



# Minor Capital Works

## 2022/23 Community Development Grant

### Minor Capital Works – up to \$10,000

The Minor Capital Works grant category supports the delivery, repair or improvement of builtform fixed asset projects in/on eligible community facilities and places. The kinds of projects that this grant is suitable for include upgrade of building, paths, lighting, clubrooms, fencing, playing surfaces, shade and public space infrastructure and may include the purchase and installation of items such as cabinetry, floor coverings and electrical or gas equipment.

Minor Capital Works projects do not exceed \$50,000 in value.

The application process involves two stages:

Stage 1: Expression of Interest

Stage 2: Application by invitation

**NOTE:** The Minor Capital Works Grant is one of three categories of funding of the Baw Baw Shire Community Development Grant program. Please check that your project is best suited to this category and not either of the other two categories:

- Environment Grant - supports the activities of community groups that improve the sustainability of natural environments. Activities may seek to build skills, knowledge and awareness in the community and must have a direct benefit to the natural environment.
- Equipment Grant - supports the equipment needs associated with the successful operation of community groups in Baw Baw Shire. Equipment items are portable assets that are securely stored on site when not in use and does not include any item that requires installation on or fixing to an existing structure (e.g.; defibrillator cabinetry, appliance purchase that requires installation at a future time etc). Items that require fixing on an existing structure can consider if the Minor Capital Works is a suitable grant for their project.

### Funding Round

The Minor Capital Works Grant accepts applications annually. It consists of two stages. Applicants to the Expression of Interest will receive written advice regarding their interest prior to Stage Two opening.

<i>Stage One: Expression of Interest</i>	Open	9am, Monday 7 March 2022
	Close	Midday, Monday 4 April 2022
<i>Stage Two: Application by invitation</i>	Open	9am, Monday 16 May 2022
	Close	Midday, Tuesday 14 June 2022

## Application Process

The Expression of Interest (for Minor Capital Works projects only) is a required step for prospective grant Applicants. It helps with project planning and understanding the Community Development Grant requirements.

You must submit an Expression of Interest online via SmartyGrants to be eligible for an invitation to then submit a Minor Capital Works Application. This is a compulsory requirement.

A link will be provided from Baw Baw Shire Council's website for the Expression of Interest application.

Applicants are advised to contact the Social and Community Planning team to ensure that an application is being prepared for the correct category.

## Assessment of Applications

All eligible applications will be assessed against the set criteria of Need, Community Benefit, ~~Card~~Plan and Budget.

Baw Baw Shire Council considers applications to the entire Community Development Grant program when making its decision to award grants. Eligible Environment Grant applications are presented alongside eligible applications from the other two categories.

Where funding of all eligible applications from the three grant categories would exceed the Community Development Grants program budget, funding will be prioritised as follows: The highest scoring / graded applications from the assessment process will be funded one at a time starting at the highest score / grade until the budget is exhausted.

## Eligibility Criteria

- The Applicant is a not-for-profit constituted body such as an incorporated association
- The project is located or delivered within Baw Baw Shire
- The Applicant has fully acquitted previous Community Development Grant and has no outstanding grant-related debt with Baw Baw Shire Council
- The Applicant submits only one application per round
- The project or program has not received funding or a funding allocation from Baw Baw Shire Council or other external individual or organisation via a grant, sponsorship, donation (that does not prevent co funding arrangements where only partial funding has been obtained)
- The Application is submitted by the close of the Round. Late submissions will not be considered.

An Application to the Minor Capital Grant program should also plan to demonstrate that:

- The project has undergone the required Expression of Interest stage.
- There is written support from the land manager/owner, or committee of management of a facility and
- A dollar-for-dollar matching contribution to the requested grant amount can be made

NOTE: Baw Baw Shire Council will provide \$1 for every \$1 contributed by the Applicant. If the grant request is for \$4000 Applicants must show that they can also contribute \$4000 to the project. The Applicants contribution to the project must be at least 50% cash and can include up to 50% in-kind contributions. Examples of suitable in-kind contributions are volunteer professional or unskilled labour and new donated materials costed at recommended retail prices. Suitable evidence of

these contributions is required with a Project Acquittal Report.

### What Will Not be Funded

- Improvements to commercial properties, or delivery of commercial activities, or to commercial organisations or individuals
- Fundraising activities, competitions, prizes, and award exhibitions
- Permanent staff costs
- Catering and alcohol
- Organisational core operating costs
- Projects from Applicants that are the funding responsibility of other levels of government
- Interstate or international travel costs
- Projects that duplicate existing services and programs
- Projects with a sole religious or political purpose
- Activities, projects, programs, and events that have already taken place or commenced
- Baw Baw Shire Council owned or run activities, projects, programs, and events
- The purchase or repair of used goods or equipment

### Successful Applicants

#### Offer of Funding

All successful Applicants will be required to complete an Offer of Funding form on *SmartyGrants* prior to funds being released. This includes completing the acknowledgment and declaration of the Funding Agreement and provision of completed documents to Baw Baw Shire Council, including but not limited to a *tax invoice* from your organisation for the grant amount awarded a *Grant Recipient – Supplier Information* form and a *statement by supplier* form.

The Funding Agreement outlines the conditions associated with the provision of the Grant and details reporting requirements specific to the application.

#### Project Acquittal Report

The Project Acquittal Report is the final stage in the grant process. The Applicant will need to provide information and evidence relevant to the project delivery as outlined in the Funding Agreement. A Project Acquittal Report is due within one month of a project's completion.

#### Other Community Development Grant related information is available on our website:

- Equipment Grant
- Environment Grant
- Project Delivery Fact Sheet
- Auspicee Application Form
- Auspice Arrangement Information
- SmartyGrants Help Guide for Applicants
- Baw Baw Shire Council Plan 2021 –2025

#### Contact us

We're here to help! For more information, please contact the Social and Community Planning team on 1300 229 229 or by email at [grants@bawbawshire.vic.gov.au](mailto:grants@bawbawshire.vic.gov.au)