



# Community Development Grants

## Frequently Asked Questions

### Fact Sheet

#### Q. What grants can I apply for?

A: Minor Capital Works, Equipment and Environment Grants are all on offer annually.

*See the grant specific category information sheet for some ideas and more information.*

#### Q. My organisation is not located in Baw Baw Shire, can I apply?

A: To be eligible, organisations must be located within, or offer a project within the Baw Baw Shire Municipality.

#### Q. My group is not incorporated, can I apply?

A: To be eligible, applications must be a not-for-profit, incorporated community organisation.

If you are an individual or an unincorporated group, you will be required to find an auspice prior to applying for a Community Development Grant. Where an Auspice arrangement is proposed, the grant application must be made by the Auspicor. The Auspicor must meet the eligibility requirements for the grants program. Auspicors should note that only one grant application may be submitted each round to Baw Baw Shire Council.

*See the Auspice Arrangements Fact Sheet for more information.*

#### Q. How many applications can I submit?

A: Baw Baw Shire Council will only fund one application per organisation per funding round. Applications can be made to other parts of Council for different projects and initiatives, providing the Applicant has fully acquitted previous Community Development Grant and has no outstanding grant-related debt with Baw Baw Shire Council

#### Q. What is an Expression of Interest for the Minor Capital Works Grant?

A: Expression of Interest (Eoi) for Minor Capital Works Grant is a process to assist prospective applicants to ensure they are well prepared to complete the project and understand the requirements that may be necessary to complete the project, including the budget. You must submit an Expression of Interest Application for all Minor Capital Works proposals. Progression through to application is by invitation only and is dependent on your Eoi being deemed suitable and being supported by the grants review committee. The Eoi submission is a compulsory requirement. You will be notified if your application progresses to the next stage.

#### Q. What other things do I need to include with my application?

A. You will be required to submit quotations to demonstrate the value of the grant and a current Public Liability Insurance Certificate (Certificate of Currency).

In addition to this, you should include:

- Minutes of Committee Meeting confirming the decision to seek funding,
- Permits and or plans relevant to the project,
- Approvals and Land Use Consent and the Auspicing Agreement if your project is being auspicied.

*See the grant specific category application checklist for more information.*



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**Q. Can I submit only one quote for one purchase and provide others after the closing date?**

A. No, applications that do not provide the mandatory number of quotations will not be assessed.  
*See the grant specific category application checklist for more information.*

**Q. What happens if I don't submit my application before the closing deadline?**

A: Your application will not be reviewed, and you will not be eligible for funding.  
*Late applications WILL NOT be accepted.*

**Q. How do I receive the grant money if I am successful?**

A: All successful grant applicants will be required to complete the Offer of Funding application on SmartyGrants. This information must be received in full and deemed complete by Baw Baw Shire Council, then the group must supply an invoice to BBSC which contains the Applicant's bank details, once all requirements have been met BBSC will transfer the funds electronically.

**Q. Do I have to complete the project by a certain date?**

A: Yes, all projects must be completed by 30 June 2023.

**Q. If we received a grant last year and have not finished it yet, can we apply for another grant this year?**

A: No, applicants must have fully acquitted previous Community Development Grants and have no outstanding grant-related debt with Baw Baw Shire Council to be eligible for further funding.

**Q. What is Baw Baw Shire Council's role in my project?**

A. BBSC officers here to assist you with the administration of your grant application.

**Q. What is my role in the project ?**

**A. Understanding and complying with the funding agreement** – which outlines the conditions under which the grant is provided,

**B. Managing record keeping** – keep documents safe to provide to Council as required e.g., Certificate of Currency, Public Liability Insurance and complete various,

**C. Reporting requirements** – throughout the process e.g., complete a project acquittal report which includes PAID TAX INVOICES for purchases made showing a zero-balance owing, permits or certificates your project has required.

**Q. Where is the application form to apply?**

A. Head over to our webpage and see the grant category you're applying for, then complete the application form – <https://www.bawbawshire.vic.gov.au/Our-Community/Grants-and-Sponsorship>

#### 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)