

Quick Response Grant Guidelines

Our Quick Response Grants support local groups and organisations by funding small projects that meet an identified community need. We respond to these applications in a timely and flexible manner.

Please note: Separate guidelines are available for our indigenous grants and youth project grants. These are available on our website at www.nillumbik.vic.gov.au/communitygrants.



GRANT POOL

Maximum per application:	\$2,000
Total amount per ward:	\$3,000 X 7 wards
Total pool:	\$21,000

PRIORITIES FOR FUNDING

For **once-off costs** including:

- community events and activities
- materials and equipment
- artist, consultant or provider fees
- pilot programs
- promotional materials such as brochures, newsletters, websites, and signage
- venue hire charges and signage up to \$200 (refer to our website for a list of venues and other facilities for hire)
- minor capital works (community groups will need to get written approval from the relevant landlord if works are on Council land)
- incorporation costs (on set up).

ELIGIBILITY

- Incorporated non-profit community groups or organisations that are either based in Nillumbik or have a substantial Nillumbik membership, user or client group.
- Unincorporated groups which are auspiced by an incorporated body.
- Community groups and organisations that have minimum \$10 million public liability insurance and a certificate of currency.
- A group or organisation with no outstanding grant acquittals from a previous Nillumbik Shire Council grant.

Community groups or organisations can only be awarded one Nillumbik Community Fund Grant each financial year.

EXCLUSIONS

Grants will not be considered for:

- repeat projects or programs
- ongoing organisational operating costs
- projects that have received full funding from another source
- environmental and/or school curriculum based projects
- individuals
- fundraisers
- retrospective funding or projects which are due to commence prior to the notification of the application outcome.

TIMELINE

Applications open on 1 July each year and close on the last Friday in May or when funds are expended. We strive to process all applications within two weeks. An additional two weeks are required before payments are made to successful applicants.

Once the budget for each financial year has been expended no further applications will be considered until the next financial year.

Notification will be posted on the Nillumbik Shire Council website (community grants page) as soon as the budget has been fully allocated.

DOWNLOADING THE APPLICATION FORM

1. Go to www.nillumbik.vic.gov.au/communitygrants to download the application form and guidelines in writeable pdf format.
2. Save the forms to your computer using the 'save as' function.
3. The form can be completed electronically by typing into the fields and saving your changes. Or you can print the form and complete it manually.
4. If you are posting or delivering your application, please do not use staples
5. If you are unable to download the form and would like a copy sent to you, contact the Grants Office on 9433 3153 or 0439 573 452 or email grants@nillumbik.vic.gov.au.

SUBMITTING YOUR APPLICATION

By email

Email an electronic copy of your application form and electronic copies of all supporting material to grants@nillumbik.vic.gov.au.

By mail

Post one printed copy of your application form and copies of your supporting material to:

Nillumbik Community Fund
c/o Community Development Team
Community Participation, Learning & Culture Unit
Nillumbik Shire Council
PO Box 476
GREENSBOROUGH VIC 3088

In person

Deliver one printed copy of your application form and copies of your supporting material to Customer Service between 9am and 5pm, Monday to Friday:

Nillumbik Community Fund
c/o Community Development Team
Community Participation, Learning & Culture Unit
Nillumbik Shire Council
Civic Drive
GREENSBOROUGH VIC 3088
(Melway 11 A10)

Please do not use staples to bind your forms.

REQUIRED SUPPORTING MATERIAL

Along with your completed application form, send through a copy of the following documents:

- Public Liability Insurance certificate
- Certificate of Currency
- Quotes for any services or products required for the project
- Emails or letters of support from partner organisations

THE ASSESSMENT PROCESS

Council will follow the procedure below for processing applications:

1. Initial conversation with applicant to discuss project
2. Community Development Officer assesses application against selection criteria and makes recommendation

3. Application forwarded to relevant Ward Councillor for information and comment. Ward Councillor responds with their recommendation
4. General Manager, Community & Leisure, assesses recommendation against criteria and makes decision
5. Applicant receives notification of outcome via telephone and email
6. Successful applicant receives grant offer and formally accepts offer via Grant Acceptance Form
7. Payment to applicant processed

OTHER NILLUMBİK SHIRE COUNCIL GRANTS

Council offers a range of other grants including:

- Environment
- Sporting and Cultural Achievement Grants
- Robert Bridgford Indigenous Grant*
- Arts & Culture Annual Grant*
- Community Projects Annual Grant*
- Youth Development Quick Response Grant*

* Nillumbik Community Fund

ALTERNATE FUNDING SOURCES

There are a number of other grants available to community groups and organisations, which Council recommends as an alternative or in addition to our grant programs.

Our Community's website www.ourcommunity.com.au profiles all other federal, state and local government, philanthropic and corporate grants.

Other grant programs can also be found at:

www.dpced.vic.gov.au
www.vic.gov.au/grants
www.philanthropy.org.au
www.grantslink.gov.au

NEED ASSISTANCE?

For more information please contact the Grants Office, c/o the Community Development Team on 9433 3153 or 0439 573 452 or email grants@nillumbik.vic.gov.au.