



MANSFIELD SHIRE

Community Matching Fund Guidelines

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Summary of funds available

	Community Matching Fund
Maximum Grant Amount	\$3000
Funding pool	\$20,000
Funding ratio	\$1 to \$1
No. of rounds	One per financial year
Application format	Presentation to assessment panel
Project Start Date	No less than 12 weeks from date of application
Project Completion Date	Projects must be complete and a Project Completion Report submitted within 12 months of receiving funds.

What is the CMF?

The Mansfield Shire Council Community Matching Fund (CMF) aims to support the valuable work undertaken by volunteers and community groups in the Mansfield Shire.

The fund seeks to increase community groups' ability to plan and implement initiatives that are identified by local communities themselves. As such, all projects supported by the fund are community-driven and build upon existing community assets to further strengthen and enhance our communities.

The structure of the CMF seeks to promote collaboration between Council and the community by joining together Council resources and the community's own contributions.

The principles in the Mansfield Shire Council's Community Development Charter form the basis of the CMF.

These principles are:

- Inclusiveness and participation
- Respect
- Empowerment
- Collective action
- Communication
- Sustainability
- Learning

Who should apply?

All applicant groups must be open and inclusive, not-for-profit, non-political groups and be comprised predominantly of people who are members of the Mansfield Shire community.

Applicants need to be incorporated organisations. If your group is not incorporated, you need a local, incorporated group to auspice your application (refer to the 'Auspice Agency' section on page 5 of this document for more information).

What we fund

We fund projects that help to build a stronger, healthier and more sustainable community.

All projects should:

- demonstrate ongoing community benefit as a result of the project
- emphasise self-help so that, to the greatest extent possible, projects are initiated, planned and implemented by the community members who will themselves be impacted by the project
- take place within the Mansfield Shire or directly benefit members of the Mansfield Shire community
- demonstrate a 'community match'
- demonstrate a clear link to the Council Plan
- demonstrate a clear link to your community groups vision, strategic plan or community plan

Applicants must also demonstrate how their project meets one or more of the following objectives:

- Support and/or improve sustainability and environment
- Support and/or improve access and inclusion
- Develop skills and support learning opportunities
- Encourage collaboration, partnerships and sharing resources
- Encourage volunteering
- Increase participation
- Support involvement of disadvantaged groups
- Support and/or improve community wellbeing and resilience

What we do not fund

CMFs are not made to:

- Businesses, government agencies or political groups.
- Individuals, groups or organisations outside Mansfield Shire.
- Applicants that have failed to successfully carry out CMF projects funded in the past two years.
- Applicants with outstanding project reports for previous CMF funded projects.
- Groups/organisations that have outstanding debts with Council.

CMF awards cannot be used for:

- Projects with a starting date less than 12 weeks from date of application .
- Projects that will require recurrent funding.
- Staff costs.
- Projects that have previously been funded by Council.
- Purchase of land or buildings.
- Payment of expenditure or financial commitments made before the grant has been awarded.
- Payment to the applicant for time spent working on the project or planning the project.

Community match requirements

What is a 'community match'?

The 'community match' is your group's contribution to the project. It could take the form of volunteer labour, professional services, donated materials or cash.

Match ratio

Projects must demonstrate the following community match-to-grant ratios:

- **\$1 to \$1** for all funds. This means the total community match must be *equal to or greater than* the grant amount requested (e.g. if you ask for a \$500 grant you must show a total community match of at least \$500.)

Remember, by boosting the level of your community match, you are demonstrating your group's commitment to the project.

Match types and rates

People can contribute to projects in many ways:

- **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.

Making an application

Applications are open once a year and you will be required to present your project proposal to the assessment panel. To make an application;

1. Complete the [online application](#) on council's website
2. Present your project to the assessment panel

All eligible applicants will proceed to the presentation stage. The number of applications received will determine time allocated for presentations. A member of the Community Development Team will contact you within 1 week of receiving your application to confirm your availability to present, advise on the time allowed for a presentation and highlight any key information from your application that should be included or if there is any missing information.

The purpose of the presentation is to enable applicants to hear about each other's projects, share ideas and develop networks. It will also enable applicants to respond to questions regarding their application, reducing the delay in collating information required to assess each application and allowing applicants to hear the kind of questions and details that an assessment panel requires – improving the applicants skills and knowledge to apply for other grants.

Contracts and grant conditions

Because CMF awards use public money, there are conditions that apply to the projects. Please make sure you understand the conditions before you submit an application.

Contracts

A signed funding agreement between Mansfield Shire Council and the recipient is required for all CMF projects. **You cannot incur any project costs before you have signed the grant agreement!**

Auspice agency

Applicants to the Community Matching Fund **must** be incorporated non-profit organisations. If your group is not incorporated, you need to approach a local, incorporated not-for-profit 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 Community Matching Fund. All legal requirements, permits and permissions necessary to undertake the Project are the responsibility of the community organisation.

Project Start Date

Proposed start dates for projects must be no less than 12 weeks from the application closing date.

Completion deadlines

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

Grant payments

Grant payments are made on the following basis:

- 80% grant payment made after the funding agreement has been signed; final 20% payment made on project completion.

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

GST

CMF grants are GST exclusive. When completing the financial information in your application, **all figures provided MUST be EXCLUSIVE of GST**. This means that where your project includes purchase of Goods and Services, your group will incur additional GST expenses. If your group is registered for GST you will be able to recoup any GST incurred through your accounting processes. If your group is not registered for GST, we will add 10% to GST items as part of your grant to cover these costs.

Reporting

All recipients of CMF awards must submit a project completion report which includes the following components:

1. Proof of project completion such as photos, relevant certificates etc.
2. A brief written report – template provided
3. A summary of all project expenditure. Please note that whilst you do not have to provide receipts with your final report all project invoices and receipts must be retained as Council may request to audit your records.
4. A signed summary of all volunteer labour, professional services or materials/goods donated to the project.

For further information

Please contact Council's Community Development staff on 5775 8555 or visit the Council offices.

This document is available in alternative formats - phone 5775 8555.