moira
SHIRE

Innovative Services are Better Services

Application Guidelines

Introduction

Moira Shire Council is a major funder of community based activities and services across the Shire.

The *Innovative Services are Better Services* program has been developed in response to changes to funding arrangements for services to people with disabilities and people who are frail aged, which have changed Council's role in funding of services to these populations.

The program aims to strengthen the community care/services sector through provision of funds to address existing or emerging unmet needs arising from the rural location of the Shire, changes to program offering arising from the implementation of the CHSP and NDIS and increase community engagement and participation and/or improve the health and wellbeing within the target populations. It is anticipated that that program may also provide a platform from which organisations can access funds through other funding opportunities.

The program is of particular interest to service providers and not for profit community organisations who are seeking funding to deliver an innovative service response to residents who are aged or who have a disability.

The *Innovative Services are Better Services* funding program is an open, competitive triennial grant offered as part of Council's Community Strengthening Grants program.

This document has been prepared to assist community groups in preparing an application for Moira Shire Council's *Innovative Services are Better Services* funding program.

Aims and Priorities

The Innovative Services are Better Services program provides funding to implement innovative service opportunities, not traditionally funded, that will address a gap in services to deliver one or more of the following outcomes in respect of the target groups:

- Promote and enhance healthy lifestyles, particularly physical activity and mental wellbeing;
- Support quality independent living;
- Encourage involvement in community activities;
- Reduce social isolation;
- Promote supportive and safe communities;
- Increase access to community and community services/activities; and/or
- Support carers.

Funding Details

The funds will be offered on a triennial basis to allow providers to have the funding surety to appropriately implement programs and projects and evaluate outcomes.

An amount of up to $131,750 per annum has been allocated for a three year period from the 1 July 2020 by Moira Shire. Programs may be funded as follows:

Full Amount	Half of Amount	Quarter of Amount	Smaller Amount
Program must cover the whole shire (four major towns and all districts).	Program must cover half of the shire (two major towns and local districts).	Program must cover a quarter of the shire (one major town and local districts).	Amount requested must be in accordance with area covered.
Up to $131,750	Up to $66,375	Up to $33,187.50	Other

Applications that demonstrate sustainability and/or contributions from other sources (e.g. generated fees/income, applicant cash contribution, sponsorship or other funding partners such as philanthropic organisations) and/or in-kind contributions will be considered favourably.

Please note:

- Council reserves the right to offer less funding than requested.
- Funding is provided by an annual payment for a three year period and no ongoing commitment by Council is implied.
- Funding cannot be used for any other project or program than that detailed in the application and funding agreement.
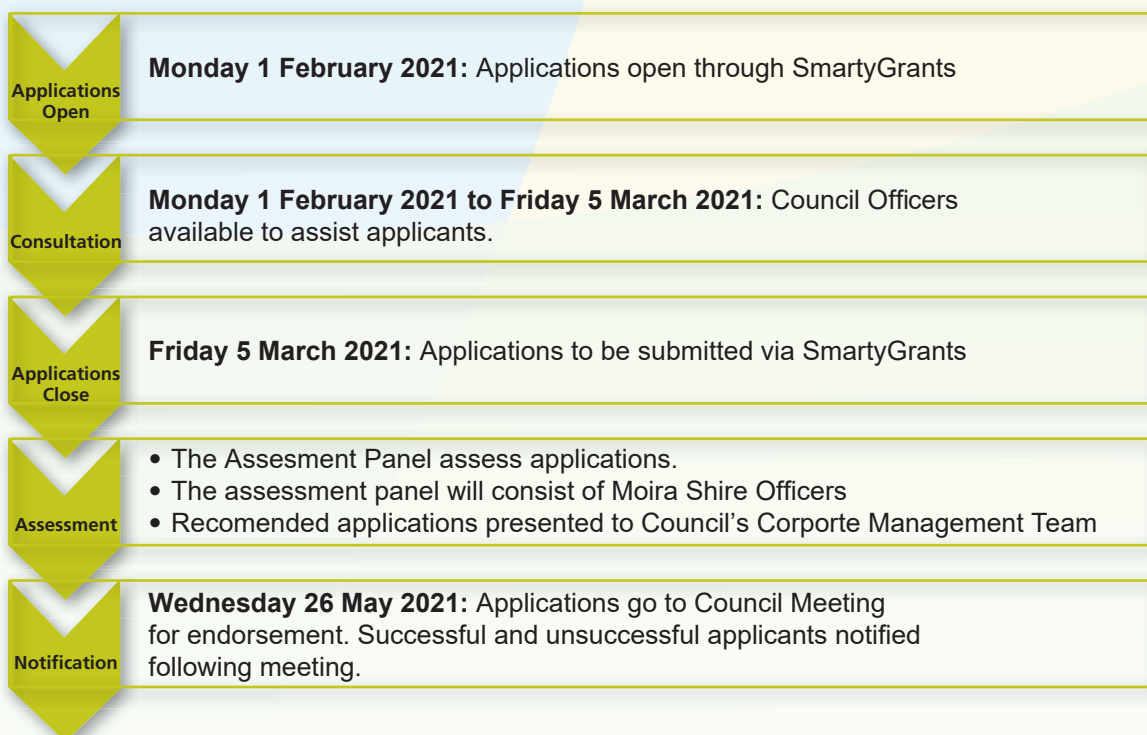- If the program is discontinued within the three year period, unspent funds must be returned to Council.

Innovative Services are Better Services funds must be used to meet costs that are integral to delivery of the approved program/project, including:

- Equipment and Vehicles
- Program operational expenses:
    - o Volunteer reimbursement
    - o Staffing costs
    - o Administration Costs
- Evaluation Costs

Funding Exclusions

- To support programs/projects that have already commenced. However funding will be considered for a significant new direction or enhancement of an existing project/program;

- To support projects/programs/services that:

  o Have been, or are being, funded by other parts of Council;

  o Are run by (or involved with) political or religious groups seeking to promote core beliefs;

  o Major capital expenditure such as purchase of land/buildings or building works

  o Fuel expenses outside of those incurred through direct service delivery;

  o Overseas or interstate travel (without specific agreement);

  o Programs that aim to produce commercial profit (either directly or indirectly).

  o Are a clear duplication of existing services; and/or

  o Will have a negative impact on the environment.

Application Timetable

Applications Open	**Monday 1 February 2021:** Applications open through SmartyGrants
Consultation	**Monday 1 February 2021 to Friday 5 March 2021:** Council Officers available to assist applicants.
Applications Close	**Friday 5 March 2021:** Applications to be submitted via SmartyGrants
Assessment	• The Assesment Panel assess applications. • The assessment panel will consist of Moira Shire Officers • Recomended applications presented to Council's Corporte Management Team
Notification	**Wednesday 26 May 2021:** Applications go to Council Meeting for endorsement. Successful and unsuccessful applicants notified following meeting.

Please note: dates may change subject to the impact of the current pandemic on Council operations.

Eligibility

For organisations to be eligible to make an application under this program they must:

- Have an Australian Business Number (ABN) or have a community organisation who is willing to auspice the application and accept responsibility for the administration of the funding;
- Be an incorporated 'not for profi t' community organisation with open membership to residents in Moira Shire or a Moira Shire Council delegated Committee;
- Hold public liability insurance of up $10 million dollars minimum;
- Submit a compliant application;
- Agree to, and act in accordance with:
    - o All relevant Moira Shire Local Laws;
    - o Federal and State legislation and Standards, including but not limited to
- Accounting and auditing requirements
- Equal Opportunity Act 2010
- Anti-discrimination laws Equal Employment Opportunity Act 2010;
- Disability Discrimination Act 1992 (Commonwealth);
- Victorian Charter of Human Rights and Responsibilities Act 2006
- The Disability Act 2006
- Occupational Health and Safety Act 2004
- Privacy, Confidentiality and Freedom of Information laws
- Registration or accreditation of professional employees; and
- Preparation and dissemination of annual reports (if applicable).

- Confirm the proposal does not replicate another funded program;

Auspicing:

- The program accepts applications from auspice organisations applying on behalf of applicants. Any legally constituted body may act as an auspice. If the application is successful, the auspice organisation will receive any funds allocated and is responsible for the management of the project and the acquittal of grant funds.

- If you are planning on having your grant managed by an auspice organisation, please ensure your application is submitted by that auspice body on your behalf.

SmartyGrants

Applicants must apply for the grant via SmartyGrants Council's online grant administration system. The website is https://manage.smartygrants.com.au. If you are a first time user of SmartyGrants you will need to register. We suggest you use an organisational email address to register to ensure all your applications are in one place and can be accessed over time by relevant committee members.

SmartyGrants provides an easy way for applicants to complete their application form online. Some of the features of SmartyGrants are:

- You can save your progress and return to complete your application at a later time or date;
- Your application is stored online, therefore there is nothing for you to save to your own computer and; you can be certain that the grant maker has received your application when you submit.

It is important that each of the sections above are completed fully and that all supporting documentation is attached.

Applications

Applications are formatted as follows:

- **Section 1: Information and Eligibility**
- **Section 2: The project/program proposal**
  - o A description of the project, summarising the project: its objectives, anticipated outcomes and delivery area; the evidence base for the project (justifying need/demand); any work progressed to date and alignment with Council and Federal and State government's strategic directions.
- **Section 3: Applicant Details**
  - o A description of the applicant, project team and/or key personnel, highlighting skills and experience relevant to delivering the proposed project/program (e.g. CVs, biographies, experience on relevant projects) and any project/ activities that have previously been delivered by the organisation (as the applicant).
- **Section 4: Project Schedule**
  - o A project schedule which details key deliverables/outputs, key dates and project milestones, any approvals required and risk management strategies; and estimated completion date (if applicable).
- **Section 5: Budget**
  - o A proposed budget summary including funding request from Moira Shire Council and any other contribution sources (outline viability if the contribution source is not confi rmed). Attachments detailing the project budget will be accepted with the application.
  - o If the project will use funds to purchase capital items, quotes for capital expenses.
- **Section 6: Risk and Risk Management Plans**
  - o Project inter-dependencies/risks (for example obtaining relevant, permissions, licenses or permits);
  - o Associated proposed mitigation strategies.
- **Section 7: Partners and Stakeholders**
  - o Identifi cation of critical stakeholders and partners who have either been engaged in the project proposal to date or who are identified for future engagement.
  - o Any letters of support or partner confirmations .
- **Section 8: Application Checklist and Declaration**

Assessments

Each application will be assessed against the following criteria:

1. Alignment of aims of the project with Council's strategic directions and priorities

2. Potential of benefit or impact from the project / program funding

3. Practicality of delivery of project or idea

4. Capacity of the individual / group to deliver the project or idea

5. Willingness / ability to collaborate with partners, community and Council

Applications must be submitted by 4pm on the closing date, Friday 5 March 2021.

Applications will progress through the process as detailed earlier in the **Application Timetable.**

Triennial Funding Agreement

Successful applicants must sign a Triennial funding agreement (Agreement) with Moira Shire Council, before they receive funding.

This document will detail Terms and Conditions of the grant including but not limited to:

o Purpose for which funding is provided;

o Compliance requirements;

o Council acknowledgment;

o Project/program management plans;

o Management and administration of payments and application of GST;

o Management and acquittal of funds;

o Program evaluation; and

o Timelines for reporting.

Application Support

It is important to Council that applicants are able to submit a well-developed application that responds to the assessment criteria and provides the relevant evidence and supporting documentation required.

To support applicants to achieve this further guidance on how to complete an application form can be provided. Please contact the Community Development Department on (03) 5871 9222 for a confidential conversation or to book an appointment.

Feedback

In order to continually improve Council's approach to community funding, feedback is encouraged from applicants.

Feedback should be directed to Manager Community Development via post Moira Shire Council, PO Box 578 Cobram VIC 3644 or via email grants@moira.vic.gov.au.

www.moira.vic.gov.au

find us on **facebook**