is complete and meets the eligibility requirements. If the application is deemed eligible, it will then be examined in more detail against the assessment criteria. Officers from across Council may be consulted where specialist advice is required. Ineligible projects will not be further assessed.

The Business and Community Recovery Grants Program Assessment Panel will assess each eligible grant application on its individual merits including benefits to the local community and/or business sectors and positive impact on recovery and resilience following the bushfires and COVID-19. They will then make a recommendation to Council.

Stage 1 – Initial Assessment

Ineligible projects or incomplete submissions will not be considered for assessment.

Stage 2 – Merit Assessment

Response to Impact of Bushfires and/or COVID-19 (Weighting 50%)

- The application demonstrates a direct benefit to the Rural City of Wangaratta community and/or business sector in response to the impacts of bushfires and/or COVID-19.

Capacity to Deliver (Weighting 20%)

- The application demonstrates the capacity to deliver the project and meet the conditions of funding. The aim and outcomes of the application must be clear and deliverable within the timeframes.

Value/Benefit to the Community and/or Business Sector (Weighting 30%)

- The application provides good value and benefit to the local community and/or business sector.

Grant Conditions

- The project must be completed within the timelines
- Applicants can submit one application only
- Successful applicants will be required to become a signatory to a funding agreement which lists all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued
- Successful applicants must acknowledge the Rural City of Wangaratta in any promotional material or publicity features
- Successful applicants will be required to provide a written project evaluation of the project/program on completion of the activity. Council will provide an evaluation form to all groups
- Successful applicants will be required to provide an expenditure budget or an audited statement at completion of the funding period. If Council's grant funds are not spent, all remaining funds must be returned to Council
- Council may make funding conditional on other specific conditions being met

Payment

Successful applicants will be notified via email and will be sent a Funding Agreement which must be completed and returned to Council for funding to be paid, generally by Electronic Funds Transfer.

If Council does not have your bank account details on file you will be required to complete and return a New Supplier Statement Form.

Funding Conditions

The Funding Agreement lists general conditions of funding and, if applicable, any special conditions which need to be met before funds can be released to your organisation.

By signing and returning the Funding Agreement to Council you are agreeing to abide by the conditions and acquittal information. If you have any questions regarding information contained in the Funding Agreement, please contact Council as soon as possible.

Grant Acquittal

Your project must be completed by 30 June 2021.

A full grant acquittal, attaching all receipts for approved funding and demonstrating how the grant helped support recovery from the impacts of the Bushfires and/or COVID-19, should be completed and submitted to Council within 30 days of project completion.

Please note that you are expected to acknowledge Council's funding contribution within any media associated with the project or initiative. We also ask that you provide photos and copies of any media promotion.

Information and assistance

For general information about the grants program and application process please visit www.wangaratta.vic.gov.au/recoverygrants

To discuss your project and ensure eligibility, please email recovery@wangaratta.vic.gov.au

Or alternatively, contact:

- Kate Clark, Economic Development and Tourism Project Officer on 0421 516 316
- Katie Gibson, Projects and Recreation Officer on 0405 150 304