



# FACT SHEET

## Community Support Grants Program How to apply

Ararat Rural City Council's overall Community Support Grants Program provides funding for projects and activities that build healthy and vibrant communities; sustain important community infrastructure and encourages community groups to work together to share and benefit from community resources.

### To apply there are 3 easy steps

1. Obtain an application form by calling Council's Community Development & Client Services Co-ordinator on (03) 5355 0257 or download an application form from [www.ararat.vic.gov.au](http://www.ararat.vic.gov.au).
2. Obtain an information fact sheet to find out more details on the requirements for your grant application and the appropriate category and eligibility for funding and/or contact Council's Community Development Co-ordinator to discuss your proposal. Fact sheets are also available to be downloaded on [www.ararat.vic.gov.au](http://www.ararat.vic.gov.au).
3. Complete the application form and return it to:

'Community Grants Program'  
Ararat Rural City Council  
PO Box 246  
Ararat Vic 3377

### When can I apply for funds?

Applications are currently open and will close on:

• **29 March 2019**

**Late applications will not be accepted.**

### Will I need to provide anything else?

Additional information may be required as part of the assessment process and the Community Development Co-ordinator and or one of Council's Assessment Team will contact you if they require more information about your proposal.





## What happens once my application is submitted?

1. Notification by either email or letter of receipt that your application has been received.
2. Applications will be assessed by Council's Assessment Panel within 2-3 weeks of the funding round closure and recommendations and notifications from the panel will take approximately 6 weeks from the closing date.

## If you are successful

You will receive a letter indicating your application has been successful within 6 weeks of the closing date. On acceptance of your grant and agreement to the terms and conditions that are contained within your letter, the grant will be paid at a cheque presentation ceremony at the end of each application round.

## If you are not successful

You will receive a letter indicating your application was not successful. If you wish to discuss your application further regarding other options for your project, you can contact Council's Community Development and Client Services Co-ordinator.

## Acquittal Process

1. **Successful applicants** will be required to enter into a written agreement with the Ararat Rural City Council to receive funding. This Agreement will provide details of when the acquittal process including a full project report must be completed.
2. **Successful applicants** in the **Infrastructure (Environment) Category** of the community support grants will be required to complete and acquit their activity within the date stipulated in the funding agreement. If the activity is not going to be completed within the prescribed timeframe an extension must be requested in writing prior to the original expiration date. Payment arrangements will be negotiated depending on the size of the project and level of Council investment.
3. **Successful applicants** in the categories of **Community, Economy and Lifestyle** will be required to complete a full project report with financial evidence of the cost of their project within the prescribed timeframe stipulated in the funding agreement.
4. Offer of a grant by Council in no way implies any ongoing funding commitment or obligation by Council.
5. Any variations to the original submission must be approved in writing by Ararat Rural City Council





6. The activity must incur the full expenditure as outlined in the application budget in order to guarantee full funding of the agreed amount. If the project budget falls short of this amount, Council reserves the right to make a pro-rata payment only.

## General Information

1. Ararat Rural City Council must be acknowledged in any promotional material in relation to your project or activity.
2. Late applications will not be accepted.
3. Councillors and members of the Community Grants Assessment Committee are not to be lobbied by applicants.
4. Applicants will be required to comply with GST legislation.
5. Applicants will be required to comply with OH & S legislation.
6. No activity will be funded retrospectively. Any activity or project that has commenced or is already completed will not be eligible for financial support.
7. Application forms will be available from the Customer Services Department and on Councils website at [www.ararat.vic.gov.au](http://www.ararat.vic.gov.au).
8. Applications can be submitted by post or email.
9. If terms & conditions are not adhered to, grant funds can be withdrawn at the discretion of the Manager, Community Development and Client Services.

## Examples of applications that are considered ineligible for funding include:

- Requests for retrospective funding (if a project has commenced it is deemed retrospective)
- Recurrent operating costs
- Salary subsidies
- Routine/cyclical maintenance funding
- Applications to purchase alcohol

**Please note:** It is important to have a project plan well in advance to allow for the time to be processed within the timeframe of Council's community support grants.

