



Community Development Grant (CDG)

Minor Capital Works

Minor Capital Works – up to \$10,000

The Minor Capital Works category provides for funding for minor repairs, renovations and associated infrastructure for buildings, clubrooms, sporting and other community facilities.

The application process involves 2 stages:

Stage 1: Expression of Interest (Eoi)

Stage 2: Application

Funding Round

The Minor Capital Works Grant accepts applications annually. It consists of two stages:

Stage One

Expression of Interest Round Opening	Monday 13 January 2020	8.00am
Expression of Interest Round Closing	Wednesday 5 February 2020	3.00pm

Applicants to the Expression of Interest will receive written advice regarding their interest prior to Stage 2 opening.

Stage Two

Minor Capital Works Round Opening	Monday 2 March 2020	8.00am
Minor Capital Works Round Closing	Friday 10 April 2020	3.00pm

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



Community Development Grant (CDG)

Minor Capital Works

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 Grants requirements.

You must submit an Expression of Interest Application online via SmartyGrants prior to submitting a Minor Capital Works Application. This is a compulsory requirement.

A link will be provided from the BBSC website.

Late Applications Will Not Be Accepted

Assessment of Applications

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

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.



Community Development Grant (CDG)

Minor Capital Works

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.

Eligibility Criteria

Expression of Interest and Minor Capital Works 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 the 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 BBSC 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.

In addition to the eligibility criteria, applicants for Minor Capital Works grants must also meet the following criteria:

- Provide a letter of support for the project from the landowner/ Manager / Section 86 Committee of Management
- Have advanced through the Expression of Interest step prior to submitting a Minor Capital Works Grant Application
- Made a \$1 to \$1 contribution to the project

Council will provide \$1 for every \$1 contributed by the applicant. i.e. if the project is valued at \$4,000, Council will consider funding 50% or \$2,000. The applicant's contribution to the project must be at least 50% cash and can include up to 50% in-kind contribution which may include volunteer labour, materials, etc.



Community Development Grant (CDG)

Minor Capital Works

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

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

- Overview of Community Development Grants
- Equipment Grant
- Environment Grant
- Minor Capital Works 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