



Community Development Grant (CDG) Equipment Grant

Equipment Grant – up to \$5,000

The Equipment Grant category provides funding necessary for successful operation or delivery of services for communities.

For example: A organisation may need:

- *Hearing aid, communication boards, wheels chairs etc. to improve accessibility*
- *Lawn mower, brush cutter and safety equipment*
- *Hand-held UHF radios*
- *Sports Equipment*
- *Computer and software*

Funding Round

The Equipment Grant accepts applications annually.

Round Opening	Monday 3 February 2020	8.00am
Round Closing	Friday 13 March 2020	3.00pm

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

Application Process

A Grant Application form is required to be submitted online via SmartyGrants. A link will be provided from the BBSC website.

Assessment of Applications

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

Where funding of all eligible applications would exceed the Community Development Grant 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.



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Equipment Grant

Eligibility Criteria

Equipment Grant Applicants must:

- Be a not-for-profit constituted body such as an incorporated association
- Have an Australian Business Number (ABN)
- Be located within and/or offer a project within Baw Baw Shire
- Have fully acquitted previous Community Development Grants and have no outstanding debts to Baw Baw Shire Council
- Only submit one grant application per year. That is, you cannot apply in more than one category in the same round
- Equipment, projects or program that have already received funding or funding allocation from Baw Baw Shire Council or other external individual or organisation via a grant, sponsorship or donation. (This does not prevent co-funding arrangements where only partial funding has been obtained)
- Provide a minimum of one quotation from a business based in Baw Baw Shire unless it can be reasonably demonstrated that local suppliers and/or services are not available
- Not commence the project prior to the funding announcements are made
- Submit their application on time. Late submissions will not be considered.

What Will Not be Funded

- Commercial activities, organisations and individuals
- Fundraising activities, competitions, prizes and award exhibitions
- Permanent staff costs
- Catering and Alcohol
- Organisational core operating costs
- Projects 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
- BBSC owned or run activities, projects, programs and events
- The organisation has received funding three times for the same grant category
- The purchase of second-hand equipment/goods



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SUCCESSFUL APPLICANTS

Funds Disbursement

All successful applicants will be required to complete a Funds Disbursement form on SmartyGrants prior to funds being released. This includes a *Funding Deed* acknowledgement and declaration, submitting a *tax invoice* from your organisation for the grant amount awarded and *supplier application* (if applicable).

The Funding Deed is an agreement between the organisation and Baw Baw Shire Council and provides details about the terms and conditions of funding. This will include implementation, data collection and reporting requirements specific to the application.

Project Acquittal

The Project Acquittal is the final stage in the grant process. The Applicant/Auspice Agency will need to provide details and attachments relevant to the project scope as outlined in the Funding Deed. This project acquittal must be completed within one month of the project completing. *Please see CDG Project Acquittal Fact Sheet for more information.*

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

- Overview of Community Development Grants
- Environment Grant
- Minor Capital Works Grant
- Equipment Grant Application Checklist Fact Sheet
- Auspice Fact Sheet
- Useful Tips to Complete Your Application Fact Sheet
- Frequently Asked Questions Fact Sheet
- Budget Planning Fact Sheet
- Council Plan 2017-2021

<https://www.bawbawshire.vic.gov.au/Our-Community/Grants-and-Sponsorship/Community-Development-Grants>

Contact us

We're here to help! For more information please contact the Strategic and Community Planning team on 1300 229 229 or by email at grants@bawbawshire.vic.gov.au