



MANSFIELD SHIRE

# Outlying Communities Infrastructure Fund

Draft Guidelines 2021-22

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## Purpose

This document sets out the application guidelines for funding of the Outlying Communities Infrastructure Fund Grant. It is designed to assist prospective applicants in deciding whether to apply for the grant and outlines the process for submitting an application. This document also sets out the purpose of the Fund and explains who is eligible to apply. It sets out the criteria that will be used to assess applications for funding.

## Objectives

The Outlying Communities Infrastructure Fund aims to support communities to develop or improve community facilities that enhance liveability and improve community resilience and connectivity in outlying communities within the Mansfield Shire.

This will be achieved by utilising the funding amount to provide Mansfield Shire outlying communities the opportunity to apply for grants of up to \$20,000.

## Funding Details

Grants of up to \$20,000 are available out of a total funding pool of \$50,000. Only one application per organisation will be accepted.

## Who can apply?

- Groups and organisations registered on the Australian Government Australian Business Registry as an Incorporated Association, State or Local Government Entity.
- Groups or organisations auspiced by an Incorporated Association, State or Local Government Entity.
- Multiple Groups within the same community

## Who cannot apply?

Applications will not be accepted from:

- Individuals
- Groups or organisations that were successful in 2020/21, are not eligible grant for a grant in 2021/22
- Businesses or political groups
- Government agencies – with the exception of groups registered as State or Local Government Entities for the purpose of managing land – i.e. Crown Land Committee of Management and Local Government halls and reserves.
- Individuals, groups or organisations outside Mansfield Shire
- Applicants that have not successfully acquitted previous Council grants or who have outstanding debts to Council

## Eligible Projects

The projects must:

- Demonstrate ongoing community benefit
- Take place in an outlying community within the Mansfield Shire (not within Mansfield township as per the Planning Scheme)
- Deliver capital improvement to:
  - buildings
  - facilities
  - publicly accessible land managed/maintained for community benefit

Eligible projects may include:

- Improvements to community buildings i.e. kitchens, bathrooms, social spaces
- Improvements to sporting and recreational facilities
- New infrastructure initiatives
- Infrastructure that increases inclusion, and accessibility for all abilities
- Sustainability improvements
- Projects that reduce risk/increase safety
- Storage improvements
- Fencing

## What we do not fund

- Appliances and/or non-permanent equipment
- Projects that will require recurrent funding
- Staff costs
- Projects that have previously been funded by Council
- Purchase of land or buildings
- Payment to the applicant for time spent working on the project or planning the project
- Maintenance works that are an organisation/club responsibility under tenancy or lease agreement
- Projects which exclude access to the public or community groups
- Ongoing administration/operational costs
- Expenditure or financial commitments made before the grant has been awarded
- Works that have already been started or completed
- Projects located within the Mansfield township zone (as defined by the Planning Scheme)

## Community Contribution

This fund does not have a set community contribution, however applicants must demonstrate some contribution from community to the grant total.

Eligible contributions include volunteer labour, professional services, donated materials or cash.

## Match types and rates

**In-kind/volunteer labour:** This can include sitting in project steering committees, organising events/fundraising, attending working bees or donated professional labour such as engineering, plumbing, electrical etc.

- Unskilled labour is valued at \$30 per hour
- Professional/skilled labour should be valued at current commercial rates

**Note:** volunteer time only counts toward your match *after* the grant has been awarded.

### **Donated materials / supplies:**

- All donated materials should be valued at their current commercial rate.
- Borrowed equipment / hire equipment can also be counted and should be valued at the standard rental fee.

**Cash:** cash donations can come from fundraising events, individuals, foundations, businesses or community groups.

## Application process

**Opens** 20 October 2021

**Closes** 23 December 2021

**Announcement** After an assessment process and council endorsement, successful projects are expected to be announced in late February 2022.

The Fund Grant information can be found at:

<https://www.mansfield.vic.gov.au/residents/community>

Paper copies are also available at Council

Steps:

1. Check your eligibility against the criteria
2. Read the guidelines before completing your application
3. Option to discuss your proposal with a Council Officer:  
[community.development@mansfield.vic.gov.au](mailto:community.development@mansfield.vic.gov.au) OR 03 5775 8592
4. Obtain quotes for all expenses for your proposal
5. Obtain letters of support and establish partnerships and links with other groups
6. Provide all supporting documentation to attach electronically to your submission, including photographs, quotes, financial statements and insurance
7. Submit your application online by the due date: 23 December 2021

Receipt of application forms will be acknowledged by email following submission. If an acknowledgment email is not received following submission, please contact

[community.development@mansfield.vic.gov.au](mailto:community.development@mansfield.vic.gov.au) OR 03 5775 8592

Applicants will be informed in writing of the outcome.

## Assessment

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 is then examined in more detail against the assessment criteria.

An internal multi-disciplinary assessment panel will propose recommendations to Council on funding allocations. Officers from across Council are consulted where specialist advice is required in formulating recommendations.

Final grant decisions will be made by Council at the February Council Meeting.

CRITERIA	WEIGHTING
demonstrated link to funding objective with clear evidence of demand for the project and the ongoing benefits to community	50%
detailed project planning and demonstrated capacity to deliver project successfully	40%
community contribution	10%

Additional weighting may be applied by the assessment panel to ensure the even distribution of funds across the Shire's geographical area.

## Successful Applicants

You will receive a notification of successful funding and an agreement that must be signed and returned to Council.

1. Payment can only be made once you return your funding agreement to accept the terms of the funding along with an invoice for the grant amount.
2. Make sure you adhere to any special conditions outlined on your funding agreement or letter.
3. Do what you said you would do in accordance with your application.
4. Retain all project invoices and receipts.
5. Tell Council in advance if your funded project is predicted to be different from your application in any way.
6. Acknowledge Council's support by use of the Mansfield Shire Council Logo.
7. Take photos and relevant notes during your project.
8. Finally, evaluate and acquit the project and tell Council how the project went, the good and the bad.

## Grant terms and conditions

### Conflict of interest

All applicants will be required to declare any interests of which they are aware, which could reasonably raise an expectation of a conflict of interest. Conflicts of interest can be actual, potential or perceived, and should be declared to ensure that any risks are managed.

### Contracts

A signed funding agreement between Mansfield Shire Council and the recipient is required for all OCIF projects.

### Auspice agency

Applicants to the Outlying Community Infrastructure Fund **must** be an incorporated organisations. If your group is not incorporated, you need to approach a local, incorporated group and ask if they will 'auspice' your application.

An auspice agency is an organisation that agrees to act as the trustee of your project's funds and assumes financial responsibilities related to successful completion of your project. *Your* group still manages the actual implementation of the project. We recommend that you establish an agreement with your auspice agency outlining roles and responsibilities.

### Indemnity

Council shall not be responsible at any time for any liabilities incurred or entered into by the community organisation as a result of, or in connection with, any activities undertaken as a result of funding being received

The community organisation will agree to indemnify Mansfield Shire Council and its staff, from and against any claim, demand, liability, suit, cost, expense or action arising out of or in any way connected with the Project or the activities of the community organisation.

### Land-owner permission

Land-owner permission (if applicable) must be obtained prior to submitting an application to the OCIF. All legal requirements, permits and permissions necessary to undertake the Project are the responsibility of the community organisation.

### Completion deadlines

From the date upon which the funding agreement is signed, projects must be completed within 12 months.

### Grant payments

100% of the grant will be paid to successful applicants after the funding agreement has been signed by both parties and an invoice has been received by Council.

**NOTE:** If you are using your OCIF grant to source project funding from another agency, the OCIF grant amount will be committed to your project, the grant payment will not be made until the other funding sources have been confirmed.

### GST

OCIF grants are GST exclusive.

### Reporting

An acquittal report is required at the end of the funding period or as specified in the term of the funding agreement.

## Further Information

Please contact Council's Coordinator Community Development, Clare Berghofer.

Email: [community.development@mansfield.vic.gov.au](mailto:community.development@mansfield.vic.gov.au)

Telephone: 03 5775 8592