



GREATER SHEPPARTON CITY COUNCIL

ACCESS AND INCLUSION GRANTS PROGRAM

2024/2025 GUIDELINES



**GREATER
SHEPPARTON**

About this grant program

Greater Shepparton City Council has a proud history of working in partnership with the community to meet local needs and expectations. One of the ways the Council supports the community is through the Access and Inclusion Grant Program. This program aims to deliver funding to support local businesses, not-for-profit organisations and community groups to improve access and inclusion for people with disabilities.

For the 2024/2025 financial year there is a total funding pool of \$14,000 available. The Access and Inclusion Grant Program will provide funding of between \$400 and up to a maximum amount of \$1,000 per application.

Funding is limited and not all applications that meet the guidelines may be funded. No recurrent grants, capital works or annual funding commitments are available from this fund. Applicants may make an application to **one** of the two streams available for funding, these are as follows:

Stream 1: Access and Inclusion Grant - Non-Capital Grants

Funding for access and inclusion improvements for people with disabilities, their families, friends and carers to businesses and not for profit organisations of a non-structural nature. Funding of up to, but not exceeding \$1,000 on a 1:1 matching basis (in-kind and/or financial), per successful application.

Stream 2: International Day of People with a Disability Event Program

The International Day of People with a Disability Event Program aims to support community organisations, groups and not for profit businesses to plan and implement activities for people with disabilities, their family, friends and carers in celebration of International Day of People with a Disability for the 2024 year. Activities and events funded under Stream 2 **must** be conducted between 1 December and 15 December 2024.

Prior to submitting an application, applicants must contact the person below to discuss their proposed project, activity or event. Following discussions, applicants will be provided with a link to submit an application for funding.

Team Leader Diversity

Phone: (03) 5832 9700

Email: communityadmin@shepparton.vic.gov.au

Expected timing for this grant program

Applications will be accepted until 5:00pm on the closing date.

Applications open: 1 July 2024 at 9:00am

Applications close: 11 August 2024 at 5:00pm

Notification of outcome: September 2024

Activity timeframes: Stream 1 between 1 October 2024 and 30 October 2025
Stream 2 between 1 December and 15 December 2024

How to Apply

All groups wishing to apply for funding under this either stream, must contact the Team Leader Diversity via telephone 5832 9700 or via email communityadmin@shepparton.vic.gov.au to discuss their proposed application.

Following discussions, applicants will be provided with a secure link to submit an application online via Council's SmartyGrants.

Who can apply?

All applicants' activities must be primarily based in Greater Shepparton.

APPLICANT TYPE	YES	NO
Not-for-profits, incorporated bodies, co-operatives or associations	X	
Registered charitable organisations (refer to the Australian Charities and Not-for-profits Commission)	X	
Unincorporated bodies with an auspice	X	
Schools and learning institutions – only for activities that are not curriculum based and the primary benefit is for the wider community	X	
Applicants that have received funding from this grant in the current financial year that are applying for more than one activity		X
Individuals without an ABN		X
Individual / Sole Traders (entity type with Australian Business Register)	X	
For profits, commercial entities, registered businesses	X	
Applicants with outstanding acquittals for grant funding from Greater Shepparton City Council (including auspices)		X
Applicants with outstanding debts or arrears to Greater Shepparton City Council or in legal proceedings with Council		X
An organisation involved in legal proceedings relating to winding up its operations, or experiencing insolvency or bankruptcy (this includes any legal bankruptcy – related actions against the organisations directors or officers).		X

What if you are NOT incorporated?

If you are not an incorporated body, you can still make an application by using an auspice. An auspice is an organisation that meets our eligibility criteria and agrees to support your application.

If you are successful, the auspice receives the grant money on your behalf so you can undertake the project work.

If you are intending to make an application using an auspice you must obtain written approval from your proposed auspice before you submit your application and attach this to your application form.

Insurance

Applicants must have Public Liability Insurance with a minimum amount of \$20 million. The Certificate of Currency for this insurance will be required as part of the application process.

Applicants using an auspice need to include a certificate from the auspice organisation. A policy statement or receipt of payment is not an acceptable substitute for the certificate of currency.

Permits and Approvals

Activities may require permits and approvals. These processes are separate to the grant application process and require additional time and budget in the project plan. You do not need to secure permits or approvals before applying for the grant, however obtaining these approvals will be a condition of the funding. You must also be able to demonstrate you are aware of the necessary permits and approvals in your application.

What if my activity does not proceed?

If you are successful in obtaining a grant for your activity and it does not proceed, you must contact the Team Leader Diversity at Greater Shepparton City Council in a timely manner to discuss the circumstances of the activity not proceeding and organise returning the grant funds provided.

Failure to notify Greater Shepparton City Council of your activity not proceeding will deem future applications for all available grants ineligible.

Program Objectives

Stream 1: Access and Inclusion Grant - Non-Capital Grants

The objective of this funding stream is to provide funding for access and inclusion improvements, of a non-structural nature, that creates improved access and inclusion outcomes to businesses, not for profit organisations and community groups.

Applications are invited from businesses, not for profit organisations and community groups that demonstrate how their project:

- makes businesses and community group spaces more accessible and inclusive for people with a disability
- encourages more people with a disability, their family and/or friends to visit and/or participate in the community.

Example projects under this stream include:

- development of an accessible website or menu
- engagement of an access and inclusion consultant to review premises and required changes needed to increase accessibility
- accessible and inclusive on site signage
- support for events for people with disabilities e.g. International Day of People with Disability
- development and delivery of attitudinal awareness-raising resources and training for staff, volunteers and/or members of the public
- converting bills, brochures and reports to accessible formats such as Easy English or braille
- purchase of assistive technologies such as hearing loops and height adjustable office furniture.

Please note, these are examples only. We welcome applications that respond to an identified need within the community.

Stream 2: International Day of People with a Disability Event Program

The objective of this Stream is to provide funding support to community organisations, groups and not for profit businesses to plan and implement activities for people with disabilities, their family, friends and carers in celebration of International Day of People with a Disability.

Activities and events funded under Stream 2 must be conducted between 1 December and 15 December 2024 (inclusive). Activities outside of these dates will not be considered under this stream.

Example projects under this stream include:

- Art show, competition, workshops
- Performance/concert
- Guest Speaker
- Expo
- Sporting activity
- Film Screening

Please visit the [International Day of People with a Disability website](#) for further information on the purpose of the day and possible community led events and activities.

The capacity of an organisation or individual to manage the project will be assessed and preference will be given to organisations that can demonstrate the required skills and organisational structure and/or planning to see the project through.

Funding is provided on a one-off basis. A minimum funding amount of \$400.00 to a maximum funding amount of \$1,000.00 per successful grant application is available.

Funding is limited and not all applications that meet the guidelines may be funded. Funding is on a project or program basis only and no recurrent grants or annual funding commitments are available from this fund.

Funded activities will:

- occur in Greater Shepparton between the timeframes stated above
- provide an inclusive, safe and accessible outcome for the community of Greater Shepparton
- demonstrate effective partnerships i.e. with other groups and/or across interest groups
- deliver value for money
- be well developed and have reasonable indicators of success for the outcomes expected
- acknowledge Greater Shepparton City Council as sponsors of the project receiving funding

The following activities will NOT be funded:

- applications from agencies or departments of Australian and Victorian governments
- applications from schools or educational institutions, unless the proposed project can demonstrate significant involvement of and benefits for the wider community

- projects with participation limited to the school community will not be considered
- projects that duplicate existing services or programs
- projects that deliver a religious or party-political message where the purpose is to advance the organisation's religious beliefs or political views, irrespective of what those beliefs or views may be
- projects located where there are gaming machine venues
- organisations that receive funding/revenue from the sale or profit of alcohol, tobacco and/or gambling
- requests for retrospective funding, including reimbursement of costs already incurred and funding for projects that have already commenced or have been completed before successful grant applications are announced
- general operating expenses such as utility bills, lease or rental payments, wages or salaries, project management costs, etc.
- repair of facilities damaged by vandalism, fire or natural disasters where the incident should reasonably be expected to be covered by property insurance
- applications for projects that engage in activities that promote discrimination, violence or anti-social behaviour
- applications received after the closing date

Budget

The budget must include details on all income (all sources of funding which will be used to deliver the project, including the requested amount from this grant) and all expenditure (costs involved in the project). Income and expenditure must be equal. Below is an example of the budget table within the application form.

Please provide a copy of quotes with your application for expenses exceeding \$1,000.

If your organisation is registered for GST the budget item/s should be filled in with the GST exclusive amount. If your organisation is not registered for GST your budget item/s needs to be filled in with the GST inclusive amount.

Please refer to the www.ato.gov.au website for further detail.

Example

Income	\$	Expenditure	\$
Council Grant	\$500.00	Supplies from ABC	\$200.00
Activity Centre	\$500.00	Kaiko Fidgets	\$800.00
TOTAL	\$1000.00	TOTAL	\$1000.00

It is a requirement of this grant program that an in-kind contribution is made. Please detail the in-kind contribution, in the In-Kind section of the application form. Below is an example of this table within the application form.

If you have volunteers working on the project, include their contribution at the following values:

- \$25 per hour for unskilled labour
- \$40 per hour for qualified trades person
- \$65 per hour for machinery hire, including driver

Example In-kind support

Person or organisation	Task	Hours/Rate	Amount In Kind
ABC Organisation	Safety testing of Ramp	1 hr @ \$25.00/hour	\$25.00
ABC Office suppliers	Printing of flyers for launch		\$100.00
Hire of venue	Discount hire of venue next to building		\$200.00
		TOTAL	\$325.00

How will applications be assessed?

All applications received will go through the following assessment process:

- eligibility checks against criteria for the funding of this program
- panel Assessment with broad representation from Council Departments.

The Assessment Panel will consider the following:

- does the activity meet the objectives and activities of the program
- does the activity have a broad community benefit
- is the activity well planned and feasible within the timeframes provided
- evidence the activity will be well supported by the community
- evidence the activity will be inclusive and accessible for the whole community
- is there are matching component
- does the intended activity align with the following strategic documents:
 - Greater Shepparton City Council Plan
 - Universal Access and Inclusion Plan
 - other master plan or other Council strategies.

The Council Plan and other Strategies can be accessed at

www.greatershepparton.com.au

Once applications have been assessed by the panel, a recommendation of funding will be presented to the relevant Department Director to provide final award of the grant funding under delegated authority.

Notification of outcome

All applicants will be notified as to the outcome of their application via the email address provided in the application.

Please refer to the timetable on the website to confirm the date we aim to notify you of the outcome of your application.

Multiple applications from one organisation will not be funded under this program.

If your application is successful

Successful applicants will be required to:

- enter into a funding agreement and adhere to the conditions of the agreement
- spend the grant money in accordance with the conditions stated in the funding agreement and provided for in the application

- return any unspent funds at the completion of the activity, or at the end of the agreement unless prior written approval has been obtained to expend the funds in another way
- complete in full detail an acquittal form to the satisfaction of Council

If your application is NOT successful

If your application is not successful you will be notified in writing and provided with an opportunity to discuss the outcome with the Program Coordinator and Grants Coordinator.

In some cases, the assessment panel may consider your application more suited to one of Council's other grant programs. If your application is more aligned with another funding program, Council will contact you and let you know.

If an application is made to an alternative funding stream within Council, only one funding application may be considered per financial year for the same activity.

If there are funds remaining in the grant pool, Council may choose to offer a second round of funding. Whilst unsuccessful applicants are eligible to reapply, we would recommend revising the application prior to ensure it fits the objectives of the program and assessment criteria before doing so.

Advertising and Promotion

Successful grant applicants must acknowledge Greater Shepparton City Council as a sponsor of the event.

This will include providing logo recognition for Greater Shepparton City Council on all your promotional material relating to the event including, but not limited to posters, apparel, event programs and any other reasonably requested intellectual property.

To access the current branding guidelines, please contact the Diversity Team on (03) 5832 9700.

Council also require the opportunity to provide signage to be displayed at high profile locations at the event. This could include fence banners and/or tear drop flags.

Final Acquittal

You will be required to report back to Council when your project is completed. The acquittal process is important because it enables Council to continuously evaluate the success of the program.

You must report back to Council within the timeframe provided in your funding agreement. The financial acquittal is an income and expenditure statement for the grant confirming funding has been spent on the activity in accordance with the funding agreement.

Council officers may request meetings with you to check the progress or undertake an independent audit of the records of the applicant as they relate directly to the grant.

It is the responsibility of the applicant to maintain accurate financial records for the grant and make them available in the event of an audit by the Council into the use of the grant.

An organisation which fails to submit their acquittal documents is deemed ineligible to apply for any future funding from Council, until their acquittal is completed and approved by Council.

Access and Inclusion

Council is committed to providing dignified equitable access for all. It is important applicants are inclusive of people living with a disability, as well as their families and carers. This may include considerations to the following:

- accessible parking at the venue
- provision of accessible facilities such as toilets, ramp access and accessible seating
- consideration for assistance animals
- acceptance of Carer Cards and/or Companion Cards for carers
- information available in accessible format, such as large print and signage
- if required, use of interpreters, such as Auslan for people who are hearing impaired.

First Nations People Engagement

All applicants intending to apply for an event grant regarding First Nations Peoples must provide confirmation of engagement with Local First Nations Community members and/or Traditional Owners (Yorta Yorta Nations).

Council strongly supports First Nations People events that are inclusive and considerate of Local First Nations Community and their important history and connection to land. It is highly recommended applicants are able to demonstrate consideration and respect for First Nations Peoples. This can include an Acknowledgement of Country or official Welcome to Country performed by a recognised local First Nations person.

LGBTIQA+ Inclusion

Council is committed to providing dignified equitable access for all. It is important applicants are inclusive of all. This may include considerations to the following:

- plan/partner your event with key local LGBTIQA+ partners, peak bodies, sponsors and ally organisations
- use inclusive event marketing and messaging.
- foster inclusively during the event registration process
- incorporate LGBTIQA+ topics into the programming.

Cultural Diversity

Council strongly supports the cultural diversity within our municipality and ensuring our community is inclusive of all. It is therefore important applicants demonstrate consideration in their planning to create an inclusive, accessible and welcoming event environment. This can include demonstration of the following:

- advertising events in plain English
- ensuring the event is open to everyone
- availability of culturally appropriate foods
- ensuring all published materials avoids acronyms and jargon
- take religious and cultural occasions into consideration when planning events

- considerations of uniform alterations for religious dress wear practices
- availability of interpreters and translated information
- use pronoun name tags, badges, stickers and/or ribbons to express identity.

Environment

When planning your event, consideration should be given to how you can avoid negatively impacting on our environment and promote sustainability.

Sustainable event management (also known as event greening) is the process used to produce an event with particular concern for environmental, economic and social issues. There are many areas where organisers can have a positive impact when hosting an event.

Greening practices are practical things that can be done to encourage sustainable living and Council encourages the following greening practices should be considered when planning or implementing your event:

- eco-procurement or green purchasing
- waste minimisation and management
- energy efficiency
- water conservation
- emissions reduction
- single-use plastics
- enforce the Victoria Government's plastic ban where relevant
- align with Greater Shepparton City Council's plastic policy.

Gender Equality

Council has a duty to promote gender equality through the Gender Equality Act 2020. Applicants to Council's grant programs are encouraged to demonstrate evidence of how your organisation considers and promotes gender equality within their policies, programs and services.

Greater Shepparton City Council will consider the equitable reach of this funding program during the assessment and final decision-making processes.

Contact Details

Greater Shepparton City Council
Team Leader Diversity Community Wellbeing

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Email: communityadmin@shepparton.vic.gov.au

Website: greatershepparton.com.au



CONTACT US

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