

COMMUNITY FLOOD RECOVERY AND RESILIENCE GRANTS FUNDING GUIDELINES

AUGUST 2023



Australian Government





Moira Shire Council in conjunction with the Australian and Victorian Governments recognise the significant impact the October 2022 Flood Event has had on individuals, families and the organisations and groups that provide services across the community. As part of supporting the community to respond to this impact, Council along with Emergency Recovery Victoria are providing Community Flood Recovery & Resilience Grants of up to \$5,000 to eligible Community Organisation.

About the Program

The Community Flood Recovery & Resilience Grants program provides funding of up to \$5,000 (plus GST if applicable) to eligible not for profit community organisations, groups, social enterprises, creative organisations and groups for projects/programs to assist communities with recovery from the October 2022 Flood Event.

The Community Flood Recovery & Resilience Grants Program aims to support communities of Moira Shire affected by the October 2022 flood event to achieve recovery, and plan for a more flood-resilient future. This will be done by:

- ensuring community recovery needs are well understood so evidence-based recovery interventions can be targeted
- provide trauma-informed navigation of recovery services, information, and programs to support communities in recovery
- support self-determination principles in recovery with Aboriginal and Torres Strait Islander communities

The following types of activities are eligible for funding:

Activities projects and/or events that provide community members affected by the flood event with the information, support, and services needed to pursue their recovery, will be prioritised. This may include:

- Providing on-site and outreach recovery services (including mental-health and wellbeing services)
- Community recovery capability-building initiatives (for example: training, events, education, programs)
- Running events and services to bring community together and enable social recovery by increasing social connection and social capital
- Supporting Aboriginal communities affected by the Flood Event, ensuring Aboriginal culture is valued and respected.

Eligible costs associated with running events, services and initiatives would include facilitation, promotional material, advertising, venue hire, catering, community residents transport and logistics support within reason, equipment hire or lease.

Funded activities must commence and be completed (and fully expended) within the funding period to be eligible.

Key Dates

The program will continue until all funds are committed or 31 December 2024 whichever is earliest. All activities and expenditure must be expended by 29 February 2025.

How does an applicant apply?

Applicants can apply through the Council's online SmartyGrants portal (<https://moira.smartygrants.com.au/CommunityFloodRecovery&Resilience>).

Before applying, individual applicants/ representatives of the organisations must read and understand the program guidelines and are strongly encouraged to discuss their project idea with a Council Officer before applying.

How often can an applicant apply?

An eligible applicant or auspice can submit one application per project and/or event. An auspicing organisation is permitted to sponsor more than one application.

Application Support

If you are after some further guidance on how to complete an application form, Council offer one on one support to assist. Please contact the Community Department on 5871 9222 to book an appointment.

Who is eligible?

For Community Organisations to be eligible for a Community Flood Recovery & Resilience Grant they must:

- Be committed to providing direct benefits to flood affected residents in Moira Shire. Please note, Council may consider funding events held outside of Moira Shire, particularly in the two cross- border communities.
- Be an incorporated 'not for profit' community organisation with open membership to residents in Moira Shire.
- 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 grant.
- Hold adequate public liability insurance to cover the project or event as applicable.
- Not have their own grant giving program or fundraising program that provides money to finance other organisation's community initiatives.
- Have satisfactorily accounted to Council for the expenditure of any previous Council grants.
- Comply with all relevant Local Laws, Australian and Victorian legislation where applicable, including but not limited to:
 - Accounting and auditing requirements;
 - Equal opportunity and anti-discrimination laws;
 - Human rights laws;
 - Disability;
 - Child Safety;
 - Gender Equality
 - Occupational Health and Safety;
 - Privacy, confidentiality and freedom of information laws';
 - Registration or accreditation of professional employees;
 - Preparation and dissemination of annual reports.
- Have relevant management plans in place, including:
 - Risk
 - Project
 - Event
 - Financial

What we can't fund:

Applications will be ineligible if funding is intended for:

- Individuals and private profit-making organisations.
- Requests that are considered by Council to be the funding responsibility of other levels of Government (State or Federal government agencies).
- Applications from Primary or Secondary Schools (Council encourages partnerships between Schools and community organisations, whereby the community organisation is the applicant).
- Committees of Council.
- Community Organisations that:
 - Are in debt to Council and are not meeting the agreed repayment arrangements.
 - Receive funding from other areas of council; except where funding is proposed for a different purpose.
 - Receive direct income from electronic gaming machines.
 - Have been non-compliant with Local Laws and or state or federal legislation over the preceding year.
- Activities, Projects and/or Events that:
 - Projects that may have a negative impact on the environment, heritage, existing businesses, services and /or communities.
 - Costs associated with activities not related to community recovery.
 - Passing on funding in the form of a sponsorship or donation.
 - Political and/or fundraising activities.
 - Project management or administration costs that are more than 5% of total funding.
 - Are for purchase of alcohol, gifts, prizes, rewards or incentives.
 - Asset purchases e.g. purchase of equipment, furniture, tools, machinery.
 - Projects requiring ongoing or recurrent funding to succeed or deliver benefit.
 - Offsetting of operating costs or salaries for existing (pre 6 October 2022) staff or contractors.
 - Projects within the responsibility of another State, Federal or Local Government program and/or are more suitably funded (or have already been funded) under another program.
 - Are for repair works or activities covered by insurance, unless required to meet safety, all access, privacy, community or cultural requirements.
 - Are for the purchase of land, buildings, assets or existing infrastructure, including the costs associated with the sub-division of land.
 - Activities that will break any Federal, State, or local laws, including any current coronavirus (COVID-19) restrictions or health directions.

Assessment Criteria

All applications will be assessed based on the information provided in the application and need to demonstrate they address the aims of the program. An Assessment Panel of Council Officers will conduct the initial assessment of the grant applications, which will be awarded by the Flood Recovery Coordinator. Allocation of grant funding is not guaranteed and will depend upon how well applications meet the assessment criteria, the number and quality of applications received, funds held by the community organisations, and the amount available in Council's budget.

Reporting and Monitoring

As part of the arrangements for this program, successful applicants will be required to complete a Completion Report as per the time frames identified in the Terms and Conditions (available after the grant is awarded). All reports will need to be signed off by Council as satisfactory.

Notification Process

Notification of successful and unsuccessful applications will take place immediately following a decision being made (within a 2 week period).

Successful applicants will be notified by:

Email notification via SmartyGrants. Successful applicants will be required to enter into a funding agreement with Council.

Unsuccessful applicants will be notified by:

Initial email via SmartyGrants including details of Contact Officer to discuss the application and provide feedback.

Grant Conditions and Payment

Successful applicants will be required to complete the required Terms and Conditions Form (Terms and Conditions noted in Appendix 1). The grant will be paid in full when Council receives all the required documentation.

Acknowledgement

The Grantee must ensure that Council's and Victorian Government's contribution to the project and/or event is acknowledged on promotional materials, media reports and/or by appropriate signage.

Feedback

All applicants are encouraged to call for feedback on their application prior to submitting or post-outcome, if not successful.

In order to continually improve the manner of funding allocations, feedback from the community regarding the criteria, timing and targeting of this funding is encouraged. Any comments regarding these matters should be directed to:

Manager Community Wellbeing, Health and Culture

Moira Shire Council

PO Box 578,

Cobram VIC 3644

Email: grants@moira.vic.gov.au

Appendix 1

For information only. A separate Terms and Conditions form will be required to be completed by successful applicants.

Terms and Conditions

1. The Grant must be used solely for the project and/or event as detailed in the Application Form.
2. The Grant will be paid in full when Council receives all of the required documentation.
3. The Completion Report must be signed off by the Moira Shire Council.
4. The Grantee shall satisfactorily complete the project and/or event by the date nominated in the Terms and Conditions signed by successful applicants.
5. The Grantee must ensure that both Moira Shire and the Australian and Victorian Governments contribution to the project and/or event is acknowledged on promotional materials, media reports and/or by appropriate signage.

6. The Grant recipient must advise Council immediately if the project and/or event is terminated. If a termination occurs, Council will request the refund of whole or part of the Grant previously paid to the Grantee.

7. The Grantee shall advise Council if the project and/or event is completed for less than the project and/or event total cost as set out in the Application Form. In such cases the Grant may be reduced on a pro rata basis.

8. Upon reasonable notice, the Grantee shall permit a Council Officer access to accounting records relating to the project and/or event and where relevant, to inspect any project and/or event site, works and/or equipment.

9. Any variations to the conditions of the Grant (as detailed in the Application Form) must be in writing and signed by both parties. Variations are subject to approval by Council. Council reserves the right to deny any variations.

10. If any Grant conditions are breached, or if Council is of the reasonable opinion that the project and/or event is not proceeding satisfactorily, Council may withhold payment to be made under this Grant and/or require the repayment to Council of the amount determined.

11. Council and the Australian and Victorian Governments reserve the right to publicise the benefits accruing as a result of the provision of this Grant.

12. Council has the right to issue a mutually agreed media release regarding the project and/or event.

13. Council must include the name of the Grantee and the amount of the Grant in its annual report.

14. The Grantee shall comply with all Acts and Legislation inclusive of but not restricted to:

- Equal Employment Opportunity and Anti-discrimination laws.
- Human rights laws.
- Disability.
- Occupational Health & Safety.
- Accounting and auditing requirements.
- Child Safety.
- Gender Equality.
- Privacy, confidentiality and freedom of information laws¹.
- Registration or accreditation of professional employees.
- Preparation and dissemination of annual reports.

15. The grantee may be asked to provide evidence of compliance with the Victorian Governments Child Safe Standards if during their project there is expected to be direct and incidental contact with children.

16. The Grantee shall engage where and when required, suitably qualified trades persons to complete works requiring certification.

17. The Grantee shall ensure that their funded project and/or event and all contractors / employees have appropriate insurance coverage.

18. The Grantee must obtain any necessary permits (for example – building, planning) and thereafter comply with the requirements of such permits.

19. Should the Grantee not commence the project and/or event by the nominated date in the returned Terms and Conditions document, the Grant may be terminated at the discretion of Council and the funds requested to be returned to Council.

20. The Grantee will sign and return the Terms and Conditions document by the date nominated.

Phone (03) 5871 9222

NRS 133 677

Fax (03) 5872 1567

Email info@moira.vic.gov.au

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Main Administration Centre

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Service Centre

100 Belmore Street, Yarrawonga VIC 3730

www.moira.vic.gov.au



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