

Equipment and Training Grants 2019/2020 Guidelines

Applications open Monday 2nd September and close 5pm Thursday 3rd October 2019

Please read this information before completing your online application form.

Visit <https://www.casey.vic.gov.au/equipment-training-grants> to begin your application.

Purpose of this grant

The City of Casey's Equipment and Training grants are annual grants designed to help not-for-profit community groups fund equipment or training that will improve day to day operations.

The grant is designed to help community groups to:

- » Purchase minor equipment needed for their services (eg. cooking equipment, audio visual equipment, sporting equipment).
- » Train group members and volunteers (eg. leadership, first aid, coaching, committee training).

Grant Amount

- » \$100 - \$1,000

Who can apply for this Grant?

To apply for this grant, you must:

- » be based (meet or hold activities) in Casey
- » be a not-for-profit or charitable organisation
- » be a legal entity (eg. an incorporated association, a co-operative, company or trust) or auspiced by one
- » have public liability insurance of \$10 million
- » be able to demonstrate significant support in the community for your group
- » create an itemised budget, detailing how you will spend the funds, including quotes from suppliers
- » submit your application and documentation online using SmartyGrants
- » have acquitted any previous grants you have received from us

Who cannot apply for this Grant?

- » Individuals
- » Government agencies
- » Businesses
- » Political parties or groups
- » Schools and universities
- » Council managed kindergartens.

How do I apply?

Applications are made using an online grants system which requires an email address. To access the application form, follow the links on Council's website: www.casey.vic.gov.au/equipment-training-grants

Applications must be submitted by the due date. Late or incomplete applications will be not considered.

All applications require the following supporting documentation to be uploaded and submitted with an application:

- » Current Public Liability Insurance Certificate of Currency (provided by your insurance company).
- » Proof of legal status – the group's incorporation number or the incorporation number of an auspice organisation.
- » Either an Australian Business number (ABN) or a completed Statement by Supplier Form, which is available in the application form

What are the objectives of the Equipment and Training Program?

The objectives of the Program are to:

- » Resource community groups to build their capacity and sustainability
- » Provide groups with the opportunity to purchase essential items of equipment that enable them to operate successfully
- » Support groups to develop group members and train volunteers
- » Diversify programs and ensure they are inclusive

How do we decide successful grants?

We will be looking at how well your application meets one or more of the following criteria.

The equipment or training:

- » is essential to the operation and/or success of the activity, program or community group
- » assists your group to build its capacity and become more sustainable and inclusive

Committee members, group members, and coaches or volunteers will:

- » use the equipment often and it will be used by several people
- » use the training they receive to help your community group

How do Equipment and Training Grants work?

- » There is one funding round per year
- » The grant is a one-off payment and is not recurrent
- » Only one application per community group is allowed
- » The minimum amount groups can apply for is \$100, and the maximum is \$1,000. The full amount requested may not be approved; the Assessment Panel may recommend partial funding
- » Council expects to be able to notify you of the outcome of your application in December 2019
- » Any equipment purchased must be stored and primarily used in Casey
- » Any item purchased must remain the property of the organisation/group
- » Successful groups have 60 days after purchase or use of funds, or by the 30 June 2020 to acquit, whichever is earliest

What will not be funded?

- » Applications for fundraising purposes
- » Insurance costs
- » Programs that only advocate religion or faith
- » Utilities such as phone, electricity and internet
- » Consumables such as printer cartridges, paper and ongoing stationery items
- » Reimbursement for funds already spent
- » Rent/room/hall hire fees
- » Staff wages
- » Capital works items (an item permanently fixed to the ground or building)

What happens if my application is successful?

- » We will notify you by email
- » In the email, we will include the Information for Equipment and Training Grant Recipients document which will outline the conditions for your grant
- » You will need to review Council's Grants Policy to understand the conditions of the grant <https://www.casey.vic.gov.au/policies-strategies/grants-policy>
- » If you have any outstanding payments to Council, you will need to clear these before it can pay the grant

Auspices

For groups with an auspice, funds are usually paid directly to the auspice itself. This auspice is responsible for ensuring the funds are spent in accordance with the application and any special conditions Council may require.

Tell us how your grant was used

After you have completed your project, you must tell us how you spent the grant money and what the outcomes of the funding were. This is known as an acquittal process. You must complete the acquittal process online within 60 days of spending the money or by 30 June 2020, whichever is earliest.

What happens if my application is unsuccessful?

A letter will be sent by email to unsuccessful groups advising the reason why the application was not successful. Groups are encouraged to make another application in future, provided that the group is eligible.

Timeline

Monday 2 September 2019	Applications open. The online application form will be available on the City of Casey website.
Tuesday 3 September 2019	Information session Date: Tuesday 3 September 2018 Time: 10:00am – 11:00am Venue: Hall 2, Lynbrook Community Centre 2 Harris Street, Lynbrook Date: Tuesday 3 September 2018 Time: 6:00pm – 7:00pm Venue: Bunjil Place, Library Meeting Rooms 1 & 2 2 Patrick North East Drive, Narre Warren
Thursday 3 October 2019	5.00pm applications close. No late applications will be accepted.
October 2019	Panel meetings to assess grant applications.
December 2019	Council meeting for formal consideration of Panel's recommendations.
December 2019 – January 2020	Applicants are notified of the outcome of their application and grant payments begin.

Council contact

Community Grants Officers are available to answer questions about how to apply, the grant criteria and general queries. They can be contacted on 9705 5200 or email:

communitygrants@casey.vic.gov.au

Contact City of Casey

03 9705 5200

NRS: 133 677 (for the deaf, hearing or speech impaired)

TIS: 131 450 (Translating and Interpreting Service)

caseycc@casey.vic.gov.au

casey.vic.gov.au

 [facebook.com/CityOfCasey](https://www.facebook.com/CityOfCasey)

 [@CityOfCasey](https://twitter.com/CityOfCasey)

PO Box 1000
Narre Warren VIC 3805

Customer Service Centres

Narre Warren

Bunjil Place,
Patrick Northeast Drive

Cranbourne

Cranbourne Park
Shopping Centre