



Stawell Harness Racing Club

Community Development

Grants Program

Guidelines

For an application form please contact:

Lisa McIlvride

CEO

Stawell Harness Racing Club

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stawharn@vic.chariot.net.au

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Community Development Grants Program

Guidelines for Applications

Introduction

The Stawell Harness Racing Club Community Grants Program provides community groups within the Northern Grampians Shire Council the opportunity to make your locality a better place to live. The Stawell Harness Racing Club provides grants to community organisations and groups that address community needs and provide opportunities that enhance the ongoing success of that particular group.

Aims & Objectives of Grants

To provide support to locally based group/organisations to develop opportunities to enrich the social fabric of the Northern Grampians Community and:

That address the community needs and provides opportunities that enhance the well-being and quality of life of Northern Grampians Shire residents.

Eligibility Criteria

All applications must:

- * be managed through a legal entity such as an incorporated association
- * be from a not for profit organisation
- * provide direct benefit to residents of the Northern Grampians Shire
- * be able to demonstrate financial viability and competence
- * be able to demonstrate a contribution to the project on a \$ for \$ basis. Your organisation must be able to match the grant amount either in cash and/or through in-kind labour and materials
- * be based in the Northern Grampians Shire
- * not already received substantial support from Council

If your application does not fit the eligibility criteria but you think it is worthy of consideration for funding, please contact Lisa McIlvride on 53581237 to discuss the merits of your project.

Ineligible Applicants

Applications will be ineligible if:

- * Organisations are based outside the Northern Grampians Shire, unless the project can be proven to still have benefit to residents of the Northern Grampians Shire
- * You are an individual applying for funds
- * Projects duplicate other locally available services or resources
- * The project has commenced prior to the date on which the funds are released
- * Applications are for ongoing or recurrent funding
- * Committee and Staff of the Stawell Harness Racing Club

Assessment Criteria

Applications will be assessed according to the following criteria:

- * The project fits within at least one of the funding categories
- * The project effectively meets identified community need within the Northern Grampians Shire.
- * The project has clear and achievable objective and outcomes
- * The project can demonstrate community involvement in the project planning and implementation
- * The project has been accurately costed
- * The organisation has the capacity to implement the project
- * The organisation has a Responsible Drug & Alcohol Policy (if applicable)

Conditions of the Grant

If your organisation is successful in obtaining a community grant you will be required to enter into a written agreement with the Stawell Harness Racing Club, stating that your organisation will adhere to the following conditions while undertaking the funded project:

- * Grants are allocated specifically for the project and cannot be used for any other purpose without prior formal written agreement from the Stawell Harness Racing Club panel.
- * Funds are required to be expended within 12 months of the letter of offer. Funds not expended by this date are to be returned to the Stawell Harness Racing Club unless a written extension is obtained from the Stawell Harness Racing Club.
- * Any change to the original submission must be approved by the Stawell Harness Racing Club in writing.
- * All works to be undertaken must obtain relevant permits and approvals prior to commencement.
- * Organisations are required to sign a funding agreement with the Stawell Harness Racing Club and attend a cheque presentation.
- * Any programs or activities undertaken with grants or funding under this program must acknowledge the support and sponsorship of the Stawell Harness Racing Club.
- * Organisations are required to meet relevant government legislation requirements (eg Occupational Health & Safety Issues, Risk Management Equal Opportunity, Workcover, Privacy).
- * Organisations are required to ensure volunteers are registered with the organisation and adequately covered by insurance.
- * An acquittal report must be submitted to Stawell Harness Racing Club one month after completion of the project. The acquittal is to include details of the success of the project, photos of the completed project and an income and expenditure statement detailing the Grant from Stawell Harness Racing Club and how this was expended. Organisations will be ineligible for further grants if the evaluation process is incomplete.

Funding:

* Stawell Harness Racing Club will not fully fund projects. Applicants are required to demonstrate their own contribution on a \$ for \$ basis to the project through funds, fundraising, and sponsorship or in kind support.

* Stawell Harness Racing Club is offering grants up to **\$2,000**. Successful applications may not receive the full amount applied for.

* Only one application per organisation is allowed annually.

* Grant funds allocated to the organisation are GST exclusive.

Timeframes

This application **opens** Monday 13th August 2018

This application **closes** Friday 28th September 2018

The applications will be **assessed** over October 2018

The applicants will be **advised** no later than Monday 19th November 2018

Presentation Evening of Grants will be held on Tuesday 27th November 2018

Extensions

Under some circumstances an extension of time may be given if you require an extension please contact Lisa McIlvride on 53581237 to discuss your circumstance.

Application Process

Applicants must contact Lisa McIlvride to discuss their project and grant availability prior to submitting an application.

Applications are to be assessed in accordance with the criteria relevant to the specific grant program.

Applicants will be notified in writing within 2 weeks of Stawell Harness Racing Club approval if their application has been successful.

Submitting the Application

Applications may be submitted via email to: stawharn@vic.chariot.net.au

Applications may be posted to:

Lisa McIlvride
CEO
Stawell Harness Racing Club
PO BOX 105
STAWELL VIC 3380

Enquiries

For all other enquiries regarding Stawell Harness Racing Club Community Grants Program, or to discuss your application, please contact **Lisa McIlvride**, by phoning 5358 1237.